



# INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong – 793018

No. IIM/Admn/119/24/2021/1765

21 September 2021

## Advertisement for the post of Site Engineer (Civil) on Contract

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

1	Name of the Post	<b>Site Engineer (Civil) on Contract</b>
	No. of Posts	<b>1 (one)</b>
	Tenure	<b>Initially for a period of 2 years or till completion of the project, whichever is earlier</b>
	Pay	<b>Consolidated remuneration of Rs. 90,000/- per month</b>
	Qualification	<b>Bachelor's Degree in Civil Engineering or Equivalent from recognized University/Institute.</b>
	Experience	<b>Civil Engineers who have honorably retired not below the rank of Executive Engineer from CPWD / State PWD having good track record and vast experience in planning, implementation and supervision of Building construction, Land development, Project Management etc.</b>
	Age Limit	Not exceeding <b>64 years</b> as on the last date of Publication of the Advertisement.
	Job Description	<ol style="list-style-type: none"><li>1. To monitor and supervise all construction works in the Institute campus.</li><li>2. To coordinate with PMC and various agencies for smooth progress of the works.</li><li>3. To check the drawings and estimate submitted by the Consultant/PMC/contractors.</li><li>4. To prepare construction schedule for each activity &amp; maintain proper records of works.</li><li>5. To check all services and installations before taking over of the buildings from PMC.</li><li>6. To coordinate with the Executive Engineer, IIM Shillong and update PPMC/BWC.</li><li>7. To prepare estimates and bills.</li><li>8. Any other responsibilities as assigned by the Director.</li></ol>

### IMPORTANT INSTRUCTIONS

1	Interested candidates may apply through the <b>Recruitment Portal</b> available in the website.
2	Mere fulfilment of minimum eligibility criteria is not a claim for interview call.
3	The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
4	The Institute reserves the right to fill or not to fill any or all the posts.
5	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.
6	No interim correspondence will be entertained.
7	Canvassing in any form will lead to disqualification.
8	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.
9	The Institute reserves the right to reject any/all applications without assigning any reason.
10	Monthly Remuneration is a consolidated amount which includes all allowances. No other perks/benefits such as HRA, TA, Medical Reimbursement etc. will be admissible.
11	Only interested candidates who fulfil the minimum eligibility criteria may apply online through the <b>Recruitment Portal</b> in the Institute website <b>www.iimshillong.ac.in</b> .
12	Only Applications submitted online through the recruitment portal will be considered for further scrutiny.

13	Shortlisted applicants will be required to forward by email the scanned copies of the documents such as <b>Educational Qualification Certificates &amp; Mark Sheets, Experience Certificates, Proof of Retirement, Copy of PPO, Caste Certificate</b> (if any), <b>Disability Certificate</b> (if any) and other documents and testimonials for verification.
14	<b>Application fee</b> for each posts are as per the rates prescribed below: 1. <b>Rs. 400/-</b> for General candidates 2. <b>Rs. 200/-</b> for SC/ST and OBC candidates 3. <b>Women Candidates and Person with Disabilities are exempted</b> from payment of application fee 4. Application fee is non-refundable.
15	The <b>Last date for submission</b> of Online Applications in the Recruitment Portal is <b>30 October 2021</b>
16	<b><a href="#">CLICK HERE TO APPLY</a></b>

Sd/-  
Chief Administrative Officer  
IIM Shillong