



**RAJIV GANDHI**  
**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
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No. RGIIM/Admn/119/13/2016/15

07 April 2016

**ADVERTISEMENT FOR NON - FACULTY POSITIONS**

Rajiv Gandhi Indian Institute of Management Shillong invites **ONLINE** applications in the prescribed format available in the website of the Institute for the following Posts:

<b>1</b>	Name of the Post	<b>Officer (Web Enabled Education and Outreach Programmes)</b>
	Scale of Pay	<b>PB-3 Rs. 15600-39100/- Grade Pay Rs. 5400/-</b>
	Educational Qualification	<b>Graduate in Computer Science/IT from a recognized Institute/University</b>
	Experience	<b>5 years of experience in Pay Band 2 with GP 4200/- and above along with hands on experience in Managing Information Systems in a reputed Academic Institute with strong communication skills to present oral and written analyses.</b>
	Age Limit	<b>40 years as on 31 May 2016</b>

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<b>2</b>	Name of the Post	<b>Officer (Executive Education and Professional Practice)</b>
	Scale of Pay	<b>PB-3 Rs. 15600-39100/- Grade Pay Rs. 5400/-</b>
	Educational Qualification	<b>Graduate from a recognized Institute/University</b>
	Desirable	<b>MBA from a recognized Institute/University with specialization in HR/Personnel Management.</b>
	Experience	<b>5 years of experience in Corporates/Institutions in Executive/Officer level in HR/Personnel Management functions.</b>
	Age Limit	<b>40 years as on 31 May 2016</b>

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## **IMPORTANT INSTRUCTIONS**

- 1) Eligible candidates will be called for Interview as per recommendations of the Screening Committee constituted for the purpose.
- 2) Fulfilment of minimum qualification is not a claim for interview call.
- 3) The Institute reserves the right to reject any/all applications without assigning any reason.
- 4) No interim correspondences will be entertained.
- 5) Pay and Allowance are admissible as per Government of India rules and as per rules of the Institute.
- 6) Only interested persons who fulfil the minimum eligibility criteria may apply on the **prescribed form downloaded from the Institute** website [www.iimshillong.in](http://www.iimshillong.in) The duly filled in PDF form may be mailed to [vacancy@iimshillong.ac.in](mailto:vacancy@iimshillong.ac.in) on or before **31 May 2016**.
- 7) Printed Online form alongwith all self-attested copies of certificates and testimonials along with recent passport size photograph affixed should reach **“The Director, RGIM Shillong, Mayurbhanj Complex, Nongthymmai, Shillong – 793014, Meghalaya”** on or before **10 June 2016**.
- 8) CANDIDATES who are already in service are also advised to apply ONLINE. However a print out of the application should be forwarded through PROPER CHANNEL to the **CAO, RGIM Shillong, Mayurbhanj Complex, Nongthymmai, Shillong – 793014, Meghalaya**.
- 9) The candidates already in service will be required to produce a No Objection Certificate (NOC) from their current employer, at the time of interview.
- 10) **Submission of Online Applications through email at [vacancy@iimshillong.ac.in](mailto:vacancy@iimshillong.ac.in) is mandatory.**
- 11) **Last date of submission of Online forms is 31 May 2016.**
- 12) **Last date of receipt of Printed Online forms with certificates, testimonials etc. is 10 June 2016.**

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CAO (i/c)  
RGIM Shillong