



INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Admn/Rectt/2024/41(03)

10th March 2025

ADVERTISEMENT FOR HIRING OF HOSTEL STAFF ON CONTRACT (BASIS)

Indian Institute of Management Mumbai invites online applications from interested and eligible candidates for the positions mentioned below. These positions are purely temporary on a contract basis for an initial period of one year. The contract may be extended for up to an additional two years, subject to satisfactory performance and the needs of the Institute. The details are as follows:

DETAILS OF ADVERTISEMENT

Ser	Name of Position	Qualification/ Job Profile	Experience / skills (if any)
1.	Hostel Manager (01 Post) Monthly Remuneration (all inclusive): Rs. 60,000/- to 65,000/- (Consolidated) Per month Maximum Age Limit: Preferably below 45 years	Post Graduate or Any Graduate with MBA with 55% marks from a reputed Institute or University.	At least 05 years of mandatory experience in handling hostel administration of capacity of at least 500 students in a reputed Institutes viz. IIT/NIT/IIMs/BITS etc. with the use of any ERP system. Persons working in any Govt. Organization, PSU/NIT/IIT/IIM with similar work experience will be given preference.
2	Asst. Manager Hostel (01 Post) Monthly Remuneration: Rs. 45,000/- to 50,000/- (Consolidated) Per month Maximum Age Limit: Preferably below 40 years	Any Graduate with specialization in Hospitality Management/Hotel Management with 55% marks with working IT knowledge.	At least 05 Years of relevant experience in Hospitality Management, out of which 02 years of hostel management experience in any education institute, having capacity of 500 resident students.
3.	Jr. Assistant (Hostels) (04 Post) (02 posts reserved for Women candidates) Monthly Remuneration: Rs. 25,000/- to 30,000/- (Consolidated) Per month Maximum Age Limit: Preferably below 30 years	Any Graduate with 55% marks. Specialization in Hospitality Management/Hotel Management is desirable.	At least 02 Years of relevant experience, preferably in Education Institute.

NAME OF POSITION	JOB DESCRIPTION
Manager (Hostel)	<p>The incumbent will be responsible for:</p> <ul style="list-style-type: none"> a) Hostel Manager is responsible for overall day to day administration of the PGP Hostels and report to Chairperson(SW&HM), Hostel Warden and AO/SEO. b) Ensure weekly report of work done and monthly report to Hostel Wardens and Hostel Management team. c) Communicate absenteeism to the respective parents for their understanding and bring any abnormal report to the knowledge of the Chairperson(SW&HM), Hostel Warden for further necessary action. d) Ensure the housekeeping work of all the hostels are in line with the Hostel rules and as per the housekeeping contract. e) Follow up with Institute's Estate section for various PGP Hostel maintenance work. f) Responsible for procurement of required maintenance material through the local market as per Institute's rules and regulations. g) Ensure that all maintenance work services are carried out in time. h) Ensure PGP Hostel Mess Vendor follows all the terms and conditions of the catering services to be offered to all the students. i) Verify the Mess Bill submitted by the Mess Vendor for further payment as per Institute rules. j) Make on-site visits to check the maintenance work under process and to ensure up to date housekeeping of the hostels. Also to report immediately to Hostel Management team of any indiscipline act occurs in the hostel premises or any student needs any social/wellness support. k) Put up proposals to improve interiors and facilities and maintain them throughout. l) Any other work services assigned by the Chairperson (SW&HM)/Hostel Wardens/AO/SEO from time to time.
Asst. Manager Hostel	<p>The incumbent will be responsible for:</p> <ul style="list-style-type: none"> a) Asst. Manager (Hostels) will report to Hostel Manager. b) Responsible for making weekly report of work done and monthly report to Hostel Wardens and Hostel Management team. c) Responsible for overall day to day administration of PGP Hostel management including accommodation allocation. d) Analyze the daily attendance report received and bring any absentees to the knowledge of Hostel Manager for further necessary action. e) Follow up with Institute's Estate section for various PGP Hostel maintenance work. f) Assist in procuring the required maintenance material through the local market as per Institute's rules and regulations. g) Ensure that all maintenance work services are carried out in time. h) Ensure PGP Hostel Mess Vendor follows all the terms and conditions of the catering services to be offered to all the students. i) Verify the Mess Bill submitted by the Mess Vendor for further payment as per Institute rules. j) Make on-site visits to check the maintenance work under process and to ensure up to date housekeeping of the hostels. Also to report immediately to Hostel Management team of any indiscipline act occurs in the hostel premises or any student needs any social/wellness support. k) Put up proposals to improve interiors and facilities and maintain them throughout. l) Any other duties assigned by the PGP Hostel Office, AO/SEO, Hostel Wardens

	and Chairperson (SW&HM) from time to time.
Junior Assistant	<p>The incumbent will be responsible for:</p> <ul style="list-style-type: none"> m) Responsible for day-to-day hostel administration of allocated PGP Hostel. All Admin associates will work in 03 shifts to maintain the round the clock administration of the PGP hostels and to support resident students at all the time during their requirement. n) Weekly report of work done and monthly report of respective Hostel to Hostel Wardens and Hostel Management team through PGP Hostel Office. o) Assist Hostel Management team to follow up with Institute's Estate section for respective PGP Hostel maintenance work. p) Assist Hostel Management team in procuring the required maintenance material through the local market as per Institute's rules and regulations. q) Ensure that all maintenance work services related to their allocated hostel are carried out in time. r) Ensure up-to-date housekeeping is maintained all the time at the respective hostel and its premises. s) Make on-site visits to check the housekeeping/maintenance work under process. Also to report immediately to Hostel Management team of any indiscipline act occurs in the hostel premises or any student needs any social/wellness support. t) Liaise with resident students of respective hostels for maintenance/housekeeping work of their allotted room. u) Take daily attendance of the resident students for their whereabouts and put up to Hostel Manager for further necessary action. v) Any other duties assigned by the PGP Hostel Office, AO/SEO, Hostel Wardens and Chairperson(SW&HM) from time to time.

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. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five hundred Ninety only).
3. Candidates belonging to SC, ST and PWD are exempted from paying the applications fee.
4. The selected candidate will be appointed on a fixed-term contract, subject to satisfactory performance, reviewed annually. Performance will also be evaluated after three months of joining, and continuation in the role will depend on meeting performance benchmarks.
5. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
6. 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 one set of photocopies of these documents.
7. Selection Process- Through Interview, which may be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
8. 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).
9. 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.
10. 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.
11. 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.

12. Based on the number and quality of applications received the Institute may decide to conduct a written test and/ or skill test and /or interview and /or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute.
13. Candidate who wish to apply for more than one position are advised to submit a separate application for each position and pay the relevant application fees (non-refundable).
14. The decision of IIM Mumbai would be final and binding to the candidates.
15. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
16. The Institute also reserves the right not to fill the post, if it so desires.
17. Incomplete application without proper supporting documents will be summarily rejected.
18. The number of posts may be increased or decreased as per need of the Institute.
19. Candidates who are not found suitable for the position may be considered for a lower position, on a lower pay scale, or an appropriate consolidated salary.
20. No interim correspondence will be entertained.
21. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
22. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.
23. No request towards extension of tenure exceeding total period of 4 Years will be entertained.
24. Candidates belonging to NC OBC, SC/ST, and PwD categories need to produce valid Caste/ Category certificate(s) in support of their reservation category. For the purpose of being considered for reservations, the applicable Central Government list as on the last date of application shall be binding and the candidates are required to upload the valid documents signed by the competent authority to ascertain the eligibility status to apply under the reserved category (NC-OBC/SC/ST/PwD). No request of change in the category applied for will be entertained in any case.
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.
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
28. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
29. Incomplete applications will not be considered.
30. Selected candidates may be hired through an outsourcing agency empaneled by this Institute.
31. The selected candidate may be required to work in shift duty if required..
32. Candidates who have applied for similar posts may apply again after the cooldown period (6 months).

HOW TO APPLY

Candidates are required to apply online at the official website of IIM Mumbai, i.e., <https://iimmumbai.ac.in/careers>. The last date for submission of online applications is **25th March 2025 (05:00 PM)**.

No other mode of application will be entertained.

Sd/-
Chief Administrative Officer