



No. B1-2303/1/2025-ADMN/3771

16 January 2025

RECRUITMENT FOR ADMINISTRATIVE POSITIONS ON CONTRACT BASIS

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

1	Name of the Post	Manager (Finance and Accounts) on Contract
	Tenure	On Contract for a period of 5 years
	No. of Post	1 (one)
	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	<ul style="list-style-type: none">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	Counselling / Clinical Psychologist (on Contract)
	Tenure	The appointment is for a contract period of 1 (one) year, which may be extended upto a maximum of 2 terms of one year each, without further extension thereafter.
	No. of Post	1 (one)
	Category	Un-Reserved (UR)
	Scale of Pay	Consolidated remuneration of Rs 45,000/- per month
	Qualification	Master's degree in clinical / counselling psychology with at least 55% marks from a reputed and recognized Institute/University
	Experience	Minimum 5 years of similar work experience in Academic Institutions, Govt./PSU etc. with fluency in Hindi & English languages
	Age Limit	45 years as on the last date of Publication of the Advertisement.
	Job Description	<ul style="list-style-type: none">The Counsellor is required to be available in the campus, full time with the Institute Community.Should be available on call beyond duty hours for consultation as and when required.Facilitate group discussions on topics related to student emotional well-being.Being responsive to student needs, walk-in hours, referrals, and crisis situations.Contributing to academic and/or behavioral student monitoring meetings in a supportive role.



	<ul style="list-style-type: none">• Should be empathetic, approachable, kind and sensitive towards the students.• Should maintain proper document/records of the consultation / sessions.• Any other work as assigned from time to time
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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	Candidates who have applied earlier for the post of Manager (Finance & Accounts) on Contract which was advertised vide No. B1-2302/2/2024-ADMN/3646 dated 29/11/2024 are not required to apply again.
4	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.
5	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.
6	Submission of Documents by Post (before 22 February 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 22 February 2025. Documents received after 22 February 2025 and Incomplete Applications/documents will not be considered for scrutiny.
7	Mere fulfilment of minimum eligibility criteria is not a claim for shortlisting/selection.
8	The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
9	The Screening Committee may also adopt other criteria for screening the applications over and above the criteria.
10	Relaxation in percentage of qualifying marks will be given upto 5% for SC/ST/PwD and upto 3% for NC-OBC candidates
11	Relaxation in Age will be given upto 5 years for SC/ST/PwD and upto 3 years for NC-OBC candidates
12	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
13	No interim correspondence will be entertained from candidates regarding reasons for not being called for Interview and conduct and result of the Interviews.



भारतीय प्रबंध संस्थान शिलॉंग
Indian Institute of Management Shillong

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

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 is 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 16 February 2025
	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong