

Indian Institute of Management Guwahati

Requires

Officer on Special Duty

Indian Institute of Management Guwahati is looking for an Officer on Special Duty who will supervise the establishment of the Institute and direct all administrative functions of the Institute.

The candidate will be responsible for establishing, developing, and managing all administrative, operational, and infrastructure functions of a newly formed Institute. The position calls for a person with high educational qualifications, maturity and integrity and above all rich experience in similarly placed academic/commercial institutions.

Brief Job Description (though not exhaustive):

- This role requires building systems from the ground up — including facility setup, regulatory compliance, staffing, budgeting, procurement, vendor management, policy creation, and strategic decision-making
- Ensure smooth day-to-day operations while contributing to long-term institutional planning and governance.
- Develop short-term and long-term institutional strategies. Support governing board in policy formulation and implementation.
- Oversee the planning, designing, estimation, tendering, contract management, execution, mechanization, construction, billing etc. of works involving, but not limited to multistoried buildings, institutional buildings, water, sanitary and sewer systems, electrical, HVAC, firefighting systems, building management systems, roads, areas under development etc.
- Obtain necessary licenses, registrations, and approvals for the Institute and ensure compliance with local, state, and national regulations.
- Overall responsible for establishing the administrative policies, SOPs, workflows and setting up of various departments (HR, Finance, IT, Procurement, Facilities, etc.).
- Custodian of all records of the Institute property including all the assets and funds of the Institute.
- Liaise with government bodies, contractors, banks, consultants. Implementation of various other guidelines and orders received from the Government of India.
- Overall in-charge of administrative functions.
- Look after the Legal and RTI matters of the Institute.

Qualifications & Experience:

- Applicants should have a post-graduate degree in any discipline, from a reputed University/Institute.
- At least 15 years of post-qualification experience in administration of a government department/Autonomous Body/ PSU/Higher Education Institution /Commercial organization of

national/international repute, at a responsible position.

- The candidate should have excellent organizing skills, high performance orientation and ability to make continuous systemic improvements would be preferred attributes.
- It is desirable that the applicant should have the knowledge of GeM portal, GFR 2017, FR & SR and relevant Central Government rules and procedures.
- Preference will be given to the candidate who has experience working as a Chief Administrative Officer / Registrar in a Centrally Funded Institution.

Salary & Allowances: This position is offered as a two-year temporary appointment on a consolidated monthly salary. The salary will be commensurate with experience and will be attractive for the right candidate. The contract may be extended based on the Institute's requirements.

Interested candidates are advised to send their updated resume to recruitment-iimg@iima.ac.in latest by **March 10, 2026**.