



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

No. IIM/Admn/119/18/2020/586

12 March 2020

**ADVERTISEMENT FOR NON-FACULTY GROUP-A POSTS**

Indian Institute of Management Shillong invites applications in the prescribed format available in the website of the Institute for the following Posts:

<b>1</b>	Name of the Post	<b>Administration Officer (Academics)</b>
	No. of Posts	<b>1 (one)</b>
	Category	<b>Un-Reserved</b>
	Scale of Pay	<b>Level – 10</b>
	Essential Qualification	Graduate from a recognized Institute/University with minimum of 60% marks.
	Experience	Minimum 5 years of experience in Level-6 and above or equivalent in Industry, out of which 2 years' experience in a Government Institute/Organization with good working knowledge and experience in Academic Administration, Office Administration, Student Administration etc.
	Age Limit	<b>45 years as on the last date of Publication of the Advertisement.</b>
<b>2</b>	Name of the Post	<b>Administration Officer (Web Enabled Education &amp; Outreach Programme)</b>
	No. of Posts	<b>1 (one)</b>
	Category	<b>Un-Reserved</b>
	Scale of Pay	<b>Level – 10</b>
	Essential Qualification	BE / B. Tech Electronics / Computer Science or equivalent from a recognized University / Institute / Organization with 60% marks.
	Experience	5 years' experience in an Institute of repute, relating to Web Design, MOOC, LMS ERP and management of IT Systems and Web Enabled Education in Level-8 or equivalent in Industry.
	Age Limit	<b>45 years as on the last date of Publication of the Advertisement.</b>
<b>3</b>	Name of the Post	<b>Administration Officer (Executive Education and Professional Practice)</b>
	No. of Posts	<b>1 (one)</b>
	Category	<b>Un-Reserved</b>
	Scale of Pay	<b>Level – 10</b>
	Essential Qualification	Master's Degree with 60% marks. Preference will be given to candidates with an MBA
	Experience	7 years' experience in a reputed organization relating to Recruitment, Placement and Training and to assist in conduct of Management Development Programmes in an Institute of repute in Level-8 or equivalent in Industry.
	Age Limit	<b>45 years as on the last date of Publication of the Advertisement.</b>

<b>4</b>	Name of the Post	<b>Security Officer</b>
	No. of Posts	<b>1 (one)</b>
	Category	<b>Un-Reserved</b>
	Scale of Pay	<b>Level – 10</b>
	Essential Qualification	Graduate from a recognized Institute/University with minimum of 60% Marks.
	Experience	Minimum 5 years of experience as a Short Service Commissioned Officer in the Army/Navy/Air force with Security Officers Course of DGR.
	Age Limit	<b>45 years as on the last date of Publication of the Advertisement</b>

## **IMPORTANT INSTRUCTIONS**

1	Interested candidates may apply in prescribed format available in the website furnishing all particulars.
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 on the prescribed form downloaded from the Institute website <a href="http://www.iimshillong.ac.in">www.iimshillong.ac.in</a> . The duly filled in <b>PDF form should be e-mailed to <a href="mailto:vacancy@iimshillong.ac.in">vacancy@iimshillong.ac.in</a></b>
14	Submission of the downloaded applications through email to <a href="mailto:vacancy@iimshillong.ac.in">vacancy@iimshillong.ac.in</a> is mandatory.
15	<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.
16	Candidates already in Service are required to forward their application <b>through Proper Channel</b> and will be required to produce a <b>No Objection Certificate (NOC)</b> from their current employer, at the time of interview.
17	<b>The Last date for Submission of Applications by Email to <a href="mailto:vacancy@iimshillong.ac.in">vacancy@iimshillong.ac.in</a> is 02 April 2020.</b>
18	<b>The Last date for Submission of Printed Application Forms by Post</b> alongwith all self-attested copies of <b>Mark Sheets, Experience Certificates, Application Fee receipt etc. is 07 April 2020.</b>

## HOW TO APPLY

<b>Step – 1</b>	<p style="text-align: center;"><b><u><a href="#">CLICK HERE TO APPLY</a></u></b></p> <p>(a) Download the attached Online Application form in your laptop/desktop. (b) Open the PDF form using Acrobat 9.0 (c) Fill up the form completely. (d) <b>Save</b> it in your laptop/desktop. (<b>Please do not Print it as PDF to save the document</b>) (e) Send this filled-up saved application form as an attachment to <a href="mailto:vacancy@iimshillong.ac.in">vacancy@iimshillong.ac.in</a></p>
<b>Step – 2</b>	<p style="text-align: center;"><b><u><a href="#">CLICK HERE TO PAY</a></u></b></p> <p>(a) Enter the details required and follow the steps to make the online payment of Application Fee. (b) <b>Print out the Application Fee receipt</b></p> <p><b>Note:</b> Application fee for each posts are as per the rates prescribed below: 1. Rs. 400/- for General candidates 2. Rs. 200/- for SC/ST and OBC candidates 3. <b>Women Candidates and Person with Disabilities are exempted from payment of application fee and they may skip this step.</b> 4. Application fee is non-refundable.</p>
<b>Step – 3</b>	<p><b>Print the Application Form</b> which you have submitted by email to <a href="mailto:vacancy@iimshillong.ac.in">vacancy@iimshillong.ac.in</a> and <b>attach self-attested copies</b> of the following:</p> <p>(a) <b>Mark Sheets</b> (b) <b>Experience Certificates</b> (c) <b>Caste Certificate</b> (if any) (d) <b>Disability Certificate</b> (if any) (e) <b>1 (one) passport size photograph</b> (f) <b>Print out of Application Fee Receipt</b></p>
<b>Step – 4</b>	<p><b>Forward all the documents by hand or Post</b> (i.e Application Form, Marksheets, Certificates, Application Fee receipt etc.) to the following address so as to reach <b>on or before 07 April 2020:</b></p> <p><b>Chief Administrative Officer IIM Shillong Mayurbhanj Complex Nongthymmai Shillong – 793014, Meghalaya</b></p>
<b>Note:</b>	<p><b>All the above steps are to be followed. Failure to comply with any of the above steps may result in rejection of your application.</b></p>

Sd/-  
**Chief Administrative Officer  
IIM Shillong**