



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/SECTD/Rectt/2024

06 Feb 2025

**NOTIFICATION**

With reference to advertisement no Admn/Rectt/2024/40 dated 13<sup>th</sup> Nov 2024 for the position of Secretary to Director (on purely tenure/deputation basis) & Subsequent corrigendum's.

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

**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 08<sup>th</sup> March 2025. Syllabus for the same is enclosed at Annexure-III. 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/SECTD/Rectt/2024 dated 06 Feb 2025**

<b>LIST OF CANDIDATES ELIGIBLE</b>	
<b>No.</b>	<b>Application No</b>
1.	IIMM-SEC-DIR-00003
2.	IIMM-SEC-DIR-00013
3.	IIMM-SEC-DIR-00020

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

<b>Ser.</b>	<b>Application No</b>	<b>Remarks</b>
<b>1.</b>	IIMM-SEC-DIR-00001	Overage
<b>2.</b>	IIMM-SEC-DIR-00007	Less & No relevant Experience
<b>3.</b>	IIMM-SEC-DIR-00016	Less experience
<b>4.</b>	IIMM-SEC-DIR-00017	Less Experience

**Name of Post – Secretary to Director**

**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.