



No. B1-2302/1/2023-ADMN-839

29 September 2023

RECRUITMENT FOR ADMINISTRATIVE POSITION

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

1	Name of the Post	Multi Skilled Staff (Driver)
	No. of Posts	1 (one)
	Category	Scheduled Tribe (ST)
	Scale of Pay	Level-2, Initial Basic Pay Rs. 19900/-
	Qualification	Passed 10+2 (Higher Secondary) with valid Driving License for driving heavy and medium transport vehicle
	Experience	5 years' experience in the relevant area
	Age Limit	35 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none">• Responsible for carrying out duties assigned from time to time by the Institute• Carry out night and day duties as and when required• Undertake frequent and long journeys as and when required• Maintenance of logbooks and documents of the vehicles• Ensure proper and regular servicing, maintenance of vehicles and report any repairs required• Carry out duties as assigned

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 Written Test/Skill Test etc. to Shortlisted Candidates and issuance of Appointment letter to the Selected Candidate(s) shall be sent by Email only to the E-mail 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 copies of the following Self-Attested Documents: <ol style="list-style-type: none">1. Payment Receipt2. Driving License (for heavy & medium transport vehicle)3. Proof of Date of Birth4. Scheduled Tribe (ST) Certificate5. Educational Qualification Certificates6. Mark Sheets7. Experience Certificates8. 1 (one) recent passport size photograph with Full Name written at the back of the Photo. <p>Note: Candidates already in Government Service are required to forward the Online Application Form and Documents through Proper Channel.</p>



	<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 Multi Skilled Staff (Driver)</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 will be called for a Written Test/Skill Test 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 written/skill test and reasons for not being called for the Test 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	<p>The Selection Criteria for the posts will be based on the following:</p> <p>(a) Relevance of Work Experience.</p> <p>(b) Written test consisting of Subject Knowledge, English & Communication and Aptitude (Quantitative/Logical/Reasoning).</p> <p>AND/OR</p> <p>(c) Skill Test/Computer Test which may include tests in MS Office or relevant computer application/software.</p>
16	Results of Candidates Shortlisted & Venue for holding the Written Test / Skill Test will be notified in the website of the Institute.
17	No TA/DA will be paid to candidates appearing for the Written test/Skill test.
18	<p>Application fee for each post are as per the rates prescribed below:</p> <p>a) Rs. 200/- (including GST) for ST candidates</p> <p>Application fee is non-refundable.</p>
19	The Last date for Submission of Online Application is 31 October 2023
	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong