

Indian Institute of Management Shillong
Dr. APJ Abdul Kalam Centre for Policy Research and Analysis

Recruitment Advertisement

Position: Manager – Training and Development

Location: IIM Shillong

Type of Appointment: Contractual

Duration: Initially for 1 year, extendable annually up to a maximum of 3 years (1+2 years) based on performance

Compensation:

- Fixed salary of ₹50,000/- per month
- Annual increment of 10% based on performance

Eligibility Criteria:

- **Educational Qualification:** Postgraduate degree with a minimum of 60% marks (or equivalent CGPA)
- **Experience:** Minimum of 5 years in administrative and managerial roles, preferably in Higher Education Institutions or Government Training Organizations

Key Responsibilities:

- Coordinate all training programs organized by the Dr. Kalam Centre
- Prepare and maintain an annual training calendar in consultation with stakeholders
- Schedule training sessions and manage logistics for program delivery
- Oversee execution of training programs, including documentation and feedback analysis
- Liaise with partner institutions, government departments, and potential clients to promote training initiatives
- Undertake any other responsibilities assigned by the Centre Head

Selection Process:

- Shortlisted candidates will be called for a personal interview.

Application Details:

- **Last Date for Submission of Applications:** *15th August 2025*
- Interested candidates may submit their application online using the link <https://forms.office.com/r/cZUp2C3UiA?origin=lprLink> and also share an updated CV and a cover letter clearly indicating their suitability for the role to vacancy@iimshillong.ac.in

For more information about the Dr. APJ Abdul Kalam Centre for Policy Research and Analysis, please visit: <https://www.iimshillong.ac.in/dr-kalam-centre/about-us>