

Indian Institute of Management Guwahati

Requires

Assistant Administrative Officers

Indian Institute of Management Guwahati is looking for **Assistant Administrative Officers** who shall provide administrative, operational, and coordination support for the smooth functioning of various academic and administrative activities of the Institute. The incumbent will assist in managing academic processes, student-related matters, placement coordination, etc.

The person should have required experience in any of the below functions:

1. Academic Administration

- Provide administrative support for academic programmes, examinations, and course-related activities.
- Coordinate class schedules, faculty requirements, student records, and academic documentation.
- Assist in preparation of academic reports, notices, and institutional data.
- Support accreditation, ranking, and academic audit-related activities.

2. Student Affairs

- Coordinate student-related activities, events, clubs, disciplinary matters, and welfare initiatives.
- Address student queries and provide administrative support for student services.
- Assist in organizing orientation programmes, cultural events, workshops, and other student engagement activities.

3. Placement Activities

- Coordinate with recruiters, corporate organizations, students, and faculty for placement-related activities.
- Assist in scheduling placement drives, interviews, internships, and corporate interactions.
- Maintain placement records, employer databases, and placement statistics.
- Support preparation of placement reports, brochures, and communication material.

Perform any other duties assigned by the competent authority from time to time.

Qualification & Experience

- Master's Degree in Management, Administration, Commerce, or related discipline from a recognized institution.
- Minimum 8 years of experience in academic administration or institutional operations is desirable.
- Proficiency in MS Office, documentation, and office management systems.
- Good communication, coordination, and interpersonal skills.
- Similar work experience in reputed educational institutions such as IIMs, IITs etc. would be preferable.

Age: Maximum 55 years (No Age relaxation to SC/ST/OBC/PWD/Women/Ex-Servicemen for this particular position)

Location: Guwahati, Assam.

Salary & Allowances: This position is offered as a three-year term based appointment with Pay and benefits in Paylevel 08 under 7th CPC. Based on the individual performance, the position may be adjusted against sanctioned position.

Interested candidates are requested to APPLY ONLINE ONLY latest by **June 06, 2026**.

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