



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

No. RGIIM/Admn/119/2/2013/1535b

14 November 2013

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:

1	Name of the Post	<u>Manager (Corporate Affairs, Placement and Public Relations)</u>
	Scale of Pay	PB-3 Rs. 15600-39100/- Grade Pay Rs. 7600/-
	Educational Qualification	First Class Degree in MBA with specialization in HR/Marketing from a reputed and recognized Institute/University.
	Experience	10 years' work experience at a senior level position in multinational company with global exposure, in Corporate Affairs, Placements and Public Relations.
	Age Limit	50 years as on 31 January 2014

Click Here To [APPLY ONLINE](#)

2	Name of the Post	<u>Security Officer</u>
	Scale of Pay	PB-3 Rs. 15600-39100/- Grade Pay Rs. 5400/-
	Educational Qualification	Graduate from a reputed and recognized Institute/University
	Experience	5 years' experience as Ex-Servicemen – Short Service Commissioned Officer or Asstt. Commandant from CISF/CRPF/BSF/ITBP etc.
	Desirable	Modern firefighting, security monitoring systems etc. with good verbal & written communication skill with knowledge of computers and
	Age Limit	57 years as on 31 January 2014

Click Here To [APPLY ONLINE](#)

3	Name of the Post	<u>Officer (IT & ERP)</u>
	Scale of Pay	PB-3 Rs. 15600-39100/- Grade Pay Rs. 5400/-
	Educational Qualification	Graduate in Computer Science from a reputed and recognized Institute/University
	Experience	5 years' hands on experience of ERP related systems
	Desirable	A proven track record in problem solving skills in an automated environment; experience with Enterprise Resource Planning related system with strong communication skills to present oral and written analyses.
	Age Limit	40 years as on 31 January 2014

Click Here To [APPLY ONLINE](#)

4	Name of the Post	<u>Personal Assistant</u>
	Scale of Pay	PB-2 Rs. 9300-34800/- Grade pay Rs. 4200/-
	Educational Qualification	Graduate from a reputed and recognized Institute/University
	Experience	5 years' experience in relevant field from Semi-Govt/ PSU / Statutory or Autonomous Organization / Universities / reputed Institute or Organizations under Central / State Govt.
	Desirable	Minimum speed of 80 WPM in shorthand in English and 40 WPM in typing with Computer proficiency.
	Age Limit	40 years as on 31 January 2014

Click Here To [APPLY ONLINE](#)

5	Name of the Post	<u>Office Assistant</u>
	Scale of Pay	PB-2 Rs. 9300-34800/- Grade pay Rs. 4200/-
	Educational Qualification	Graduate from a reputed and recognized Institute/University
	Experience	4 years' experience in office administration from Semi-Govt/ PSU / Statutory or Autonomous Organization / Universities / reputed Institute or Organizations under Central / State Govt.
	Desirable	Minimum speed of 40 WPM in typing with very good knowledge of computer applications.
	Age Limit	40 years as on 31 January 2014

Click Here To [APPLY ONLINE](#)

6	Name of the Post	<u>Hostel Manager</u>
	Scale of Pay	PB-2 Rs. 9300-34800/- Grade pay Rs. 4200/-
	Educational Qualification	Graduate from a reputed and recognized Institute/University.
	Experience	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.
	Desirable	P.G. Degree in any discipline/PGDM/Hotel Management
	Age Limit	40 years as on 31 January 2014

Click Here To [APPLY ONLINE](#)

7	Name of the Post	<u>Junior Engineer (Electrical)</u>
	Scale of Pay	PB-2 Rs. 9300-34800/- Grade pay Rs. 4200/-
	Educational Qualification	Degree in Electrical from a reputed and recognized Institute/University with 5 years' experience OR Diploma in Electrical from a reputed and recognized Institute/University with 10 years' experience
	Experience	Degree with 5 years' experience or Diploma with 10 years' experience from Semi-Govt/ PSU / Statutory or Autonomous Organization / Universities / reputed Institute or Organizations under Central / State Govt.
	Desirable	Experience in LT & HT installations and house wiring. Good communication skills with computer literacy and familiarity with Ms Office, Auto CAD etc.
	Age Limit	40 years as on 31 January 2014

[Click Here To APPLY ONLINE](#)

8	Name of the Post	<u>Accountant</u>
	Scale of Pay	PB-2 Rs. 9300-34800/- Grade pay Rs. 4200/-
	Educational Qualification	Graduate in Commerce from a reputed and recognized Institute/University
	Experience	5 years' experience in relevant field from Semi-Govt/ PSU / Statutory or Autonomous Organization / Universities / reputed Institute or Organizations under Central / State Govt.
	Desirable	Very good knowledge of Tally, MS Excel and other Accounting softwares.
	Age Limit	40 years as on 31 January 2014

[Click Here To APPLY ONLINE](#)

IMPORTANT INSTRUCTIONS

1.	Only Applications submitted ONLINE will be entertained.
2.	All applicants are required to fill the ONLINE Proforma completely and submit it online; incomplete applications will be summarily rejected.
3.	Only Candidates fulfilling the required criteria may apply.
4.	CANDIDATES who are already in service in Govt./Semi Govt. Organizations /Autonomous Bodies 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.
5.	Skill test (Shorthand & Typing test), Written test, Computer test etc. may be conducted for Non-Faculty Posts.
6.	Age limit and No. of years of Experience will be as on 31 January 2014.
7.	Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview etc.
8.	Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRY WILL NOT BE ENTERTAINED"
9.	Last date of ONLINE submission of application is on 10 January 2014.

CAO, RGIIM Shillong