



No. B1-2302/2/2024-ADMN/3524

15 October 2024

RECRUITMENT FOR PROJECT SUPERVISOR ON CONTRACT

Indian Institute of Management Shillong invites applications for the following position:

1	Name of the Post	Project Supervisor
	No. of Post	1 (one)
	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.
	Remuneration	Consolidated Rs. 35,000/- per month + Rs. 1000/- per month fixed medical allowance
	Qualification	First Class Bachelor's Degree in Civil Engineering from a recognized University
	Working knowledge	Auto CAD, Project Management Software and Microsoft Office Applications
	Age Limit	30 years as on the last date of Publication of the Advertisement
	Job Description	<ul style="list-style-type: none">• Responsible for looking after all civil works in the Institute.• Supervision of works carried out by the contractors.• Preparation of drawing, estimates etc. of various works of the Institute.• Carry out the duties assigned by DGM (Infrastructure)• Any other responsibilities as assigned.

IMPORTANT INSTRUCTIONS

1	Interested candidates who fulfil the eligibility criteria may apply on the prescribed form downloaded from the Institute website https://www.iimshillong.ac.in/careers/ The duly filled in Online PDF form should be e-mailed to administration@iimshillong.ac.in <u>STEPS TO FILL AND SUBMIT THE ONLINE FORM BY EMAIL:</u> 1. Click here to Download the Online Application Form in your laptop/desktop. 2. Open the PDF form using Adobe Acrobat 9.0 and above 3. Fill up the form by typing in the relevant field 4. Save it in your laptop/desktop or click on the Save As button (Please do not Print as PDF to save the document) 5. Send this filled-up saved application form as an attachment to administration@iimshillong.ac.in
2	Only Applications submitted by email to administration@iimshillong.ac.in will be considered for further scrutiny.
3	Shortlisting of the candidates will be based on the details provided by the candidate in the Online PDF form. Only shortlisted candidate(s) will be communicated by the Institute to submit copies of relevant certificates/documents etc. for further verification.
4	All Correspondence from the Institute to Shortlisted / Selected Candidates shall be sent by Email only to the Email ID provided by the candidate concerned.
5	Mere fulfilment of minimum eligibility criteria is not a claim for shortlisting/selection.
6	The Institute may relax all or any of the requirements/criteria in exceptional and deserving cases.
7	The Screening Committee may also adopt other criteria for screening the applications.



8	Shortlisted candidates may be called to appear for Interview before a Committee constituted for the purpose.
9	No interim correspondence will be entertained from candidates regarding reasons for not being called for Interview and result of the Interview.
10	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.
11	Canvassing in any form will lead to disqualification.
12	The Institute reserves the right to reject any/all applications without assigning any reason.
13	The Institute reserves the right to fill or not to fill the position.
14	The Last date for Submission of Application is 31 October 2024
	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer
IIM Shillong