



No. B1-2302/1/2023-ADMN/841

29 September 2023

RECRUITMENT FOR ADMINISTRATIVE POSITIONS

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

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| 1 | Name of the Post | Manager (Admission) |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved (UR) |
| | 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">• Assist the Admissions Committee for admissions to various regular programs (of one year or more duration)• Communicate with other IIMs on the admissions related matter• Communicate with candidates/leads to enhance the pool of applicants• Arrange venues for conduct of admission process• Responsible for logistics related to conduct of admission process• Assist the admission teams/panels for conduct of admission related processes• Process payment of bills to service providers for the admission process• Maintain records of the entire admission process and respond to RTI related to admissions• Assist Admissions Committee in data analysis of admissions related data• Work on the IT module(s) related to Admissions Processes• Carry out the duties as assigned by Chairperson (Admissions) |
| 2 | Name of the Post | Assistant Manager (Hostels) |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved (UR) |
| | Scale of Pay | Level-6, Initial Basic Pay Rs. 35400/- |
| | Qualification | Graduate from a recognized University or Equivalent with 55% Marks. |
| | Experience | 5 Years' Experience of Working as Hostel Manager. |
| | Age Limit | 35 years as on the last date of Publication of the Advertisement |
| | Job Description | <ul style="list-style-type: none">• Assist wardens in framing policy on the running of the hostels, messes and other facilities within the hostel.• Ensure that no ragging takes place in the hostels and maintain a ragging-free Hostel.• Maintain daily record of the resident students such as students present each day, students absent from the Hostel together with reasons for absence.• Oversee health, hygiene and general life of the students in the Hostel.• Ensure that the students observe the Hostel Rules and Regulations and discipline in accordance with the rules framed.• Report all cases of misbehavior, indiscipline and illness of students residing in the hostels.• Ensure safe custody and maintenance of such properties of the hostel for their repairs.• Allotment of rooms and maintain Resident Student's Register.• Periodically verify the furniture and fittings of the Hostel with the assistance of the Store & Purchase Officer and take action for their repairs/replacement for obtaining additional furniture.• Carry out the duties as assigned by Hostel Wardens/Chief Administrative Officer.• Any other responsibilities as assigned. |



IMPORTANT INSTRUCTIONS

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| 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 Interview/Written Test/ Computer Test 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: 1. Payment Receipt (<i>Note: Not Required for Women Candidate and Person with Disabilities</i>) 2. Proof of Date of Birth 3. Caste Certificate (if any) 4. Educational Qualification Certificates 5. Mark Sheets 6. Experience Certificates 7. 1 (one) recent passport size photograph with Full Name written at the back of the Photo. 8. Note: Candidates already in Government Service are required to forward the Online Application Form and Documents through Proper Channel. 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</u> ” on or before 06 November 2023. Documents received after 06 November 2023 and Incomplete Applications/documents- will not be considered for scrutiny. |
| 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 at Sl. No. 1 will be called for Interview and for post at Sl. No. 2 will be called for Written Test/Computer 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 Interview/Written Test/Computer 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. |



भारतीय प्रबंध संस्थान शिलाँग
Indian Institute of Management Shillong

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)
(An Autonomous Organisation under MoE, Government of India)

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| 15 | The Selection Criteria for the post at Sl.No.2 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 Interview / 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 | The Last date for Submission of Online Application is 31 October 2023 |
| | CLICK HERE TO APPLY |

Sd/-
Chief Administrative Officer
IIM Shillong