



**Dr. APJ Abdul Kalam Centre for Policy Research and Analysis,
Indian Institute of Management Shillong**

Advertisement for the Post of Hindi Project Coordinator (on contract)

Dr. APJ Abdul Kalam Centre for Policy Research and Analysis: Dr. APJ Abdul Kalam Centre for Policy Research and Analysis is envisioned as a proactive embodiment of the philosophy of former President of India, Dr. APJ Abdul Kalam, of leveraging knowledge, technology and humanism for achieving sustainable development while also ensuring the goals of a just and equitable social order. The Centre is an outcome of a tripartite agreement between the Indian Institute of Management Shillong and Ministry of Development of North Eastern Region (MDoNER) and North Eastern Council (NEC) Shillong signed on 15th October 2016. The Centre aims to emerge as a state-of-the-art resource centre to assist the states of North East India and different agencies to plan and execute projects properly, promote innovations, and function as a repository of the best practices in the region. It also aims to be the catalyst for development through action research and analysis. It would strive to emerge as an innovation and knowledge hub that will help achieve sustainable development through a blend of science and humanism through the cultivation of techno-economic excellence along with inclusion of universal human values, the awakening of indigenous sensitivity and celebration of natural as well as cultural diversity. Further, the Centre will also network with various institutes throughout Northeast and establish an institutional network to provide the knowledge breakup.

Career: The Centre is looking for young, talented and dynamic individuals who is willing to travel extensively (in Northeast India) for coordination with academic institutions for the implementation of Functional Hindi Course. The candidate should possess a strong sense of passion and aspiration to work for the development North Eastern Region. The assignment is purely on contract basis.

Name of the Post: Hindi Project Coordinator

No. of Posts: 2 (Two)

Eligibility Criteria:

- i) The candidate must be a permanent resident of India.
- ii) The candidate must possess a Post Graduate Degree in any discipline from Govt. University/Government recognized University of India with minimum 60%.
- iii) The candidate should be below the age of 35 years as on 28-02-2023.

Desirable:

- i) Strong problem-solving skill
- ii) Positive attitude and eagerness to learn and work at diverse work conditions
- iii) Strong ability to manage time and prioritize task
- iv) The candidate must possess excellent communication skills in both verbal and written. Must have proficiency in Hindi and English. Knowledge of additional language and local vernacular would be an added advantage.
- v) The candidate needs to have good marketing skills and customer-oriented approach.
- vi) The candidate must be willing to travel extensively
- vii) High thinking skills on problem solving and decision making

Job Type: Full time (contractual)

Duration: Appointment will be initially for a period of 1 (one) year, which may be extended further depending upon satisfactory performance of the incumbent and co-terminus with the project or until further order, whichever is earlier. Maximum duration is 3 (three) years which shall not be extended further.

Remuneration: Rs.50000/- per month consolidated

Job Description:

- i) To coordinate with colleges, institutes and universities of North Eastern Region (NER) for implementation of Functional Hindi Course.
- ii) To schedule and monitor classes and assure the smooth functioning of the course.

- iii) To coordinate with resource person(s), host institute and the Centre.
- iv) To assure timely and regular conduct of classes.
- v) To maintain records of classes being conducted and attendance of students.
- vi) To perform any other duties assigned by the Centre Coordinator from time to time.
- vii) To act as the point of contact and communicate project status to all participants

Procedure and Conditions for Applicants:

1. Highly motivated and interested candidates willing to work and travel extensively in office and field respectively may send their CV along with a forwarding letter expressing their interest to work as a Hindi Project Coordinator, as the case may be, addressed to the Centre Coordinator at apjcentre@iimshillong.ac.in. The name of the post must be highlighted in the subject column of the email.
2. The last date for submission of the application is 28-02-2023. Applications received after due date and time will not be entertained and is liable for rejection.
3. Crucial date for determination of essential qualification and age limit will be the date of closure of application.
4. Candidates are requested to go through the advertisement carefully, before applying.
5. If the number of applications received in response to the advertisement is large, IIM Shillong may shortlist the candidates to a reasonable limit based on the essential and desirable qualifications/record of academic performance/relevant experience for the post or any other benchmark as decided by a committee constituted to screen the applications.
6. The prescribed essential qualifications are minimum and mere possessions of the same does not entitle the candidates to be called for Interview.
7. Candidates should have a valid email-id and mobile number which should be kept active till the declaration of the final result. All communications relating to this advertisement shall be sent to the email id/SMS mentioned by the candidates in the application.
8. Director, IIM Shillong reserves the right to cancel the recruitment process without assigning any reason thereof or modify the number of vacancies to be filled.
9. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.
10. The number of vacancies mentioned in the advertisement may vary depending upon the requirements.

Terms and Conditions:

1. The Contract Employee, i.e., Hindi Project Coordinator will be paid a Fixed Monthly Remuneration of Rs. 50,000/- and no other allied benefits are admissible. Contract employee will be entitled to TA/DA, if required to proceed on Official Tour and will be entitled for emoluments etc. at the same rate as applicable to the regular officials at the minimum of the Pay Scale (as per Level 7 CPC).
2. The position is temporary and therefore will not confer any right on the incumbent to any claim, implicit or explicit on any post in IIM Shillong. The appointment is liable to be terminated in case the Performance/Conduct of the Contract Employee is not found satisfactory.
3. The crucial date for determining the age limit of the candidate will be 28-02-2023.

Indian Institute of Management Shillong

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