



No. B1-2302/1/2025-ADMN/551

21 November 2025

RECRUITMENT FOR ADMINISTRATIVE POSITIONS

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

1	Name of the Post	Deputy General Manager (Placement & Career Services)
	No. of Post	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Level - 12, Initial Basic Pay Rs. 78,800/-
	Qualification	MBA from a recognized University or Master of Communication with at least 60% of marks
	Purpose	To plan and implement placement activities in the assigned region/ Industry cluster as per established guidelines to achieve placement objectives of the Institute.
	Specific Skills	In-depth Knowledge of Corporate recruitment, Selling Skills, Office management, Database management, MIS generation, Interpersonal skills, Negotiation skills, Coordination skills, Prioritisation skills.
	Experience	Corporate: 12 plus years interacting with multiple clients and successful business/sales deals. Familiarity with multiple Clients (across industries) is essential. Desirable: Knowledge of the BFSI, Consulting and IT and ITES sectors. Team Handling experience will be a big plus. Experience of leading placement or career management services in top Management Institutions in India for a continuous 3 years period.
	Age Limit	50 years as on the last date of Publication of the Advertisement
	Job Description	- The primary responsibility of the incumbent is to plan and implement placement initiatives with an aim to enable maximum internships and job offers and provide new career options to the students with growth in average median salary. - To constantly engage with the current recruiters to strengthen relationships with them. To leverage on these strong relationships & expand job opportunities within each existing recruiter. - Responsible for identifying potential companies who could be added to the list of recruiters for IIMS. To meet with stakeholders across multiple levels in those companies and set the stage for fruitful relationship. Ensure minimum 10% annual increase in job offers, sourced from new recruiters (first time recruiters from IIMS) in both PGP and PGPEX. - To regularly update the current and potential recruiters about developments in IIMS and involve them in any major events of the institute to ensure their constant engagement. To increase the number of contact points in any recruiting company. To regularly connect with the students and representatives of student bodies' to understand their aspirations and career choices. - Responsible for building and nurturing a student team from residential MBA programs to ensure that the overall team's targets are met in line with the Institutional goals. To explore recruiters who will be able to offer quality roles (both in terms of compensation and level of role) to the students and is expected to build capability among student teams and orient them to effectively identify and arrange placement meetings with existing as well as potential recruiters. Responsible for analyzing data on companies before qualifying them as potential recruiters. Responsible for supervising office operations & controlling costs.

2	Name of the Post	Deputy General Manager (Alumni Relations)
	No. of Post	1 (one)
	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.



Purpose	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.
Experience	Minimum 12 years of overall work experience in reputed Academic Institution/ corporate with at least 5 years in alumni engagement, programme development, stakeholder engagement, client servicing, financial aid initiatives, community building, CSR, or a related field. He/ she should have excellent ability to work and manage a wide range of internal and external stakeholders and forge partnerships. He/she should possess excellent research, communication (Hindi and English), drafting skills along with strong budget management and IT skills.
Age Limit	50 years as on the last date of Publication of the Advertisement
Job Description	• To actively contribute to the creation and management of the alumni database. This involves collecting alumni information and creating an alumni directory of essential information, making it easier for the institution to effectively engage alumni. • To keep alumni in the loop about the latest developments of the Institute with consistent updates and engagement to help alumni understand the functions of the alma mater. • To regularly post creative content and collaterals about alumni and the alma mater on social media. • To stay in touch with the alumni and share/seek career opportunities internships etc. • To Communicate about the latest workshops, upskilling sessions, alumni events. • To act as the liaison between alumni and various institutional departments and work closely with chapter coordinators for alumni events and community-building activities, improving engagement within the chapters. • To expand the institution's reach and help build more local chapter communities. • To manage wide range of queries from alumni, acting as the point of contact after graduation. • Any other activities assigned from time to time.

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 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 07 January 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 (Note: Not Required for Women Candidate and Person with Disabilities) (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 07 January 2026 . Documents received after 07 January 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 will be called for Interview as per recommendations of the Screening Committee constituted for the purpose. The decision of the Screening Committee is final.
12	Results of Candidates Shortlisted & Venue for holding the Interview will be notified on the website of the Institute.
13	No interim correspondence will be entertained from candidates regarding conduct and result of Interview and reasons for not being called for Interview or Selection.
14	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.
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	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.
20	The Last date for Submission of Online Application is 31 December 2025
21	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong