



भारतीय प्रबंधन संस्थान मुंबई
INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/AO/Rectt/2024

10 Feb 2025

NOTIFICATION

With reference to advertisement no Admn/Rectt/2024/40 dated 13th Nov 2024 for the position of Administrative Officer (on purely tenure/deputation basis), all subsequent corrigendum's & notification no Admn/AO/Rectt/2024 dated 30 Jan 2025.

The list of Eligible applicants is enclosed at **Annexure I**.

The date for the written test, skill test & interviews is 08 Mar 2025. The syllabus for the same is enclosed at Annexure- II.

Sdx

Chief Administrative Officer

Annexure I to Notification no. Admn/AO/Rectt/2024 dated 10 Feb 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-AO-00001
2.	IIMM-AO-00016
3.	IIMM-AO-00018
4.	IIMM-AO-00021
5.	IIMM-AO-00057
6.	IIMM-AO-00064
7.	IIMM-AO-00065
8.	IIMM-AO-00072
9.	IIMM-AO-00087
10.	IIMM-AO-00091
11.	IIMM-AO-00099
12.	IIMM-AO-00104
13.	IIMM-AO-00120
14.	IIMM-AO-00128
15.	IIMM-AO-00131
16.	IIMM-AO-00147
17.	IIMM-AO-00148
18.	IIMM-AO-00150
19.	IIMM-AO-00152
20.	IIMM-AO-00159

SYLLABUS FOR ADMINISTRATIVE OFFICER ADVERTISED VIDE
ADMN/RECTT/2024/40 DATED 13 Nov 2024

1. IIM Act & Statutes
2. General Arithmetic
3. NEP 2020
4. HEFA
5. CCS Rules as applicable to Autonomous bodies
6. RTI
7. Accounts of Autonomous Bodies
8. CCS Leave Rules
9. TA & LTC Rules
10. General Financial Rules (including latest amendments)
11. Income Tax Act 1961
12. NPS
13. CCS Pension Rules
14. GST
15. Office Automation and ICT
16. Medical Rules 1944 & CGHS etc.