

**WALK-IN INTERVIEW FOR THE POST OF JUNIOR ADMIN ASSOCIATES & ADMIN ASSOCIATE (ON CONTRACT)**

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Junior Admin Associate & Admin Associate** for various areas on contract basis initially for a period of six months extendable further up to six months, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

| <b>Name of Post &amp; Emoluments</b>   | <b>Eligibility Criteria &amp; Job Requirement</b>  |
|--|--|
| <p><b>Junior Admin Associate –</b></p> <p><b>Stipend –</b><br/>A Consolidated Salary of upto Rs 25,000/- per month</p> <p><b>Age Limit –</b><br/>Upto 30 Years</p> | <ul style="list-style-type: none"> <li>• Graduation in Any discipline with minimum 55% marks.</li> <li>• Candidates with at least one year of experience.</li> <li>• Candidates with experience in relevant field will be given preference.</li> </ul> <p><b><u>THE REQUIREMENT IS FOR :</u></b></p> <ul style="list-style-type: none"> <li>• Hostel</li> <li>• Administration</li> </ul>                              |
| <p><b>Admin Associate –</b></p> <p><b>Stipend –</b><br/>A Consolidated Salary of upto Rs 45,000/- per month</p> <p><b>Age Limit –</b><br/>Upto 35 Years</p>        | <ul style="list-style-type: none"> <li>• Graduation in Any discipline with minimum 55% marks.</li> <li>• Candidates with at least three to five year of experience.</li> <li>• Candidates with experience in relevant field will be given preference.</li> </ul> <p><b><u>THE REQUIREMENT IS FOR :</u></b></p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Academics</li> <li>• SRIC</li> </ul> |

**Selection Process:**

1. Document verification.
2. Computer proficiency/skill test in MS word, Excel, Power point, internet etc.
3. Interview

**GENERAL CONDITIONS:**

1. The selected candidate (s) will be engaged on contract basis initially for a period of 6 months, extendable up to further 6 months, subject to satisfactory performance of the incumbent & need of the Institute.
2. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
3. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
4. For exceptionally deserving candidates the Institute may consider relaxing the Criteria subject to the committee and Institute requirement.
5. Candidates not found suitable for the position applied for, may be considered for a lower position.
6. The Institute will communicate only with short-listed candidates.
7. Selected candidate will be required to join the duties with in **one month**.
8. Selected candidates may be hired through outsourcing agency empaneled with this Institute.
9. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted. 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.

10. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
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 of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
15. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
16. The Institute also reserves the right not to fill the post, if it so desires.
17. No interim correspondence will be entertained.
18. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
19. Legal disputes if any will be restricted within the jurisdiction of Mumbai only.
20. Candidates who had applied for similar post may apply again after the cooldown period (6 Months).

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 come along for interview with the application form, updated resume, recent passport size photograph, photocopy of Pan card, Aadhar card original certificates and one set of self-attested copies of all certificates to IIM Mumbai (earlier NITIE), Admin Block, Classroom no 11 on 30<sup>th</sup> July 2024, from 10:00 AM to 11:30 AM.

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

## Application format for Walk-in-Interview

(Should be submitted during attending for Walk-In-Interview. No need to apply through post or courier)

Name of the post applied for \_\_\_\_\_

1. Name of the candidate: \_\_\_\_\_

2. Date of birth (as per class 10<sup>th</sup> Mark sheet/Certificate): \_\_\_\_\_

3. Father's Name: \_\_\_\_\_

4. Category (SC/ST/OBC/GEN/PWD): \_\_\_\_\_

5. Sex (Male/Female): \_\_\_\_\_

6. Married/Un-Married: \_\_\_\_\_

7. Permanent Address :

\_\_\_\_\_ PIN \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

8. Correspondence Address (with PIN Code):  (Pl. mark ✓ if same as permanent address)

\_\_\_\_\_ PIN \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

9. Educational Qualification (Starting from 10<sup>th</sup> onwards):

| S. N. | Examination Passed/Degree obtained | Name of the Board/University/ institution | Year of passing | Class of Division | % of marks/G PA | Subjects taken/ Specialization |
|-------|------------------------------------|---|-----------------|-------------------|-----------------|--------------------------------|
|       |                                    |   |                 |                   |                 |                                |
|       |                                    |   |                 |                   |                 |                                |
|       |                                    |   |                 |                   |                 |                                |
|       |                                    |   |                 |                   |                 |                                |

10. Experience, if any (Starting from the present employment(Experience certificate needs to be attached):

| S. N. | Name & Address of the employer | Post held/Nature of employment | Period |    | Permanent/ Temporary | Salary & Grade Pay (in Rs.) | Nature of duties |
|-------|--------------------------------|--------------------------------|--------|----|----------------------|-----------------------------|------------------|
|       |                                |                                | From   | To |                      |                             |                  |
|       |                                |                                |        |    |                      |                             |                  |
|       |                                |                                |        |    |                      |                             |                  |
|       |                                |                                |        |    |                      |                             |                  |
|       |                                |                                |        |    |                      |                             |                  |
|       |                                |                                |        |    |                      |                             |                  |

Please paste a latest self attested colour photo of the candidate

11. Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark ✓ on documents attached & x on others)

1. Class 10<sup>th</sup> Marksheet
2. Class 10<sup>th</sup> Certificate
3. Class 12<sup>th</sup> Marksheet
4. Class 12<sup>th</sup> Certificate
5. Graduation/Diploma consolidated /final Marksheet
6. Graduation/Diploma certificate
7. Document in support of higher educational qualification
8. Documents in support of previous employment
9. Any other document (list them)

|                          |
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| <input type="checkbox"/> |
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**12. Declaration by Candidate**

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place: \_\_\_\_\_

Date: \_\_\_\_\_