



No. B1-2302/2/2023-ADMN/928

28 November 2023

RECRUITMENT FOR POST OF JOINT GENERAL MANAGER (FINANCE)

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

1	Name of the Post	Joint General Manager (Finance)
	No. of Posts	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Level-13 with Initial Basic Pay of Rs. 1,23,100/-
	Qualification	Fellow/Associate Member of Institute of Chartered Accountants of India or Institute of Cost & Works Accountants of India.
	Experience	Minimum 15 years of experience in Group-A post in Pay Level-11 or 10 Years in Pay Level-12 in Govt./Public Sector undertaking or equivalent in Industry having knowledge of Govt. Financial Accounting, Taxation, Audit rules and procedures.
	Job Description	Overall in charge of Finance and Accounts Office and is responsible for maintenance of accounts, disbursement, investment, statutory auditing, preparing budget estimates and tax and other statutory requirements or any other responsibilities as assigned.
	Age	55 Years as on the last date of Publication of the Advertisement

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 hard copies of documents/certificates 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 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 Hard Copies of Documents by Post/Courier (before 10 January 2024): 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. All Educational Qualification Certificates2. Mark Sheets3. All Experience Certificates as declared in the application form4. Proof of Date of Birth5. Caste Certificate (if any)6. 1 (one) recent passport size photograph with Full Name written at the back of the Photo.7. 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 Joint General Manager (Finance)</u>” on or before 10 January 2024.</p> <p>Documents received after 10 January 2024 and Incomplete Applications/documents will not be considered for scrutiny.</p>



भारतीय प्रबंध संस्थान शिलॉंग
Indian Institute of Management Shillong

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

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 the post.
9	Shortlisted candidates will be called for 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 will be notified in the website of the Institute
16	Application fee for the post are as per the rates prescribed below: 1. Rs. 400/- for General candidates 2. Rs. 200/- for SC/ST and OBC candidates 3. Women Candidates and Person with Disabilities are exempted from payment of application fee Application fee is Non-refundable.
17	The Last date for Submission of Online Application is 31 December 2023
	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong