

**INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087**

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Advt/Rectt/2023/11

November 27, 2023

**ADVERTISEMENT FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER**

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Chief Administrative officer (CAO)** for a period of Five years on **Tenure** appointment. The details are as under: -

| <b>Name of Post &amp; Emoluments</b>   | <b>Eligibility Criteria &amp; Job Requirement</b>   |
|--|---|
| <b>Chief Administrative Officer (CAO) –</b><br>01 position<br><br><b>Pay Level-13</b><br>(1,23,100 - 2,15,900)<br><br><b>Age:</b> Below 50 years | <b><u>QUALIFICATION:</u></b><br>Master's degree with minimum 60% marks from a recognized University/Institute with overall good academic records.<br><br><b><u>EXPERIENCE:</u></b><br>Minimum 15 year's experience in heading administration of a government organisation or reputed Management Education Institute/ University of repute, out of which at least cumulative 8 years of experience at Level 11 and above. The candidates should have worked in Central Government / Autonomous bodies of the Central Govt./ reputed educational institutions or research establishments/ Public sector organizations in a responsible position.<br>Applicant should have adequate grasp of financial, purchase, personnel, preparation of Agenda notes and recording minutes of various meetings, Campus management/development related activities and flair for serving educational institutions. Proficiency in MS Windows, MS Office & Internet. Experience in institutes of repute like IIM's, IIT's will be preferred.<br><br><b><u>JOB PROFILE:</u></b><br>The Chief Administrative Officer is responsible for supervising, coordinating and executing all administrative functions of the Institute. He/she is accountable and reports to the Director of the Institute. In addition, he/she may act as Secretary to the Board of Governors (BoG) or any other Committees /subcommittees of the Board. He/she is also responsible for making correspondence with the Ministry and other departments, or any other responsibilities as assigned. |

**GENERAL CONDITIONS:**

1. The selected candidate may be engaged for a period of 5 years tenure appointment.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
3. The date for Selection process/Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
4. Only shortlisted candidates will be contacted. If a candidate has not been contacted, he/she should assume that his/her application has not been shortlisted.
5. The age relaxation for the reserved categories i.e. SC/ST/NC-OBC/PwD/Ex-Serviceman shall be as per the Govt. of India norms.
6. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of interview along with one set of photocopies of these documents.
7. Candidates already in government service should either apply through proper channel or should produce 'No Objection Certificate' from the present employer at the time of Interview, if called for the same.
8. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
9. Selection Process- Through Interview, which may also be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
10. Accommodation at IIM Mumbai Campus is provided (Electricity & Water charges to be paid as actual).

11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
12. Candidates are advised to visit the website of IIM Mumbai ([www.iimmumbai.ac.in](http://www.iimmumbai.ac.in)) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
13. The panel of selected / waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
14. The above position is on Tenure basis and thus candidate will have no right to claim any regularization / absorption etc. in the Institute.
15. The Institute reserves the right to reject all applications without assigning any reason.
16. Pay and Allowances are admissible as per Government of India rules and as per rules of the Institute.
17. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
18. The Institute also reserves the right not to fill the post, if it so desires.
19. No interim correspondence will be entertained.
20. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
21. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.

### **HOW TO APPLY**

Interested and eligible candidates may submit their form online by applying on the following link <https://iimmumbai.ac.in/careers> on or before **December 18, 2023 (5:00 pm)**:

**No other mode of application will be entertained.**

**Deputy Registrar(Admin)**