



INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong – 793018

No. IIM/Admn/119/23/2022/1877

18 January 2022

ADVERTISEMENT FOR POST OF SECURITY OFFICER

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

1	Name of the Post	Security Officer (on Contract)
	No. of Posts	1 (one)
	Tenure	On Contract for a period of 5 years initially and performance to be reviewed annually
	Category	Un-Reserved
	Scale of Pay	Level-10 with initial Basic Pay of Rs. 56100/-
	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	45 years as on the last date of Publication of the Advertisement
	Job description	<ul style="list-style-type: none">• To look after all security arrangements in and around the campus.• To handle the security personnel of the Institute, supervise their work and submit a monthly report to Chief Administrative Officer.• To supervise patrolling around the campus and to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.• To answer to alarms and investigate disturbances.• To monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.• To write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.• To liaise with police/fire department in cases of emergency, such as fire or presence of unauthorized persons.• To look after security and housekeeping services of the Institute• Carry out the duties assigned by the Director/ Chief Administrative Officer.

IMPORTANT INSTRUCTIONS

1	Interested candidates may apply through the Recruitment Portal available on the website.
2	Mere fulfilment of minimum eligibility criteria is not a claim for interview call.
3	Relaxation in percentage of qualifying marks will be given upto 5% for SC/ST/Differently abled candidates and upto 3% for OBC candidates.
4	Relaxation in upper age limit 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	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.
7	The Institute reserves the right to fill or not to fill any or all the posts.
8	Canvassing in any form will lead to disqualification.

9	Only shortlisted candidates will be contacted. If a candidate has not been contacted, she/he should assume that her/his application has not been shortlisted.
10	All Correspondence, if any, from the Institute including Call letter for Interview and issuance of Appointment letter to the selected candidate shall be sent by email only to the e-mail ID provided by the candidate concerned.
11	No interim correspondence will be entertained from candidates regarding conduct and result of Interview and reasons for not being called for Interview or Selection.
12	Pay and Allowance are admissible as per Government of India rules/as per rules of the Institute. Except New Pension Scheme for contract post.
13	Only interested candidates who fulfil the minimum eligibility criteria may apply online through the Recruitment Portal in the Institute website www.iimshillong.ac.in .
14	Only Applications submitted online through the Recruitment Portal will be considered for further scrutiny.
15	On Submission of the Online Form, an Application Number will be generated and forwarded to the applicants email ID. All applicants are therefore required to refer to the Application Number for future reference.
16	Shortlisted applicants will be required to forward by email scanned copies of all documents such as Educational Qualification Certificates & Mark Sheets, Experience Certificates, Caste Certificate, Disability Certificate (if applicable) and other documents and testimonials for verification.
17	All applicants are expected to provide adequate documentary proof related to details of qualification, experience (with specified dates/period) etc. as mentioned and declared in their Online Form. In case of failure to provide such documents for verification when called for by the Institute, their applications will be summarily rejected.
18	Candidates already in Service are required to forward the print out of the Online application through Proper Channel to the “ Chief Administrative Officer, IIM Shillong, Umsawli, Shillong – 793018, Meghalaya ” or they may produce a No Objection Certificate (NOC) from their current employer, at the time of interview.
19	Application fee for the post is as per the rates prescribed below: 1. Rs. 400/- for General candidates (18% GST extra) 2. Rs. 200/- for SC/ST and OBC candidates (18% GST extra) 3. Women Candidates and Person with Disabilities are exempted from payment of application fee 4. Application fee is non-refundable.
20	The Last date for submission of Online Applications in the Recruitment Portal is 15 February 2022
	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong