



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

Advt. No. Admn/Rectt/2025/02

January 22, 2025

**ADVERTISEMENT FOR ADMINISTRATIVE POSTS**

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the posts as per details given below. The Online option will remain open from 22.01.2025 to 12.02.2025.

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<b>Junior Hindi Translator</b> (On deputation for 2 years) - 01 Post  <b>Pay Scale</b> – Level 6 (Rs. 35400-112400)  <b>Age Limit</b> – 30 Years	<b><u>MINIMUM QUALIFICATIONS:</u></b> Graduate from a recognized University with Hindi as Main Subject  <b><u>EXPERIENCE:</u></b> Minimum 3 year's experience as Hindi Translator. Training in translation bureau of the Central Govt. & experience in conducting workshop etc.
<b>Junior Accountant (on contract)</b> - 01 post  <b>Pay Scale</b> – Level-04 (Rs. 25500-81100)  <b>Age Limit</b> – 35 Years	<b><u>MINIMUM QUALIFICATIONS:</u></b> B.Com/BBA/Inter-CA/Inter-ICWA  <b><u>EXPERIENCE:</u></b> Five (05) year's relevant post qualification experience in Pay Level-03 (Rs. 21700-69100) for officials of Govt. / Autonomous Institutions.  <b>OR</b> Equivalent relevant post qualification service and pay.

**How to Apply:**

- Candidates are required to apply online on the official website of IIM Mumbai, i.e., <https://iimmumbai.ac.in/careers>. The last date for submission of online applications is **12<sup>th</sup> Feb 2025 (05:00 PM)**.
- Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees **Five hundred Ninety** only).
- Candidates belonging to SC, ST and PWD are exempted from paying the applications fee.
- All internal (permanent) candidates are exempted from paying the applications fee.
- Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Mumbai website on account of heavy load on the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.
- The Institute does not accept any responsibility for the candidates being unable to submit their applications with a fee within the last date on account of the reasons mentioned above or for any other reason beyond the Institute's control.
- After successfully submitting an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called by the institute committee or at the time of the interview.
- The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During the verification of documents, if it is found that any information provided by the candidate in the application is wrong, their candidature will be rejected instantly. The candidates should ensure they have furnished the correct information in the application form.

**General Conditions:**

- The initial appointment for the Junior Accountant will be on a contractual basis for a period of three years, extendable by an additional two years, subject to satisfactory performance and the Institute's requirements. However, the total tenure shall not exceed five years, with extensions subject to annual reviews.
- A candidate applying for the above position must be a citizen of India.
- All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
- Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
- The documents will be verified with original testimonials at the time of the interview if the applicant is called for the

- same.
6. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written tests/interviews to a maximum of five or fewer.
  7. Qualifications prescribed for the posts cannot be relaxed. However, experience may be relaxed in respect of exceptionally outstanding candidates with demonstrated evidence of proven work of administrative nature as per suitability to the roles and responsibility of the posts, as per Institute requirements.
  8. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
  9. IIM Mumbai reserves the right to increase/decrease the vacancies or cancel the engagement process if the need arises without issuing any notice or assigning any reason.
  10. The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
  11. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.
  12. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
  13. The Institute shall not entertain any interim correspondence or personal inquiries.
  14. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
  15. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance, in respect of the candidates already in service at any time.
  16. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
  17. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD/Ex-serviceman category, as per existing rules for which applicants must attach the requisite certificates.
  18. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
  19. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
  20. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand cancelled, and their services may be terminated.
  21. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
  22. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
  23. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
  24. Institute will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
  25. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., [www.iimmumbai.ac.in](http://www.iimmumbai.ac.in).
  26. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
  27. For any technical assistance please contact on [disc.website@iimmumbai.ac.in](mailto:disc.website@iimmumbai.ac.in)
  28. Incomplete application will not be entertained.

Sd/-  
**Chief Administrative Officer**