

Date: 07.02.2023

Screening Status

Name of the post: Administrative Officer
Recruitment Notification No.: 06 / 2022, dated: December 14, 2022

The list of eligible and not eligible candidates is uploaded as **Annexure-A**.

Intimation to eligible candidates

1. The interview process for the post of Administrative Officer shall be a two-stage process. The 1st stage interview process shall be conducted in **online mode** (through Zoom) and the eligible candidates will be informed individually about the schedule via email only, with interview joining details.
2. The candidates who will be shortlisted on the basis of 1st stage interview, will only be called for 2nd stage interview to be conducted subsequently at IIM Sirmaur campus, Paonta Sahib, H.P.
3. The candidates are advised to refer the Institute Website: <https://iimsirmaur.ac.in/> and their email address provided during the application submission, regularly for further updates.

Intimation to not eligible candidates

1. The queries on non-shortlisting, if any, may be raised only by the not eligible candidates by e-mail only at email id: careers@iimsirmaur.ac.in from their registered e-mail ID.
2. Decision of the duly constituted committee of the Institute on the query shall be treated as final.
3. Filing of queries shall be permissible **till 05.00 pm on 11.02.2023**. No request will be entertained in this regard thereafter.
4. The procedure for inviting queries is being done in the interest of candidates for ensuring transparency and fairness in the recruitment process.

Sd/-
Senior Consultant (Administration)