



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong – 793018

No. IIM/Admn/119/19/2021/1445

10 April 2021

ADVERTISEMENT FOR NON-TEACHING POST

Indian Institute of Management Shillong invites applications for the following Non-Teaching Post:

1	Name of the Post	Audit Officer (on Contract)
	No. of Posts	1 (one)
	Tenure	On Contract for a period of 5 years initially and performance to be reviewed annually
	Category	Un-Reserved
	Scale of Pay	Level-11 - Initial Basic Pay Rs. 67700/-
	Qualification	Associate Member of Institute of Chartered Accountants of India or Institute of Cost & Works Accountants of India.
	Experience	7 years' experience in an Institute of repute Govt. of India. Autonomous Bodies/PSU in Level-6 / Level-8 relating to Audit in Govt./PSU/Autonomous Bodies or equivalent in Industry.
	Age Limit	45 years as on the last date of Publication of the Advertisement.
	Job Description	<ul style="list-style-type: none">• Audit, review and evaluate the internal system of management control and assess their adequacy and effectiveness.• Assist the Institute in improvement of Internal Controls and review administrative procedures.• Inspect, examine and audit bills received by the Accounts Section.• Examine the cases having financial implications, received from different departments.• Assist the authorities in interpretation of Service Rules especially where public money is involved.• Ensure that General Financial Rules of Government of India and other rules & regulations of the Institute are complied with.• Will oversee pre, internal, statutory, and C&AG audits and ensure compliance of guidelines.• Assist Finance Officer in preparing replies to audit paras• Prepare, disseminate, and ensure awareness of compliance guidelines to the user departments.• Any other responsibilities as assigned.

IMPORTANT INSTRUCTIONS

1	Interested candidates may apply through the Recruitment Portal available in the website.
2	Mere fulfilment of minimum eligibility criteria is not a claim for interview call.
3	Relaxation in percentage of qualifying marks will be given upto 5% for SC/ST/Differently abled candidates and upto 3% for OBC candidates.
4	Relaxation in upper age limit will be given upto 5 years for SC/ST/Differently abled candidates and upto 3 years for OBC candidates.
5	The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
6	The Institute reserves the right to fill or not to fill any or all the posts.
7	Shortlisted candidates will be called for Interview as per recommendations of the Screening Committee constituted for the purpose. The decision of the Screening Committee is final.

8	No interim correspondence will be entertained.
9	Canvassing in any form will lead to disqualification.
10	Only shortlisted candidates will be contacted. If a candidate has not be contacted, she/he should assume that her/his application has not been shortlisted.
11	The Institute reserves the right to reject any/all applications without assigning any reason.
12	Pay and Allowance are admissible as per Government of India rules and as per rules of the Institute. Except New Pension Scheme for contract post.
13	Only interested candidates who fulfil the minimum eligibility criteria may apply online through the Recruitment Portal in the Institute website www.iimshillong.ac.in .
14	Only Applications submitted online through the recruitment portal will be considered for further scrutiny.
15	Shortlisted applicants will be required to forward by email the scanned copies of the documents such as Educational Qualification Certificates & Mark Sheets, Experience Certificates, Caste Certificate (if any), Disability Certificate (if any) and other documents and testimonials for verification.
16	Application fee for each posts are as per the rates prescribed below: 1. Rs. 400/- for General candidates 2. Rs. 200/- for SC/ST and OBC candidates 3. Women Candidates and Person with Disabilities are exempted from payment of application fee 4. Application fee is non-refundable.
17	Candidates already in Service are required to forward the print out of the Online application through Proper Channel and will be required to produce a No Objection Certificate (NOC) from their current employer, at the time of interview.
18	The Last date for Online Application is 06 May 2021
19	CLICK HERE TO APPLY

Sd/-
Chief Administrative Officer (oftg)
IIM Shillong