



No. J1-20/1/2022-APJCNT/3764

13 January 2025

RECRUITMENT FOR RESEARCH & ADMINISTRATIVE POSITIONS ON SHORT TERM CONTRACT

Dr. APJ Abdul Kalam Centre for Policy Research and Analysis under Indian Institute of Management Shillong invites applications for the following Positions on short term contract:

1	Name of the Post	Office Assistant (on Contract)
	No. of Posts	1 (one)
	Term of Contract	1 year (period of contract may be extended upto maximum of 2 years)
	Category	Un-reserved
	Remuneration	Consolidated remuneration of Rs 40,000/- per month
	Qualification	Post Graduate from a recognized University or Equivalent with 55% Marks.
	Experience	Minimum 5 years of similar work experience in Govt./PSU or equivalent in Industry
	Age Limit	40 years as on the last date of Publication of the Advertisement.
	Job Description	<ul style="list-style-type: none">Assisting in all administrative matters of the Section (Dr APJ Abdul Kalam Centre for Policy Research and Analysis)Any other work as assigned from time to time
	Download Form	Click Here to Download form for Office Assistant

2	Name of the Post	Research Associate (on Contract)
	No. of Posts	2 (two)
	Term of Contract	1 year (period of contract may be extended upto maximum of 2 years)
	Category	Un-reserved
	Remuneration	Consolidated remuneration of Rs 45,000/- per month
	Qualification	Preference will be given to candidates having Ph.D with Master's Degree in Management, Engineering, Economics & Statistics from a recognized University or Equivalent with 55% Marks.
	Experience	1 year or more of research experience is desirable
	Age Limit	35 years as on the last date of Publication of the Advertisement.
	Job Description	<ul style="list-style-type: none">Conduct policy studies and analysis with the ability to produce high quality literature, write-ups & reportsPrepare project proposals & represent Centre at international or national meetings/ seminars/ conferences related to projects or any other knowledge dissemination programsPlay an active role in preparing, maintaining & updating Centre's websiteExplore and evaluate various development schemes, conduct social impact studies & social audits, etc.Take a lead role in organizing activities related to knowledge dissemination & manage overall logistics of seminars/ workshops organized by the CentreProvide support in developing revision documents, business/ project proposalsPerform individual & collaborative research projects and project managementExplore and identify new projects & their fundingDisseminate research findings at scientific meetings & conferences, and also to develop reports based on these findingsHelp coordinating closely with internal and external stakeholdersAssisting in all administrative matters of the Section (Dr APJ Abdul Kalam Centre for Policy Research and Analysis)Any other work as assigned from time to time
	Download Form	Click Here to Download form for Research Associate



3	Name of the Post	Research Assistant (on Contract)
	No. of Posts	2 (two)
	Term of Contract	1 year (period of contract may be extended upto maximum of 2 years)
	Category	Un-reserved
	Remuneration	Consolidated remuneration of Rs 35,000/- per month
	Qualification	Preference will be given to candidates with Master's Degree in Management, Engineering, Economics & Statistics from a recognized University or Equivalent with 55% Marks
	Experience	1 year or more of research experience is desirable. Freshers can apply
	Age Limit	35 years as on the last date of Publication of the Advertisement.
	Job Description	<ul style="list-style-type: none">• Conduct literature reviews & surveys• Assist and coordinate in adopting research designs• Support and perform quantitative research analysis• Draft & document reports/ articles/ presentations for the Centre• Be actively engaged in conducting field interviews, data collection & analysis• Provide support to data repository & maintain records• Provide statistical & analytical support to the team• Prepare monthly infographics & quarterly newsletters of the Centre• Perform any other relevant duties assigned by the Centre Coordinator from time to time• Assisting in all administrative matters of the Section (Dr APJ Abdul Kalam Centre for Policy Research and Analysis)• Any other work as assigned from time to time
	Download Form	Click Here to Download form for Research Assistant

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 vacancy@iimshillong.ac.in STEPS TO FILL AND SUBMIT THE ONLINE FORM BY EMAIL: 1. Download the Online Application Form in your laptop/desktop. (Please do not Print as PDF to save the document) 2. Open the PDF form using Adobe Acrobat, fill up the form by typing in the relevant field and Click Save As button to save the form in your laptop/desktop. 3. Rename the form by appending your full name. Example- Application Form for Research Associate-John Smith.pdf 4. Send this filled-up saved application form as an attachment to vacancy@iimshillong.ac.in
2	Only Applications submitted by email to vacancy@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.



भारतीय प्रबंध संस्थान शिलाँग
Indian Institute of Management Shillong

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

6	Relaxation in percentage of qualifying marks will be given upto 5% for SC/ST and upto 3% for OBC candidates.
7	Relaxation in Age will be given upto 5 years for SC/ST and upto 3 years for OBC candidates
8	The Institute may relax all or any of the requirements/criteria in exceptional and deserving cases.
9	The Screening Committee may also adopt other criteria for screening the applications.
10	Shortlisted candidates may be called to appear for Interview before a Committee constituted for the purpose.
11	No interim correspondence will be entertained from candidates regarding reasons for not being called for Interview and result of the Interview.
12	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.
13	Canvassing in any form will lead to disqualification.
14	The Institute reserves the right to reject any/all applications without assigning any reason.
15	The Institute reserves the right to fill or not to fill the position.
16	The Last date for Submission of Application is 31 January 2025

Sd/-
Chief Administrative Officer
IIM Shillong