



No. B1-2302/1/2026-ADMN/128

17 June 2026

RECRUITMENT FOR ADMINISTRATIVE POSITIONS

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

| | | |
|---|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of the Post | Deputy General Manager (Knowledge Services) |
| | No. of Post | 1 (one) |
| | Category | Un-Reserved (UR) |
| | Scale of Pay | Level 12 of Academic Pay Matrix, initial Basic Pay Rs. 101500/- |
| | 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 | Deputy General Manager (Alumni Relations) |
| | No. of Post | 1 (one) |
| | Tenure | On contract for a period of 5 (five) years which may be renewed based on performance |
| | Category | Un-Reserved (UR) |
| | Scale of Pay | Level 12, initial Basic Pay Rs. 78,800/- |
| | Qualification | Master's Degree with at least 60% marks preferably in Business Administration/Communications/Public Relations or related areas. |
| | Experience | Minimum 12 years of overall work experience in reputed Academic Institution / Corporate / Armed Forces with at least 5 years in Managerial position in alumni engagement / programme development / project management / stakeholder engagement / client servicing / financial aid initiatives, community building / CSR, or a related field. |
| | Key Responsibilities | DGM (Alumni Relations) is the primary point of contact between alumni and their alma mater. He/she should manage various aspects of alumni engagement, strengthen alumni relations and ensure that efforts align with the institution's goals and objectives. The following are the key responsibilities: <ul style="list-style-type: none">Alumni Engagement such as reunions, networking events, webinars, events, campaigns, initiatives and social media groups. |



| | | |
|----------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none">• Communication and Outreach including newsletters, social media, and personalized updates about institutional developments, achievements, and events. Maintenance of an alumni database, ensuring accurate records of contact information and alumni preferences.• Event Planning and Coordination for events such as reunions, homecoming activities, and networking events. Execution of alumni events, oversee logistics, marketing, and follow-up for all alumni events.• Fundraising and Support to promote the institution's fundraising campaigns. Cultivate relationships with alumni donors and provide opportunities to contribute to the institution's goals. Assist in identifying potential alumni who could be major donors or volunteers.• Data Management and maintain an up-to-date database of alumni information (e.g., employment status, location, academic achievements). Provide regular reports and analysis of alumni engagement activities and trends.• General Administration of day to day activities of alumni activities office. Creating annual calendar for events including, but not limited to, the annual general meeting, international, national and regional alumni meet, reunion and workshops. Preparing the annual budget, reports and other relevant documentation.• Alumni Association and registration campaigns to grow the membership base of alumni association and secure payment of alumni membership fees. Overseeing all financial functions: preparing financial statements, budgeting, expense tracking and management.• Planning and coordinating meetings, drafting agendas, circulating board papers, recording and finalizing minutes. Compiling the annual report and Board's report for presentation to the shareholders. Liaising with the IT service provider to optimize and maintain the online membership-fee collection module. Partnering with banker to streamline and monitor fee-collection processes and resolve payment issues.• Annual Alumni Awards: Compiling data for identifying suitable alumni for distinguished alumni awards and present it to the jury for consideration. Arrangements related to award function such as preparing citations, cash awards, travel and accommodation for awardees etc.• Any other task(s) assigned by the institute. |
| | Age Limit | 50 years as on the last date of Publication of the Advertisement |
| 3 | Name of the Post | Senior Manager (Audit) |
| | No. of Post | 1 (one) |
| | Category | Un-Reserved (UR) |
| | Scale of Pay | Level 11, initial Basic Pay Rs. 67,700/- |
| | Qualification | Associate Member of Institute of Chartered Accountants of India or Institute of Cost & Works Accountants of India |
| | Experience | Minimum 15 years of similar work experience out of which at least: (a) 12 years in Pay Level-8 and above, or (b) 7 years in Pay Level-10 and above, or (c) 3 years in Pay Level-11 in Govt./PSU or equivalent in Industry |
| | Age Limit | 45 years as on the last date of Publication of the Advertisement |
| | Job Description | <ul style="list-style-type: none">• Audit, review and evaluate the internal system of management control and assess their adequacy and effectiveness.• Assist the Institute in improvement of Internal Controls and review administrative procedures.• Inspect, examine and audit bills received by the Accounts Section.• Examine the cases having financial implications, received from different departments.• Assist the authorities in interpretation of Service Rules especially where public money is involved.• Ensure that General Financial Rules of Government of India and other rules & regulations of the Institute are complied with.• Will oversee pre, internal, statutory, and C&AG audits and ensure compliance of guidelines.• Assist JGM(Finance) in preparing replies to audit paras.• Prepare, disseminate, and ensure awareness of compliance guidelines to the user departments. |



| | | |
|----------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none">Any other responsibilities as assigned |
| 4 | Name of the Post | Manager (Academics) |
| | 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 60% marks. Preference will be given to candidates with an MBA |
| | Experience | Minimum 12 years of similar work experience out of which at least: (a) 10 years in Pay Level-6 and above, or (b) 6 years in Pay Level-8 and above, or (c) presently working in Pay Level-10 in Govt./PSU or equivalent in Industry. |
| | Age Limit | 40 years as on the last date of Publication of the Advertisement |
| | Job Description | <ul style="list-style-type: none">Responsible for providing administrative support to various academic programs of the Institute, starting from joining in the programs.Keeping track of students' profile.Scheduling of classes, examinations etc.Keeping record of grades of students.Communication with teaching faculty.Scholarships of Students.Insurance claims of Students.Communication with students.Organizing review meetings.Declaration of results after the approval of the competent authority.Arrangement of seminars, convocation and other functions of the Institute.Carry out the duties as assigned by Dean (Academics)/ Chairperson (PGP)/Chairperson Program)/ Chairperson (PGPEX).Any other responsibilities as assigned |
| 5 | Name of the Post | Manager (Accreditation) |
| | No. of Post | 1 (one) |
| | Tenure | On contract for a period of 5 (five) years which may be renewed based on performance |
| | Category | Un-Reserved (UR) |
| | Scale of Pay | Level - 10, Initial Basic Pay Rs. 56,100/- |
| | Qualification | <ul style="list-style-type: none">Master's Degree with 60% marks from a recognized University or Equivalent; MBA (General Management or HR) will be preferred.PhD degree in Business Management domain is desirable |
| | Experience | Minimum 5 years of relevant experience in teaching, academic administration, quality assurance, and/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 | <ul style="list-style-type: none">Excellent verbal and written communication skills, and report writing skills.Data Management & Reporting: Proficiency in MS Excel (advanced formulas, pivot tables), 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. |



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)

| | | |
|----------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none">• 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, Microsoft Forms or Google Forms for stakeholder feedback. Understanding of Learning Management Systems (LMS) like Moodle or Canvas for mapping learning outcomes. Familiarity with AI tools for writing and research. |
| | Age Limit | 45 years as on the last date of Publication of the Advertisement |
| | Job Description | <ul style="list-style-type: none">• The Manager (Accreditation) will be responsible for managing all aspects of the Institute's accreditation and ranking processes, including liaison and communication with accreditation and ranking bodies, coordination of accreditation-related activities, and collaboration with various departments for accreditation and ranking requirements.• The role will also involve keeping the Accreditation and Ranking Committee informed about timelines, schedules, and progress, and working closely with the Committee in the preparation of submission data, reports, and related documents.• The Manager (Accreditation) will be responsible for the preparation, compilation, review, and submission of all accreditation- and ranking-related documentation. This role will require close coordination and collaboration with both Faculty and Non-Faculty members across the Institute.• The Manager (Accreditation) must be able to work under self-direction and calling on support when necessary. |
| 6 | Name of the Post | Assistant Manager (IT Infrastructure) |
| | No. of Post | 1 (one) |
| | Category | NC-OBC |
| | 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 | <ul style="list-style-type: none">• 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. |
| 7 | Name of the Post | Assistant Manager (Mechanical 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 (Mechanical Engineering) from a recognized University with 55% Marks. |



| | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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: | <ul style="list-style-type: none">• Operation & Maintenance of HVAC & Refrigeration Systems, Chiller plants, pumping systems, VRF networks, DX AC units, Hot water generators, mechanical ventilation systems, Propeller and in-line exhaust ventilations, Pressurized mechanical ventilation arrangements.• Operation & Maintenance of Heavy Mechanical Equipment, Drives, blowers, pumps, mechanical assemblies, Valves (ARVs, PRVs, NRVs, strainers), pressure gauges, Preventive and predictive maintenance schedules.• Operation & Maintenance of Water & Wastewater Systems, Water Treatment Plant (WTP), Sewage Treatment Plant (STP), Pumping systems and chemical dosing• Operation & Maintenance of Firefighting & Fire Safety Systems, Internal and external hydrant systems, Fire pumps, sprinklers, fire control panels, testing, statutory compliance, and documentation• Planning, estimation, and supervision of mechanical works• Quality control and performance testing during project execution• Improvement and modernization of mechanical systems• Support in tendering processes—specifications, estimates, scrutiny, and technical evaluation• Any other responsibilities 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 31 July 2026): 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 (<u>Note: Not Required for Women Candidate and Person with Disabilities</u>) (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 “ Application for post of _____ ” on or before 31 July 2026. Documents received after 31 July 2026 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 to 5 will be called for Interview and shortlisted candidates for the post at Sl. No. 6 & 7 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. 6 & 7 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/Computer test. |
| 15 | No interim correspondence will be entertained from candidates regarding conduct and result of Interview/Written /Computer Test and reasons for not being called for Interview or Selection. |
| 16 | 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. |
| 17 | Canvassing in any form will lead to disqualification. |
| 18 | The Institute reserves the right to reject any/all applications without assigning any reason. |
| 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 | As per DOPT, Govt. of India orders, Pay protection may be considered for candidates working in Public Sector undertakings (PSUs), Central/State Universities, Semi-Government Institutions or Autonomous Bodies. |
| 22 | 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. |
| 23 | The Last date for Submission of Online Application is 20 July 2026 CLICK HERE TO APPLY |

Sd/-
Chief Administrative Officer
IIM Shillong