



No. B1-2302/1/2023-ADMN

22 December 2023

## RECRUITMENT FOR ADMINISTRATIVE POSITIONS

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

1	Name of the Post	<b>Assistant Manager</b>
	No. of Posts	4 (four)
	Category	SC=1, ST=1, OBC=1, UR=1
	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 Office Assistant in Pay Level-4 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>Assisting in all administrative matters of the Section where he / she is posted</li><li>Any other work as assigned from time to time</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 / Skill 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 Email ID provided by the candidate concerned.
5	<b>Submission of Documents by Post (before 29 January 2024):</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>Payment Receipt (<u>Note</u>: Not Required for Women Candidate and Person with Disabilities)</li><li>Proof of Date of Birth</li><li>Caste Certificate (if applying for SC, ST, OBC category)</li><li>Educational Qualification Certificates</li><li>Mark Sheets</li><li>Experience Certificates</li><li>1 (one) recent passport size photograph with Full Name written at the back of the Photo.</li></ol> <p>8. <b>Note</b>: 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 “<b>Chief Administrative Officer, IIM Shillong, Umsawli, Shillong – 793018, Meghalaya</b>” in a Sealed Envelope to be Superscribed “<b><u>Application for post of Assistant Manager</u></b>” on or <b>before 29 January 2024</b>.</p> <p><b>Documents received after 29 January 2024 and Incomplete Applications/documents will not be considered for scrutiny.</b></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 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 Test / Skill 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.
15	The Selection Criteria for the post 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) Skill Test which may include Computer 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 22 January 2024</b>
	<a href="#">CLICK HERE TO APPLY</a>

Sd/-  
Chief Administrative Officer  
IIM Shillong