



No. B1-2302/1/2023-ADMN

03 February 2023

## RECRUITMENT FOR ADMINISTRATIVE POSITIONS

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

1	Name of the Post	Manager (Admission)
	No. of Posts	1 (one)
	Category	Un-Reserved
	Scale of Pay	Level-10, Initial Basic Pay Rs. 56100/-
	Qualification	Master's Degree with 60% marks. Preference will be given to candidates with an MBA
	Experience	5 years' experience in a reputed organization relating to Admissions of Students with good experience in conduct of CAT / Entrance exams in an Institute of repute in Level-8 or equivalent in Industry.
	Age Limit	35 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none"><li>Assist the Admissions Committee for admissions to various regular programs (of one year or more duration)</li><li>Communicate with other IIMs on the admissions related matter</li><li>Communicate with candidates/leads to enhance the pool of applicants</li><li>Arrange venues for conduct of admission process</li><li>Responsible for logistics related to conduct of admission process</li><li>Assist the admission teams/panels for conduct of admission related processes</li><li>Process payment of bills to service providers for the admission process</li><li>Maintain records of the entire admission process and respond to RTI related to admissions</li><li>Assist Admissions Committee in data analysis of admissions related data</li><li>Work on the IT module(s) related to Admissions Processes</li><li>Carry out the duties as assigned by Chairperson (Admissions)</li></ul>
2	Name of the Post	Staff Nurse
	No. of Posts	1 (one)
	Category	Un-Reserved
	Scale of Pay	Level-6, Initial Basic Pay Rs. 35400/-
	Qualification	B.Sc Nursing /Diploma in General Nursing Midwifery with minimum of 55% marks from an Indian Recognized College of Nursing/Board or Council
	Experience	5 years' relevant experience in Educational Institutions / Govt./ Public Sector Undertaking or equivalent.
	Age Limit	35 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none"><li>To provide emergency First Aid and relief.</li><li>Monitor patient's condition and assess their needs to provide the best possible care and advice;</li><li>Observe and interpret patient's symptoms and communicate them to the Medical Officer;</li><li>Collaborate with Medical Officer to devise individualized care plans for patients;</li><li>Perform routine procedures (blood pressure measurements, administering injections etc.) and fill in patients' charts/record etc;</li></ul>



भारतीय प्रबंध संस्थान शिलाँग  
Indian Institute of Management Shillong

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)  
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		<ul style="list-style-type: none"><li>• Adjust and administer patient's medication and provide treatments according to Medical Officer's orders;</li><li>• Inspect the facilities and act to maintain excellent hygiene and safety (decontaminating equipment, sanitizing surfaces, preparing beds etc.) in the Wellness Centre;</li><li>• Maintain stock of medicines, equipment etc. in the Wellness Centre;</li><li>• Provide instant medical care in emergencies;</li><li>• Foster a supportive and compassionate environment to care for patients;</li><li>• Any other task as assigned from time to time</li></ul>
<b>3</b>	Name of the Post	<b>Assistant Manager (Accounts)</b>
	No. of Posts	1 (one)
	Category	Un-Reserved
	Scale of Pay	Level-6, Initial Basic Pay Rs. 35400/-
	Qualification	Bachelor's Degree in Commerce (B. Com) with 55% marks.
	Experience	5 years' experience in a reputed organization relating to Accounts / Audit. Preference will be given to candidates with knowledge of Govt. Accounts.
	Age Limit	35 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none"><li>• Maintenance of Accounts.</li><li>• Preparation of Budget estimates.</li><li>• Processing of bills, investments.</li><li>• Finalization of accounts.</li><li>• Fund management of research/consultancy/projects.</li><li>• Fulfilling audit requirements of various auditors etc.</li><li>• Assisting Finance Officer and Accounts Officer.</li><li>• Carry out the duties as assigned.</li></ul>
<b>4</b>	Name of the Post	<b>Assistant Manager (IT Infrastructure)</b>
	No. of Posts	1 (one)
	Category	Un-Reserved
	Scale of Pay	Level-6, Initial Basic Pay Rs. 35400/-
	Qualification	BE/B. Tech/ MCA with 55% marks from a recognized University or Equivalent.
	Experience	5 Years' experience in Level-4 in Central/State/Autonomous Bodies/PSU or equivalent in Industry
	Age Limit	35 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none"><li>• Maintaining the stock of all the IT related equipment.</li><li>• Responsible for hardware and software maintenance of PCs, Laptops, Projectors, Printers and Scanners. Timely updates and upgrades of the said equipment.</li><li>• Basic network troubleshooting, monitoring and reporting to Officer incharge.</li><li>• Handle various software and administrator passwords and will be responsible for ensuring that the confidentiality of the said passwords is maintained and that no piracy of the software procured by the institute ever takes place.</li><li>• Looking after the Institute's telecom system.</li><li>• To make sure that equipment in the classrooms which include PCs, Laptops, Projectors, Interactive Boards and Sound system are in working condition and to notify if there are any issues.</li><li>• Carry out activities assigned by Chairperson (IT Services) / Officer incharge.</li><li>• Carry out the activities as assigned.</li></ul>



5	Name of the Post	<b>Assistant Manager (Horticulture)</b>
	No. of Posts	1 (one)
	Category	Un-Reserved
	Scale of Pay	Level-6, Initial Basic Pay Rs. 35400/-
	Qualification	Graduate in Horticulture / Agriculture Science or relevant discipline from a recognized University or Equivalent with 55% Marks
	Experience	5 Years' Experience of Working as Horticulturist or equivalent in renowned organization
	Age Limit	35 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none"><li>• Responsible for the cultivation and growth of wide range of indoor and outdoor plants, flowers, trees, orchids, bonsai, fruits, vegetables etc. in the campus.</li><li>• To look after soil composition, irrigation methods, pest control techniques for plant growth.</li><li>• Evaluating plants for signs of stress, disease, or other problems</li><li>• Planting and maintaining plants in nurseries</li><li>• To look after new planting designs, layouts and landscaping in different areas around the campus.</li><li>• Train, instruct and supervise staff in horticulture techniques.</li><li>• Perform Administrative tasks including record keeping and budgeting.</li><li>• Any other duties as assigned from time to time</li><li>• Carry out the duties as assigned by CAO/Director</li></ul>

## IMPORTANT INSTRUCTIONS

1	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>
2	<b>Only Applications submitted Online through the Recruitment Portal and submission of Documents by Post will be considered for further scrutiny.</b>
3	On Submission of the Online Form, an <b>Application Number</b> will be generated. All candidates are required to refer to the Application Number for future reference/correspondence and communication from the Institute.
4	All Correspondence from the Institute including issuance of Call letter for Written Test/ Computer Test etc. to Shortlisted Candidates and issuance of Appointment letter to the Selected Candidate(s) shall be sent <b>by Email only</b> to the E-mail ID provided by the candidate concerned.
5	<b>Submission of Documents by Post:</b> All candidates are required to <b>print out the Online Application Form</b> submitted in the Recruitment Portal and <b>forward the same along with the following Self-Attested Documents:</b> <ol style="list-style-type: none"><li>1. Payment Receipt (<u>Note: Not Required for Women Candidate and Person with Disabilities</u>)</li><li>2. Proof of Birth</li><li>3. Caste Certificate (if any)</li><li>4. Educational Qualification Certificates</li><li>5. Mark Sheets</li><li>6. Experience Certificates</li><li>7. 1 (one) recent passport size photograph with Full Name written at the back of the Photo.</li></ol> <p>8. <b>Note: Candidates already in Government Service are required to forward the Online Application Form and Documents through Proper Channel.</b></p> <p>The above Documents should reach the “<b>Chief Administrative Officer, IIM Shillong, Umsawli, Shillong – 793018, Meghalaya</b>” in a Sealed Envelope to be Superscribed “<b>Application for post of .....</b>” on or <b>before 08 March 2023.</b></p> <p><b>Documents received after 08 March 2023 will not be considered for scrutiny.</b></p>



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6	Mere fulfilment of minimum eligibility criteria is not a claim for shortlisting/selection.
7	The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
8	The Institute reserves the right to fill or not to fill any or all the posts.
9	Shortlisted candidates will be called for Written Test/Computer Test (for posts at Sl. No. 2 to 5) and Interview (for post at Sl. No. 1) as per recommendations of the Screening Committee constituted for the purpose. The decision of the Screening Committee is final.
10	No interim correspondence will be entertained from candidates regarding conduct and result of Interview and reasons for not being called for Interview or Selection.
11	Canvassing in any form will lead to disqualification.
12	Only shortlisted candidates will be communicated. If a candidate has not be communicated, she/he should assume that her/his application has not been shortlisted.
13	The Institute reserves the right to reject any/all applications without assigning any reason.
14	Pay and Allowance are admissible as per Government of India rules and as per rules of the Institute.
15	The Selection Criteria for posts at Sl. No. 2 to 5 will be based on the following: (a) Relevance of Work Experience. (b) Written test consisting of Subject Knowledge, English & Communication and Aptitude (Quantitative/Logical/Reasoning). (c) Computer Test which may include skills tests in MS Office or relevant computer application/software.
16	Results of Candidates Shortlisted & Venue for holding the Written Test / Computer Test will be notified in the website of the Institute.
17	No TA/DA will be paid to candidates appearing for the Written test/Computer test.
18	Application fee for each post are as per the rates prescribed below: a) Rs. 400/- (including GST) for General candidates b) Rs. 200/- (including GST) for SC/ST and OBC candidates c) Women Candidates and Person with Disabilities are exempted from payment of application fee Application fee is non-refundable.
19	<b>The Last date for Submission of Online Application is 02 March 2023</b>
	<a href="#">CLICK HERE TO APPLY</a>

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