

**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:** 15<sup>th</sup> 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](mailto: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>