



भारतीय प्रबंधन संस्थान मुंबई  
INDIAN INSTITUTE OF MANAGEMENT MUMBAI  
VIHAR LAKE, MUMBAI – 400 087

Admin/2024/MTS Rectt.  
Date: 10.02.2025

**CIRCULAR**

**SUBJECT: RECRUITMENT OF MULTI-TASKING STAFF (MTS) POSITION  
ON OUTSOURCING BASIS**

IIM Mumbai is inviting applications from interested individuals for the position of Multi-Tasking Staff on an outsourcing basis. Details regarding the position are as follows:

<b>Position</b>	: Multi-Tasking Staff (MTS)
<b>Qualification</b>	: SSC (HSC preferred)
<b>Experience</b>	: Minimum 2 years (mandatory)
<b>Remuneration</b>	: Rs. 15000/- (consolidated) per month
<b>Number of Posts</b>	: 05 (Five)
<b>Job Type</b>	: Contractual appointment

**Age Limit:** Preferably 35 years (as on the last date of submission of application)

**Shift and Schedule for MTS (Men) for Administrative Work:**

- Monday to Saturday, as per Institute's requirements (may be assigned shift duty)
- Duties:
  1. File management and documentation
  2. Data entry
  3. Sorting and distributing mail
  4. Dispatch and receipt of correspondence
  5. Assisting senior staff
  6. Photocopying of documents
  7. Assisting with logistical arrangements for events
  8. Providing hospitality for meetings
  9. Ensuring office equipment is in working order
  10. Keeping work areas clean
  11. Reporting maintenance issues
  12. Any other tasks assigned by the supervisor
  13. May be assigned any other duty, not listed above, as per Institute requirement

**Application Procedure:**


Interested candidates are required to submit their applications along with certified copies of the following documents to the Admin Section from 9:00 am to 5:00 pm on working days. The last date for submission of applications is 14<sup>th</sup> February 2025 by 5:00 pm.

1. SSC Certificate and Mark sheet for qualification
2. HSC Certificate (if applicable)
3. Experience Certificate

For any further inquiries, please contact the Admin Section.

**Display: On all notice boards**

**Information Copy:**  
Director Office, CAO Office

  
Chief Administrative Officer