



INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Advt. No. Admn/Rectt/2024/35

Jul 03, 2024

ADVERTISEMENT FOR THE POST OF ‘OFFICER ON SPECIAL DUTY - INNOVATION, INCUBATION AND ENTREPRENEURSHIP’ (ON CONTRACT BASIS)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Officer on Special Duty (Innovation, Incubation & Entrepreneurship)** purely on contract basis initially for a period of Two year extendable further up to Five years & subject to limit of 65 years, Mutual consent, satisfactory performance of the incumbent & need of the Institute. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p><u>Officer on Special Duty (Innovation, Incubation and Entrepreneurship)</u> – (01 Post)</p> <p>Pay Range: Rs.145000 – Rs. 175000/- with Other Benefits*</p> <p>Maximum Age Limit – 65 Years</p>	<p><u>MINIMUM QUALIFICATIONS:</u> Candidates must have MTech/ MBA/ PGDM/Equivalent Masters's degree in Management/ Finance/ Marketing/ Agri-Marketing/ Agri Economics/ Economics/ Technology/ Technology Commercialization/ Entrepreneurship from a recognized institute with First class marks / grades.</p> <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none">• Candidates must have relevant experience of at least 10 years in incubation centers, technology commercialization, and Government projects will be highly preferred.• Preference will be given to candidates having experience of being an entrepreneur and having worked with various agencies in government / corporates. <p><u>OTHER REQUIREMENTS</u></p> <ul style="list-style-type: none">• Good knowledge of Computer applications (word processing, spreadsheet, presentation software etc. and OS like Windows/ Linux) and other additional required software skills used in office.• A strong command of the English language and proficiency in Hindi is required. Good communication skills in Marathi will be preferred.• Applicants are expected to be well-versed in conceptualizing, compiling, and putting together papers, presentations, techno-legal/ commercial documents, proposals, etc. <p><u>JOB PROFILE:</u> The candidate will be required to take charge of the field operations and work towards crafting a long-term strategy for the incubation center. This multi-disciplinary role demands the candidate to look after the field's strategic, operational, sustenance and growth-related aspects. OSD will work with multiple stakeholders of the Incubation center, including but not limited to the faculty, students, staff, Government, and startups.</p>

***OTHER BENEFITS:-**

- Out-of-Campus allowance - Employee not allotted an Institute quarter will be eligible for out of campus allowance of Rs. 12000, on submission of appropriate declaration to the effect.
- Annual Increment-Admissible as per extant Institute norms.
- Health Insurance-Health insurance premium up to Rs. 10,000/- for a family of up to four (self, spouse and two dependent children), would be reimbursed to the full-time employee on a yearly basis.
- Leave Benefit: A full-time temporary employees will be eligible for 30 days of Earned Leave and 8 days of Casual Leave in a year, on a pro-rata basis. Unused earned leave may be encashed at the end of the employment.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 2 year, extendable up to further up to 5 years, subject to limit of 65 years, Mutual consent, satisfactory performance of the incumbent & need of the Institute .
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 Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
4. 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.
5. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. 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.
7. 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).
8. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
9. 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.
10. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
11. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
12. The Institute also reserves the right not to fill the post, if it so desires.
13. No interim correspondence will be entertained.
14. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
15. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.
16. Incomplete Applications will not be entertained

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following <https://iimmumbai.ac.in/careers> on or before **July 24, 2024 (5:00 pm)**:

No other mode of application will be entertained.

Chief Administrative Officer