



भारतीय प्रबंधन संस्थान मुंबई
INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/AAO/Rectt/2024

06 Feb 2025

NOTIFICATION

With reference to advertisement no Admn/Rectt/2024/40 dated 13th Nov 2024 for the position of Assistant Administrative Officer (on purely tenure/deputation basis) & Subsequent corrigendum's.

The list of Eligible/ Provisionally Eligible / Non-Eligible applicants are enclosed at **Annexure I, Annexure II & Annexure- III** respectively to this Notification.

Provisionally Eligible/ Not Eligible Applicants: The applicants falling under this category may submit their valid concern in support of their candidature, if any, by the deadline mentioned below.

The deadline for submission of documents is 12 Feb 2025 by 06:00 PM. Applicants are required to submit their response with supporting documents (in a single PDF file) to E-mail id: career@iimmumbai.ac.in.

The date for written test & skill test is 08th March 2025. Syllabus for the same is enclosed at Annexure-IV. Call letters will be sent to eligible candidates only.

All applicants are requested to adhere to the deadlines mentioned above. Failure to do so may result in the disqualification of your application.

Sdx

Chief Administrative Officer

Annexure I to Notification no. Admn/AAO/Rectt/2024 dated 06 Feb 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-ASS-AO-00022
2.	IIMM-ASS-AO-00023
3.	IIMM-ASS-AO-00049
4.	IIMM-ASS-AO-00055
5.	IIMM-ASS-AO-00057
6.	IIMM-ASS-AO-00064
7.	IIMM-ASS-AO-00071
8.	IIMM-ASS-AO-00075
9.	IIMM-ASS-AO-00091

Annexure II to Notification no. Admn/AAO/Rectt/2024 dated 06 Feb 2025

LIST OF CANDIDATES PROVISIONALLY ELIGIBLE WITH REASON(s)		
No.	Application No	Remarks
1.	IIMM-ASS-AO-00019	Subject to production of documents to ascertain pay level/equivalence
2.	IIMM-ASS-AO-00085	Subject to production of documents to ascertain minimum pay level/ equivalence
3.	IIMM-ASS-AO-00092	Subject to submission of present employer details

Annexure III to Notification no. Admn/AAO/Rectt/2024 dated 06 Feb 2025

Ser.	Application No	Remarks
1.	IIMM-ASS-AO-00001	Overage
2.	IIMM-ASS-AO-00002	Less Experience in pay Level/Equivalence
3.	IIMM-ASS-AO-00003	Overage & No relevant experience
4.	IIMM-ASS-AO-00005	Overage
5.	IIMM-ASS-AO-00017	Less Experience
6.	IIMM-ASS-AO-00024	Not meeting pay Level/Equivalence
7.	IIMM-ASS-AO-00026	Less Experience
8.	IIMM-ASS-AO-00038	Less Experience
9.	IIMM-ASS-AO-00050	Not meeting Pay level Equivalence criteria
10.	IIMM-ASS-AO-00051	Less Experience
11.	IIMM-ASS-AO-00054	Less Experience
12.	IIMM-ASS-AO-00058	Incomplete Application
13.	IIMM-ASS-AO-00059	Less Experience
14.	IIMM-ASS-AO-00060	No Experience in Pay level/Equivalent
15.	IIMM-ASS-AO-00061	Overage & Less experience
16.	IIMM-ASS-AO-00062	Less Experience
17.	IIMM-ASS-AO-00066	Not meeting Pay Level/ Equivalence
18.	IIMM-ASS-AO-00068	Less Experience
19.	IIMM-ASS-AO-00069	Less Experience in pay Level/Equivalence
20.	IIMM-ASS-AO-00070	Less Experience
21.	IIMM-ASS-AO-00073	Less Experience
22.	IIMM-ASS-AO-00078	Less Experience in pay Level/Equivalence
23.	IIMM-ASS-AO-00080	Less Experience
24.	IIMM-ASS-AO-00081	Less experience
25.	IIMM-ASS-AO-00083	Not meeting minimum educational criteria
26.	IIMM-ASS-AO-00087	Not meeting Pay Level/Equivalence
27.	IIMM-ASS-AO-00094	No Experience in Pay level/Equivalence

Name of Post – Assistant Administrative Officer

Examination Pattern

1. The 60 minutes examination will comprise of multiple-choice questions with one correct answer.
2. One (1) mark will be awarded for each correct multiple-choice answer. Unanswered questions & incorrect answers will not attract negative marks.
3. Question paper will have two sections namely General Section and Post Related General Awareness & Aptitude Section.

General Section (25 Marks)

(Syllabus)

English Language and Comprehension: English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogies & Critical Reasoning.

Mathematics & Numerical Ability: Arithmetic - upto 10th Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.

General Awareness and Current Affairs: Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution.

Logical Reasoning: Number/Alphabet Series, Reasoning Analogies, Relations, Calendars, Cause and Effect, Clocks, Coding-Decoding, Directions, Connectives.

Computer Proficiency: Knowledge of MS Windows and MS Office, Internet, and email system.

Post Related General Awareness & Aptitude Section (25 Marks)

(Syllabus)

Service Rules and Service Matters, RTI, Accounts, Leave Rules, TA & LTC, General Financial Rules (Govt. of India), Pay Fixation, Income Tax, NPS, Pension, GST, Store & Purchase Rules, Office Automation.