No: IIPHS/2021/Ads/1/54/86 **Date: 3rd February 2026**

Position: Admin Assistant
Location: Shillong, Meghalaya
Number of Posts: 1 (One)
Duration of position: 10 Months

About IIPHS:

The Indian Institute of Public Health Shillong (IIPH-Shillong) is a northeast regional institute of public health. It was established in 2015 by the PHFI in collaboration with the Government of Meghalaya to redress the limited institutional and systems capacity in public health in the North East Region of India. IIPH-Shillong is an autonomous educational & research institute of the IIPH Shillong Society, registered under the Meghalaya Society registration Act of 1983.

Roles and Responsibilities:

1. Office Administration & Support

a. Assist in day-to-day office administration and smooth functioning of the institute.
b. Support the Administrative Head and Registrar's Office in routine administrative work.
c. Maintain office discipline and ensure adherence to administrative procedures.
d. Maintain contact lists and official directories.

2. Corporate Services Support

a. Provide administrative support for institutional activities, official events, and programs.
b. Coordinate with internal departments for administrative requirements.
c. Assist in correspondence, file movement, and follow-up on official matters.
d. Act as a point of contact for internal and external administrative queries.

3. Procurement & Vendor Coordination

a. Assist in procurement of office supplies, equipment, and services as per institute norms.
b. Prepare purchase requests, comparative statements, and basic procurement documentation.
c. Liaise with vendors for quotations, deliveries, and service support.
d. Coordinate with finance/accounts for timely processing of bills and payments related to procurement.

4. Stock, Inventory & Asset Management

a. Maintain stock registers for consumables, stationery, and office supplies.
b. Assist in maintaining asset registers for furniture, equipment, and other institute assets.
c. Monitor stock levels and initiate replenishment requests when required.
d. Support periodic physical verification of stock and assets and report discrepancies, if any.

5. Record Keeping & Documentation

a. Maintain proper filing systems (physical and digital) for administrative records.
b. Ensure safe custody and easy retrieval of office files, documents, and records.
c. Assist in drafting, formatting, and filing official letters, notes, and reports.

6. Meeting & Logistics Coordination
a. Assist in organizing meetings, official visits, and administrative reviews.
b. Arrange meeting logistics such as venue, stationery, and refreshments, as required.
c. Take notes and assist in preparing basic meeting records when assigned.

7. Travel & Logistics Assistance
a. Assist in booking travel arrangements for officials, including tickets and accommodation.
b. Support logistical arrangements for official visitors and guests.
c. Assist in submission and reconciliation of travel and office-related expense statements.

8. Visitor & Front Office Support
a. Provide general assistance to visitors and guests.
b. Handle front-desk coordination and direct queries to the appropriate office/person.
c. Maintain visitor records, where applicable.

9. Confidentiality & Compliance
a. Maintain confidentiality of official and administrative information.
b. Ensure administrative processes are followed as per institute guidelines.

10. Any Other Administrative Duties
a. Perform any other office or administrative work assigned by the Administrative Head or Registrar from time to time.
b. Provide general administrative support to ensure smooth institutional functioning.

Qualifications:

Essential:

- Bachelor's degree in Business Administration or any other relevant discipline.
- **Minimum 1 year of work experience in an administrative/office environment.**
- Proficiency in MS Office applications (Word, Excel, and PowerPoint).
- Basic knowledge of office administration and routine administrative processes.

Desirable:

- Master's degree in Business Administration or any other relevant discipline
- **2 years of experience** in administrative or office support roles.
- Prior experience working in NGO or project-based environments.
- Strong communication, coordination, and organizational skills.

How to Apply:

1. Interested candidates may upload the required data in the Google form link
2. **Last date for receipt of application: 9th February 2026**

CV Format:

1. Full Name, address, and contact details (including email and phone).
2. Educational qualifications – Diploma/degree/s, year, and institute qualified from.
3. Language skills (spoken, written skills), Software skills.
4. Work experience (position/job title, organization, duration) if none please state NIL.
5. Research experience and Publications (if any).
6. Referees (two persons who you have worked or trained under).
7. Any other relevant information.

General Instructions:

1. The Institute reserves the right to withdraw any advertised post at any time withoutgiving any reason.
2. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number; a Screening Committee shall short-list the most suitable candidates to be called for the interview.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitmentprocess, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
4. Only shortlisted candidates will be called for interview. Shortlisted candidates, called forinterview, will bear the expenses on travel and stay.
5. The Institution reserves the right to reject any application without assigning any reasonwhatsoever.
6. The Institute reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and noappeal shall beentertained.
7. Any corrigendum/changes/updates shall be available only on Institutes website:www.iiphs.ac.in.
8. The candidates are required to bring with them copies of all relevant testimonialdocuments self-attested along with the original certificates at the time of interview.
9. Applications that are incomplete and/or unsigned will be summarily rejected.
10. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
11. Applications received after the prescribed date will not be entertained.
12. Canvassing in any form and or/bringing in any influence political or otherwise will betreated as a disqualification for the post.
13. Minimum Educational Qualifications; applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement.
14. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as Institute mayrequire.
15. The competent authority reserves the right to extend the closing date for receipt of applicationsand also reserves the right to postpone/cancel the recruitment exercise.

Registrar
Indian Institute of PublicHealth Shillong
Lawmali, Shillong - 793001