



Assam Institute of Management

(A Govt. of Assam Society)

Paschim Boragaon, Bigyan Path, Opp. IASST,
Guwahati, Assam – 781 035

Website- www.aimguwahati.edu.in

Instructions for applying to the post of Director, Assam Institute of Management, Guwahati.

1. Applicants need to download and follow the detail advertisement related to the appointment of Director which is available in the Institute website under the Tab – **Appointment of Director**.
2. Applicants are requested to make available all relevant documents and testimonials prior to beginning the application process.
3. Applicants are required to fill-up the application form in the Online Mode after clicking the Tab- **Start Application Process**.
4. The application form has been designed with the ‘**Save & Continue Later**’ option which will help in filling the same in stages. A **Link** will be sent to the E-Mail ID provided by the applicant on this page which will enable to continue the application process later.
5. The application form has the facility of adding ‘Rows’ for relevant fields. If necessary, applicants may add more Rows to provide additional information against a particular field.
6. Please ensure the all necessary fields are filled/edited properly before clicking the ‘**SUBMIT**’ Tab.
7. Once the ‘**SUBMIT**’ Tab is clicked, you will receive a confirmation mail in the E-mail you have provided in the application form which will also include a PDF attachment of the filled application form. In case you are unable to find the e-mail in your inbox, please check junk/spam of your e-mail.
8. You are required to take print of the attachment, **Sign Each Page** and post/courier the hard copy to the address given below. Please mention **“Application for the Post of Director”** on top of the Envelop.

**The Chairman,
Search-cum-Selection Committee
Assam Institute of Management
Bigyan Path, Paschim Boragaon, Opp. IASST,
Guwahati, Assam – 781 035.**

9. Applicants may enclose details of Consultancy/ Research projects undertaken (as per Sl. No. 10.2) of the application form.
10. Please note that, we value your candidature on the basis of what you have declared in the application form and accordingly you are **NOT REQUIRED** to enclose any documents/testimonials (certificates, mark sheets etc.) along with the application form at the time of sending the hard-copy to us.
11. If shortlisted and called for the further stage of the Selection Process, please carry a set of all necessary documents/testimonials along with the “**ORIGINALS**” for the purpose of verification.
12. For any queries, applicants may send mail to the e-mail id: aimdirectorsearch@gmail.com stating the query in details.
13. Meeting the minimum eligibility criteria does not automatically qualify the applicant for an interview call. The decision of the SSC will be final.
14. All applications must reach AIM Office within 21 days from the date of publication of the Advertisement.
