



No. B1-2302/1/2025-ADMN/500

28 October 2025

RECRUITMENT FOR ADMINISTRATIVE POSITIONS

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

1	Name of the Post	Manager (Finance and Accounts)
	No. of Post	2 (two)
	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	- Assist in the preparation of Annual Financial Statements as per the Accounting Standards applicable to the Institute, - 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
2	Name of the Post	Manager (Accreditation) - on Contract
	No. of Post	1 (one)
	Tenure	On Contract for a period of 2 years initially which may be extended, if required.
	Category	Un-Reserved (UR)
	Scale of Pay	Level - 10, Initial Basic Pay Rs. 56,100/-
	Qualification	Master's Degree with 60% marks from a recognized University or Equivalent
	Experience	Minimum 5 years of relevant experience in academic administration, quality assurance, or accreditation processes. Experience with international accreditation frameworks such as AACSB, EQUIS, or AMBA, and national accreditation cycles like NAAC and NBA will be highly valued
	Technical Skills	- Data Management & Reporting: Proficiency in MS Excel (advanced formulas, pivot tables), Experience with database management tools (e.g., MS Access, SQL), Familiarity with data validation and audit trails for maintaining accreditation records. - Accreditation Documentation & Automation: Experience using document management systems (e.g., SharePoint, Google Workspace, or internal ERP portals), Ability to create and manage Standard Operating Procedures (SOPs) for data collection and reporting. Familiarity



भारतीय प्रबंध संस्थान शिलाँग
Indian Institute of Management Shillong

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

		with workflow automation tools (e.g., Power Automate, Zapier, or Google Scripts) for process efficiency • Data Visualization & Dashboards: Hands-on experience with Tableau, Power BI, or Google Data Studio for performance dashboards. Ability to design interactive dashboards showing institutional KPIs, assurance of learning metrics, and strategic goals. • Communication & Digital Coordination Tools: Strong command of MS Word and PowerPoint for preparing reports, policy documents, and presentations. Familiarity with survey tools like Qualtrics or Google Forms for stakeholder feedback. Understanding of Learning Management Systems (LMS) like Moodle or Canvas for mapping learning outcomes.
	Age Limit	45 years as on the last date of Publication of the Advertisement
	Job Description	• The Manager (Accreditation) will be responsible for preparation of all documents for accreditation and ranking submissions; this will involve close collaboration with Faculty and Non-Faculty colleagues in the Institute. • The Manager (Accreditation) will take control of the accreditation and ranking processes and assessments. The person will be responsible for managing all aspects of the process including keeping the Accreditation and Ranking Committee updated on the schedule and working with them in preparing submission data, as well as writing and editing submission documents. • The Manager (Accreditation) must be able to work under self-direction, calling on support when necessary, but taking the initiative and leading the process to a successful conclusion.
3	Name of the Post	Assistant Manager (IT Infrastructure)
	No. of Post	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Level - 6, Initial Basic Pay Rs. 35,400/-
	Qualification	BE/B. Tech/ MCA with 55% marks from a recognized University or Equivalent
	Experience	Minimum 6 years of similar work experience out of which at least: (a) 4 years in Pay Level-4 and above, or (b) presently working in Pay Level-6 in Govt./PSU or equivalent in Industry.
	Age Limit	35 years as on the last date of Publication of the Advertisement
	Job Description	• Maintaining the stock of all the IT related equipment. • Responsible for hardware and software maintenance of PCs, Laptops, Projectors, Printers and Scanners. Timely updates and upgrades of the said equipment. • Basic network troubleshooting, monitoring and reporting to Senior Manager (IT Infrastructure) • Handle various software and administrator passwords and will be responsible for ensuring that the confidentiality of the said passwords is maintained and that no piracy of the software procured by the institute ever takes place. • Looking after the Institute's telecom system. • To make sure that equipment in the classrooms which include PCs, Laptops, Projectors, Interactive Boards and Sound system are in working condition and to notify if there are any issues. • Carry out activities assigned by Chairperson (IT) / Senior Manager (IT infrastructure). • Carry out the activities as assigned.

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/Written Test/ Computer Test 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 12 December 2025): 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 (<i>Note: Not Required for Women Candidate and Person with Disabilities</i>) (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 12 December 2025. Documents received after 12 December 2025 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 for posts at Sl. No. 1 & 2 will be called for Interview and shortlisted candidates for the post at Sl. No. 3 will be called for Written Test/Computer Test as per recommendations of the Screening Committee constituted for the purpose. The decision of the Screening Committee is final.
12	The Selection Criteria for the post at Sl. No. 3 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) Computer Test which may include Practical Computer Skill test in MS Office / relevant computer application/software etc. or Computer Knowledge Written Test.
13	Results of Candidates Shortlisted & Venue for holding the Interview / Written Test / Computer Test will be notified on the website of the Institute.
14	No TA/DA will be paid to candidates appearing for the Written test/Skill test.
15	No interim correspondence will be entertained from candidates regarding conduct and result of Interview/Written Test/Computer and reasons for not being called for Interview or Selection.
16	Only shortlisted candidates will be communicated. If a candidate has not been communicated, she/he should assume that her/his application has not been shortlisted.
17	Canvassing in any form will lead to disqualification.
18	The Institute reserves the right to reject any/all applications without assigning any reason.



भारतीय प्रबंध संस्थान शिलाँग
Indian Institute of Management Shillong
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)
(An Autonomous Organisation under MoE, Government of India)

19	The Institute reserves the right to fill or not to fill any or all the posts.
20	Pay and Allowance are admissible as per Government of India rules and as per rules of the Institute.
21	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.
22	The Last date for Submission of Online Application is 05 December 2025
	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong