



No. B1-2302/5/2026-ADMN/298

10 September 2026

RECRUITMENT FOR ADMINISTRATIVE POSITIONS

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

1	Name of the Post	Manager (Admission)
	No. of Post	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Level - 10, Initial Basic Pay Rs. 56,100/- per month plus allowances Gross salary of Rs. 1.00 lakh per month approximately, along with accommodation
	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 Candidate should have relevant professional experience in Government, Autonomous, Educational, Institutions or reputed Private Organizations, handling Admissions/Students or customer-relationship management, data analytics and MIS, technology-enabled operations, stakeholder coordination and process design/improvement.
	Desirable	Experience in managing admissions or student-facing operations in a higher education institution, particularly in a competitive, multistage, technology-enabled admission environment.
	Age Limit	40 Years as on the last date of Publication of the Advertisement
	Job Description	• The Manager (Admission) will be responsible for ensuring the efficient, transparent, technology-enabled, data-driven and applicant-centric management of the Institute's admission processes across its academic programmes. • Assist the Admissions Committee for admissions to various regular programs • Communicate with other IIMs on the admissions related matter • Communicate with candidates/leads to enhance the pool of applicants • Arrange venues for conduct of admission process • Responsible for logistics related to conduct of admission process • Assist the admission teams/panels for conduct of admission related processes • Process payment of bills to service providers for the admission process • Maintain records of the entire admission process and respond to RTI related to admissions • Assist Admissions Committee in data analysis of admissions related data • Work on the IT module(s) related to Admissions Processes • Carry out the duties as assigned by Chairperson (Admissions)
	Test / Interview	Shortlisted candidates will be assessed on their proficiency in Microsoft Excel to evaluate their skills in managing and analyzing data, writing formulas, using functions, and formatting spreadsheets and also written communication skills. This assessment will be followed by an interview before the Selection Committee.
2	Name of the Post	Assistant Manager (Accounts)
	No	



Qualification	Bachelor's Degree in Commerce (B. Com) 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	• Maintenance of Accounts. • Preparation of Budget estimates. • Processing of bills, investments. • Finalization of accounts. • Fund management of research/consultancy/projects. • Fulfilling audit requirements of various auditors etc. • Assisting JGM (Finance) and SM(Accounts). • Carry out the duties as assigned.
Written/Computer Test	Shortlisted candidates will be called for Written Test/Computer Test as per recommendations of the Screening Committee constituted for the purpose. The Selection Criteria 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.

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 09 October 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 (<i>Note: Not Required for Women Candidate and</i>



6	Mere fulfilment of minimum eligibility criteria is not a claim for shortlisting/selection.
7	The Screening Committee may also adopt other criteria for screening the applications over and above the criteria.
8	Relaxation in percentage of qualifying marks will be given upto 5% for SC/ST/PwD and upto 3% for NC-OBC candidates
9	Relaxation in Age will be given upto 5 years for SC/ST/PwD and upto 3 years for NC-OBC candidates
10	Shortlisted candidates will be called for Interview / Written Test / Computer Test as per recommendations of the Screening Committee constituted for the purpose. The decision of the Screening Committee is final.
11	Results of Candidates Shortlisted & Venue for holding the Interview / Written Test / Computer Test will be notified on the website of the Institute.
12	No interim correspondence will be entertained from candidates regarding conduct and result of Interview / Written Test / Computer Test and reasons for not being called for Interview / Written Test / Computer Test or Selection.
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	No TA/DA will be paid to candidates appearing for the Written test/Skill test.
15	Canvassing in any form will lead to disqualification.
16	The Institute reserves the right to reject any/all applications without assigning any reason.
17	The Institute reserves the right to fill or not to fill any or all the posts.
18	Pay and Allowance are admissible as per Government of India rules and as per rules of the Institute.
19	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.
20	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.
21	The Last date for Submission of Online Application is 03 October 2026
	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer