



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

Advt. No. Admn/Rectt/2024/44

10 October, 2024

ADVERTISEMENT FOR THE POST OF ‘OFFICER ON SPECIAL DUTY (OSD) FOR LAND & ESTATE MATTERS’

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Officer on Special Duty (OSD) (Land & Estate Matters)** purely on contract basis initially for a period of two (2) years, extendable as per Institute norms up to age limit of 65 years, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under:

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Officer on Special Duty (OSD) (Land & Estate Matters)- 01 position Monthly Consolidated Emoluments: Rs.145000 -175000 with Other Benefits* Age: Preferably below 62 Years	<u>EDUCATIONAL QUALIFICATION:</u> Graduation from a Recognized Institute / University. A Degree/Diploma in Engineering is desirable. Retired Government servants of relevant fields will be given preference. <u>MINIMUM EXPERIENCE:</u> At least 15+ years post qualification experience in managing/maintaining/upkeep of Office/Housing Complexes/ Commercial establishments. Necessary documents in support of the experience claimed will have to be submitted along with the application. <u>KEY RESPONSIBILITIES:</u> <ul style="list-style-type: none">• Liaising with local statutory bodies, State/Central/Govt./Ministries/Authorities for Institute land and new infra projects.• Planning & Execution of given targets in a time-bound and disciplined manner.• The applicant should be well versed in maintenance of campus, planning/scheduling/execution of big projects, fully conversant with quality standards & risk in infrastructure projects.

***OTHER BENEFITS:**

- Out-of-Campus allowance: Employee not allotted an Institute quarter will be eligible for out of campus allowance of Rs. 15000/- per month, 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 on an yearly basis.
- Leave Benefit: 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 employment.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on a contract basis initially for a period of 2 years, extendable as per Institute norms up to age limit of 65 year, 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. The Institute will communicate only with short-listed candidates.
5. Selected candidate will be required to join the duties within **one month**.
6. 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.
7. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
8. 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).
9. 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.
10. 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.
11. 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.
12. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
13. The Institute also reserves the right not to fill the post, if it so desires.
14. No interim correspondence will be entertained.
15. The remuneration for retired pensioners will be as per Government of India norms.
16. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
17. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.
18. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
19. Incomplete applications will not be considered.

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 **30th Oct 2024 (05:00 PM)**.

No other mode of application will be entertained.