



No. B1-2302/1/2023-ADMN/840

29 September 2023

RECRUITMENT FOR ADMINISTRATIVE POSITION

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

1	Name of the Post	Centre Head (for Dr APJ Abdul Kalam Centre for Policy Research and Analysis) <i>This position is equivalent to Assistant Professor Grade-I and the candidate will be governed by terms and conditions as laid down for Faculty members in IIM Shillong</i>
	No. of Posts	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Level-12 of the Academic Pay Matrix (Pay scale of Rs. 101500 – 167400)
	Qualification	Ph.D. in the appropriate branch with first class or equivalent (in terms of grades, etc.) in the preceding degree, with a very good academic record throughout
	Experience	Minimum 3 years of teaching/research/industrial experience (exclusive period of doing Ph.D.) . However, in exceptional cases of candidates with excellent academic credentials, this experience requirement may be waived. A fresh Ph.D. may be considered for the position on contract basis. Candidates from Industry (Government / PSU / Research Organization) having experience of 3 years at the level equivalent to Assistant Professor may also be considered.
	Desirable	a. Candidate should have handled projects from different agencies b. Candidate should have combination of academic and administrative experience c. Candidates who have established successful collaborations and convergence d. Candidates with experience of identifying and developing project opportunities
	Screening Criteria	<ul style="list-style-type: none">Ph. D. with 3 years of experience excluding Ph. D. experience. Candidates from Industry (Government / PSU/ Research Organization) having experience of 3 years at the level equivalent to Assistant Professor.(Note: Experience gained while pursuing Ph.D will not be counted)First class or equivalent grade in Master's Degree with a consistently good academic record.High Second Class (Min 55%) or equivalent in Bachelor's Degree.5% relaxation for SC/ST/DAP and 3% relaxation for OBC in Master's and Bachelor's degree.At least 2 publications in Web of Sciences/Scopus/ABDC Journal. Relaxation in number of publications may be considered in case of rich industry experience (International / National).A book published by reputed publisher will be counted as 1 paper in 'C' category of journal.1 case along with teaching note published in Harvard Case Publishing / Richard Ivey / Emerald will be considered equivalent to 1 paper in 'C' category of journals.
	Job Description	<ul style="list-style-type: none">Will be the overall head of the Dr APJ Abdul Kalam Centre for Policy Research and Analysis of the Institute.Responsible for providing all Academic & Administrative support for the activities of the Centre.Responsible to plan and execute projects/consultancy/programs in the NE region.Liaise and connect with Government, PSUs, Corporates etc. for programs, projects, research and analysis.Network with various institutes throughout North-East India and establish an institutional network to provide the knowledge breakup.Carry out any other duties as assigned by the Director of the Institute



IMPORTANT INSTRUCTIONS

1	Interested candidates who fulfil the minimum eligibility criteria may apply online through the Recruitment Portal in the Institute website www.iimshillong.ac.in
2	Only Applications submitted Online through the Recruitment Portal and submission of Documents by Post will be considered for further scrutiny.
3	On Submission of the Online Form, an Application Number 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 Presentation/Interview etc. to Shortlisted Candidates and issuance of Appointment letter to the Selected Candidate(s) shall be sent by Email only to the Email ID provided by the candidate concerned.
5	Submission of Documents by Post (before 06 November 2023): All candidates are required to print out the Online Application Form submitted in the Recruitment Portal and forward the same along with the following Self-Attested Documents: <ol style="list-style-type: none">1. Caste Certificate (if any)2. All Educational Qualification Certificates3. Mark Sheets4. Experience Certificates5. 1 (one) recent passport size photograph with Full Name written at the back of the Photo.6. Note: Candidates already in Government Service are required to forward the Online Application Form and Documents through Proper Channel. <p>The above Documents should reach the “Chief Administrative Officer, IIM Shillong, Umsawli, Shillong – 793018, Meghalaya” in a Sealed Envelope to be Superscribed “<u>Application for post of Centre Head – Dr APJ Abdul Kalam Centre</u>” on or before 06 November 2023.</p> <p>Documents received after 06 November 2023 and Incomplete Applications/documents- will not be considered for scrutiny.</p>
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 for posts will be called for Presentation/Interview 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	Results of Candidates Shortlisted for holding the Presentation/Interview will be notified in the website of the Institute
16	The Last date for Submission of Online Application is 31 October 2023 CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong