



No. B1-2302/2/2022-ADMN

23 September 2022

INVITATION FOR POST OF CHIEF ADMINISTRATIVE OFFICER

Indian Institute of Management Shillong invites applications for the following Administrative Position:

1	Name of the Post	Chief Administrative Officer
	No. of Posts	1 (one)
	Tenure	On Contract for a period of 5 (five) years or till the age of 60 years whichever is earlier
	Category	Un-Reserved
	Scale of Pay	Level- 14 - Initial Basic Pay Rs. 144200/-
	Qualification	Master's Degree with minimum 60% marks from recognized University.
	Desirable	MBA / LLB / Ph.D.
	Experience	Minimum 15 years of experience in Group-A post in Level 12 or 10 Years in Level 13 in Govt. / Public Sector Undertaking or Equivalent in Industry with Experience of Administration.
	Age Limit	55 years as on the last date of Publication of the Advertisement.
	Job Description	The Chief Administrative Officer is responsible for supervising, coordinating and executing all administrative functions of the Institute. He/she is accountable and reports to the Director of the Institute. In addition, he/she may act as Secretary to the Board of Governors (BoG) or any other Committees /subcommittees of the Board. He/she is also responsible for making correspondence with the Ministry and other departments, or any other responsibilities as assigned.

IMPORTANT INSTRUCTIONS

1	Interested candidates may apply through the Recruitment Portal available in 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	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 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	Shortlisted applicants will be required to forward by email the scanned copies of the documents such as Educational Qualification Certificates & Mark Sheets, Experience Certificates, Details of Pension drawn (if any), Caste Certificate (if any), Disability Certificate (if any) and other documents and testimonials for verification.
16	Application fee for the post are as per the rates prescribed below: 1. Rs. 400/- for General candidates 2. Rs. 200/- for SC/ST and OBC candidates 3. Women Candidates and Person with Disabilities are exempted 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 through Proper Channel and will be required to produce a No Objection Certificate (NOC) & Vigilance Clearance Certificate from their current employer at the time of interview.
18	The Last date for Online Application is 16 October 2022
19	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong