



**RAJIV GANDHI  
INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
Mayurbhanj Complex, Nongthymmai, Shillong – 793014, Meghalaya

No. RGIIM/Admn/118/4/2016/16

07 April 2016

**Advertisement for the post of Hostel Manager**

**SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (HEARING HANDICAPPED)**

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

1	<b>Name of the Post:</b>	<b>HOSTEL MANAGER</b>
2	<b>No. of post:</b>	<b>1 (one) post reserved for Persons with Disabilities (Hearing Handicapped)</b>
3	<b>Scale of Pay:</b>	PB – 2 Rs. 9300 – 34800/- Grade Pay Rs. 4200/-
4	<b>Qualification:</b>	Graduate from a reputed and recognized Institute/ University.
5	<b>Experience:</b>	5 years' working experience in any Educational Institution as Hostel Manager or Similar Cadre with strong leadership skills and must have excellent verbal and non-verbal communication skills.
6	<b>Desirable</b>	P.G Degree in any discipline/PGDM/Hotel Management
7	<b>Age limit</b>	Below 40 years of age as on 31 May 2016.

**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 as an attachment to **[vacancy@iimshillong.ac.in](mailto:vacancy@iimshillong.ac.in)** alongwith a **Scanned copy of the Disabilities Certificate on or before 31 MAY 2016.**
- 7) The Printed Online copy of the Application attached with all self-attested copies of certificates and testimonials along with recent passport size photograph affixed should reach **“The Director, RGIIM 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, RGIIM 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.**

Click Here to **[APPLY ONLINE](#)** (Scanned copy of Disability certificate to be attached along with the Online Application Form)

**CAO (i/c)  
RGIIM Shillong**