



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
Mayurbhanj Complex, Nongthymmai, Shillong – 793014, Meghalaya

No. IIM/Admn/119/22/2020/790

21 September 2020

**ADVERTISEMENT FOR NON-TEACHING POSTS**

**Indian Institute of Management Shillong invites applications for the following Non-Teaching Posts:**

1	Name of the Post	<b>Centre Coordinator</b> (for Dr APJ Abdul Kalam Centre for Policy Research and Analysis)
	No. of Posts	<b>1 (one)</b>
	Category	Un-Reserved
	Scale of Pay	<b>Level-10 - Initial Basic Pay Rs. 56100/-</b>
	Qualification	Master's degree with 60% marks. Preference will be given to candidates with an MBA / PhD in an appropriate branch
	Experience	7 years' relevant experience in Govt./ Public Sector Undertaking / or equivalent in industry/ corporates including educational institutes.
	Desirable	<ul style="list-style-type: none"><li>• Exposure in the North East region will be given preference.</li><li>• A persuasive and passionate communicator with excellent public speaking skills.</li><li>• Demonstrated experience developing and implementing programs that promote equity and inclusion in a diverse educational or professional setting.</li><li>• In-depth understanding of best practices and innovations in educator preparation, teaching, learning and social development.</li><li>• Demonstrated ability to think strategically, solve problems creatively, and identify new opportunities to advance an organization's mission and brand.</li><li>• Ability to efficiently manage multiple priorities and projects.</li><li>• Ability to work with people at all levels of the organization, Co-ordination with Government, Private and other development agencies.</li><li>• Strong relationship building and interpersonal skills.</li><li>• Ability to work independently as well as in a team-oriented environment.</li><li>• Ability to develop Proposals for funded research projects and Industry Institute Engagement, organizing Seminars &amp; Conferences etc.</li></ul>
	Age Limit	<b>45 years as on the last date of Publication of the Advertisement.</b>
	Job Description	<ul style="list-style-type: none"><li>• Responsible for providing administrative support to Dr APJ Abdul Kalam Centre for Policy Research and Analysis of the Institute</li><li>• To plan and execute projects in the region, especially in development planning</li><li>• To undertake action research and analysis</li><li>• To network with various institutes throughout North-East India and establish an institutional network to provide the knowledge breakup.</li><li>• Liaise with Government, PSUs, Corporates and all other stakeholders</li><li>• Carry out any other duties as assigned by the Institute</li></ul>

**Contd:-**

## **IMPORTANT INSTRUCTIONS**

1	Interested candidates may apply through the <b>Recruitment Portal</b> available in the website.
2	Mere fulfilment of minimum eligibility criteria is not a claim for interview call.
3	<b>Relaxation in percentage</b> of qualifying marks will be given upto 5% for SC/ST/Differently abled candidates and upto 3% for OBC candidates.
4	<b>Relaxation in upper age limit</b> will be given upto 5 years for SC/ST/Differently abled candidates and upto 3 years for OBC candidates.
5	The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
6	The Institute reserves the right to fill or not to fill any or all the posts.
7	Shortlisted candidates will be called for Interview as per recommendations of the Screening Committee constituted for the purpose. The decision of the Screening Committee is final.
8	No interim correspondence will be entertained.
9	Canvassing in any form will lead to disqualification.
10	Only shortlisted candidates will be contacted. If a candidate has not be contacted, she/he should assume that her/his application has not been shortlisted.
11	The Institute reserves the right to reject any/all applications without assigning any reason.
12	Pay and Allowance are admissible as per Government of India rules and as per rules of the Institute.
13	Only interested candidates who fulfil the minimum eligibility criteria may apply online through the <b>Recruitment Portal</b> in the Institute website <a href="http://www.iimshillong.ac.in">www.iimshillong.ac.in</a> .
14	Only Applications submitted online through the recruitment portal will be considered for further scrutiny.
15	Shortlisted applicants will be required to forward by email the scanned copies of the documents such as <b>Educational Qualification Certificates &amp; Mark Sheets, Experience Certificates, Caste Certificate</b> (if any), <b>Disability Certificate</b> (if any) and other documents and testimonials for verification.
16	<b>Application fee</b> for each posts are as per the rates prescribed below: 1. <b>Rs. 400/-</b> for General candidates 2. <b>Rs. 200/-</b> for SC/ST and OBC candidates 3. <b>Women Candidates and Person with Disabilities are exempted</b> from payment of application fee 4. Application fee is non-refundable.
17	Candidates already in Service are required to forward the print out of the Online application <b>through Proper Channel</b> and will be required to produce a <b>No Objection Certificate (NOC) &amp; Vigilance Clearance Certificate</b> from their current employer, at the time of interview.
18	<b>The Last date for Online Application is 21 October 2020</b>
19	<b><a href="#">CLICK HERE TO APPLY</a></b>

Sd/-  
Chief Administrative Officer (i/c)  
IIM Shillong