



भारतीय प्रबंधन संस्थान मुंबई
INDIAN INSTITUTE OF MANAGEMENT MUMBAI

Advt. No. Admn/Rectt/2025/03
February 10, 2025

ADVERTISEMENT FOR NON-TEACHING POSTS

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Senior Manager (Career Development Services) & Facility Manager** purely on contract basis initially for a period of One year extendable further up to Two 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
<p>1) Senior Manager (Career Development Services) - 01 post</p> <p>Pay Range: Rs.145000 - 175000/- with other benefits*</p> <p>Maximum Age Limit- 55 Years</p>	<p><u>MINIMUM QUALIFICATIONS:</u> Postgraduate/Degree/Diploma in Management Studies with Marketing/HR will be preferred.</p> <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none">• Minimum of 20 year's experience in customer facing roles, preferably from a large organization out of which at least 8 years' relevant experience at pay level -12.• A minimum 5 years of experience of leading a team at the level of senior placement manager or equivalent is desirable• Experience at IIMs/IITs or any other premiere education Institution will be an added advantage.• Experience in top 15 Institutes in NIRF 2023 in Career Development Services/Placement activities would be highly desirable. Candidates from education industry are preferred.
<p><u>SKILLS:</u> Well versed in MS Office, result oriented, understanding of job market, Awareness of Corporate sales, Interpersonal skills, Teamwork, cross functional collaboration, Coordination, Presentation skills, Business understanding, Negotiation Skills, Influencing skills. Knowledge of CRM tools would be preferred.</p> <p><u>JOB PROFILE:</u> The candidate will act as an interface between Institute, students & recruiters and nurture the Institute's relationship with prospective recruiters/ corporates/ industry. He/she will be responsible for entire activities related to placement process, attracting new companies, building and maintaining relationships with employers, campus recruitment drives etc. He/She will assist the designated representative as delegates as per the decision of the competent Authority.</p>	

***OTHER BENEFITS:**

- Out-of-Campus allowance: If an employee is not allotted an institute quarter, they shall be eligible for an out-of-campus allowance of ₹15,000 per month, subject to the submission of an appropriate declaration to this 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 to the full-time employee on an yearly basis.
- Leave Benefit: A full-time temporary employee 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 the employment.

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>2) Manager (Campus Facility) - 01 post</p> <p>Monthly Emoluments - Consolidated Pay between ₹ 75,000/- to 1,00,000/- with other benefits*</p> <p>Maximum Age limit - 45 years</p>	<p><u>QUALIFICATION:</u></p> <ul style="list-style-type: none"> ➤ Postgraduate degree/ Graduate in Engineering with a minimum of 55% marks from a recognized University/ Institute. ➤ MBA or equivalent qualification will be preferred. <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none"> • At least 5-7 years of relevant work experience preferably in a large organization or institutional setting with a workable knowledge of relevant regulations, codes, and standards related to tendering & procurement, contract management & compliances, building maintenance & facilities management. • A minimum of 5 years of experience of leading a team will be desirable. • Experience at IIMs/IITs/NITs or any other premiere education Institution in the senior administrative capacity is desirable. • Quick learners from varied domains who are passionate for administrative fields and are ready to learn and adapt to the new eco system are also encouraged to apply. <p>Candidates with leadership and team management experience will be given preference.</p>
<p><u>Job Profile:</u></p> <ul style="list-style-type: none"> • Develop and implement comprehensive facilities management strategies and policies to support the Institution's objectives. • Oversee the day-to-day operation of facilities, including office buildings, class rooms, hostels, canteen, mess, residential buildings, seminar halls, utility shops, recreational areas, and other facilities as required. • Coordinate with internal departments and external vendors to address maintenance, repair, and cleaning needs promptly and efficiently. • Manage facility-related services such as waste management services to ensure compliance with standards and regulations. • Transport vendors empanelment and management as per tender terms and conditions and managing transport facilities at the Institute. • Housekeeping, Landscape & Horticulture management including contract management. Administrative coordinator for various Institute level events, conferences and convocation etc. • Coordinate and lead one or more teams to cover various areas of responsibility • Any other responsibility assigned by the authority time to time 	

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- 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 to the full-time employee on a yearly basis.
- Leave Benefit: A full-time temporary employee 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 the employment.

GENERAL CONDITIONS:

1. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. 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.
2. The date for Interview will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their emails regularly.
3. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of interview along with onsets of photocopies of these documents.
4. **Selection Process-** Through Interview, which may be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
5. Accommodation at IIM Mumbai Campus is provided (Electricity & Water charges to be paid as actual) subject to

availability.

6. 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).
7. 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.**
8. 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.
9. 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.
10. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
11. The Institute also reserves the right not to fill the post, if it so desires.
12. No interim correspondence will be entertained.
13. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
14. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.

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 link <https://iimmumbai.ac.in/careers> on or before **March 02, 2025 (5:00 pm)**:

No other mode of application will be entertained.

-Sd-

Chief Administrator Officer