



No. B1-2302/2/2024-ADMN/3646

29 November 2024

RECRUITMENT FOR ADMINISTRATIVE POSITIONS

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

1	Name of the Post	Librarian re-designated as Deputy General Manager (Knowledge Services)
	No. of Posts	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Level-12 of the Academic Pay Matrix, Initial Basic Pay Rs. 1,01,500/-
	Qualification	Ph.D. with first class in Master's Degree in Library and Information Science from recognized University
	Desirable	Preference will be given to candidates with at least 12 years of experience as Assistant Librarian in reputed Central Higher Educational Institutions/ Private Academic Institution of repute
	Experience	Minimum 12 years of similar work experience out of which at least: (a) 10 years in Pay Level-10 and above, or (b) 5 years in Pay Level-11 and above, or (c) 3 years in Pay Level-12 in Govt./PSU or equivalent in Industry
	Age Limit	50 Years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none">Establish and implement library and information policies and procedures.Develop and manage convenient, accessible library and information services.Establish and manage the budget for library and information services, technology and media.Manage online resources, assessment and maintenance of records for the same.Manage procurement of books, journals, periodicals etc. and maintain records for the same.Procurement of Cases for Academic Programs.Analyze and evaluate library and information services, technology and media service requirements.Prepare reports related to library and information services, technology and media services, resources and activities.Monitoring of the VTLS Virtual and RFID Library Management System.Any other responsibilities as assigned.
2	Name of the Post	Senior Medical Officer
	No. of Posts	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Level-11, Initial Basic Pay Rs. 67,700/- + Non Practicing Allowance
	Qualification	MBBS or MD from a recognized University
	Experience	Minimum 7 years of experience as a Registered Practitioner
	Age Limit	45 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none">Will be in charge of the Wellness Centre at Institute's campus.Will look after all administrative work of Institute Well Centre.To provide 24 hours medical attention to employees and students of the Institute.To provide health related advice to the Institute functionaries.To maintain medical records of Institute's employees and students who had undertaken medical consultation.To liaise with approved hospitals for medical treatment of the employees and students of the Institute.



		<ul style="list-style-type: none">• Verify and countersign all the reimbursement Medical bills of the Institute's employees.• To ensure availability of essential medicinal stock in the Wellness Centre for providing immediate treatment/first aid, etc.• To ensure sanitation is maintained in the campus and take rounds of hostels, mess, kitchen, etc. and submit monthly report of the same.• Any other duties as assigned.
3	Name of the Post	Senior Executive Associate to Director
	No. of Post	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Level-10, Initial Basic Pay Rs. 56,100/-
	Qualification	Master's Degree with 55% marks having excellent written and verbal communication skills.
	Desirable	Preference will be given to candidates with at least 10 years of experience as Secretary/Personal Assistant to Head of Institution / Official of equivalent rank in Academic Institutions/Govt./PSUs
	Experience	Minimum 10 years of similar work experience out of which at least: (a) 8 years in Pay Level-6 and above, or (b) 5 years in Pay Level-8 and above, or (c) presently working in Pay Level-10 in Govt./PSU or equivalent in Industry
	Age Limit	50 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none">• Overall supervision of the Director's Secretariat.• Maintain Director's meeting agenda and prepare minutes of each meeting.• Planning and scheduling appointments, meetings, conferences of the Director.• Receive and screen phone calls and redirect them when appropriate.• Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)• Make all travel and logistical arrangements of the Director.• Handle confidential documents ensuring they remain secure.• Maintain electronic and paper records ensuring information is organized and easily accessible• Devising and maintaining office systems, including data management and filing of records and documents.• Welcoming visitor and Scheduling meetings of visitors with the Director.• Organizing and maintaining diaries and making appointments.• Producing documents, briefing papers, reports and presentations to the Director as and when required.• Making oneself available as and when required apart from normal office hours.
4	Name of the Post	Manager (Finance and Accounts) on Contract
	Tenure	On Contract for a period of 5 years
	No. of Post	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Level-10, Initial Basic Pay Rs. 56,100/-
	Qualification	Associate Member of the Institute of Chartered Accountants of India/ Institute of Cost and Management Accountants of India
	Experience	Post qualification work experience of minimum 8 years Finance and Accounting in Govt./PSU or equivalent in Industry.
	Age Limit	50 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none">• Assist in the preparation of Annual Financial Statements as per the Accounting Standards applicable to the Institute,



	<ul style="list-style-type: none">• Assist in preparing the Annual Budget Estimates, Revised Budget Estimates, monitoring of Budgets on a day to day basis,• Maintenance of day to day accounting and other work associated with the finance and accounts department of the Institute,• Regularly settling the individual claims as per the Institute's rules and instructions,• Processing payments to contractors, vendors, following the contractual terms and conditions, applicable GFR and other set of rules/instructions applicable to the Institute,• Assist in statutory, internal and CAG Audit and responding to the queries,• Record Management,• To review and assist in strengthening the internal controls to strengthen systems and processes,• To ensure compliance with Tax laws, like GST, Income Tax, etc.,• Preparation of MIS and presentation to the management,• Any other work /task as may be assigned by the Director or the designated functionary to whom the Director may delegate such Authority
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IMPORTANT INSTRUCTIONS

1	Interested candidates who fulfil the minimum eligibility criteria may apply online through the Recruitment Portal in the Institute website https://www.iimshillong.ac.in/careers/
2	Only Applications submitted Online through the Recruitment Portal along with 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 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 23 December 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: (i) Payment Receipt (Note: Not Required for Women Candidate and Person with Disabilities) (ii) Proof of Date of Birth (iii) Caste Certificate (if belonging to SC, ST, NC-OBC category) (iv) Educational Qualification Certificates (v) Mark Sheets (vi) Experience Certificates (vii) 1 (one) recent passport size photograph with Full Name written at the back of the Photo. (viii) Note: Candidates already in Government Service are required to forward the Online Application Form and Documents through Proper Channel or Submit NOC (No Objection Certificate) during Interview. 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 23 December 2024. Documents received after 23 December 2024 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 Screening Committee may also adopt other criteria for screening the applications over and above the criteria.
9	Relaxation in percentage of qualifying marks will be given upto 5% for SC/ST/PwD and upto 3% for NC-OBC candidates



10	Relaxation in Age will be given upto 5 years for SC/ST/PwD and upto 3 years for NC-OBC candidates
11	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
12	No interim correspondence will be entertained from candidates regarding reasons for not being called for Interview and conduct and result of the Interviews.
13	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.
14	Canvassing in any form will lead to disqualification.
15	The Institute reserves the right to reject any/all applications without assigning any reason.
16	The Institute reserves the right to fill or not to fill any or all the posts.
17	Pay and Allowance are admissible as per Government of India rules and as per rules of the Institute.
18	Application fee for each post is 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 18 December 2024
	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong