

ADVERTISEMENT FOR ENGAGEMENT OF MANAGER (ADMISSIONS) & MANAGER (EXAMINATIONS)(ON CONTRACT BASIS)

Indian Institute of Management, Mumbai invites applications from interested & eligible candidates for the post of Manager (Admissions) & Manager (Examinations) purely on contract basis initially for a period of three year which may be extended subject to performance and institutional requirements with a mandatory commitment of one year. The details are as under: -

1) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Manager (Admission) - 01 post (contractual)</p> <p>Monthly consolidated Emoluments - Consolidated Pay between ₹ 1,00,000/- to 1,20,000/- per month with additional out of campus allowance of Rs 15,000/- per month & mobile reimbursement of Rs1,000/- per month</p> <p>Age limit - 45 years</p>	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> ➤ Postgraduate degree 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"> a) A minimum of 5 to 7 years of experience in handling admissions or related administrative roles in a reputed educational institution or university. b) Proven experience in managing end-to-end admission processes, including application management, candidate communication, and coordination with departments. c) Strong knowledge of admission policies, Government regulations, and compliance procedures related to academic institutions. d) Experience in handling data analysis, reporting, and familiarity with latest admission software/tools will be an added advantage. e) Candidates with leadership and team management experience will be given preference. f) Experience of working in Institutes of repute like IIMs, IIT, IISER etc. will be preferred.
<p><u>Job Profile:</u></p> <ul style="list-style-type: none"> • The role involves overseeing the entire admissions process, from the initiation of applications to the smooth and timely execution of all admission-related activities, including conducting admission committee meetings and preparing minutes. • A key focus is on driving student enrolment by working closely with stakeholders, including marketing and advertising teams, to promote the institution's programs through digital and print media, online campaigns, social media, and other promotional channels. • The individual will also be responsible for responding to RTIs related to admissions and ensuring that all relevant information is promptly published on the Institution's website in compliance with Government regulations. • Furthermore, coordinating with the CAT conducting agency to facilitate a seamless examination process is essential. • The individual will maintain accurate records of applicant data, generate reports on admission trends, and perform any other admission-related duties as assigned by senior officials. • The position requires effective coordination with faculty, alumni, industry partners, and student bodies to ensure alignment on admission events and activities. Additionally, the role involves managing logistics for the Personal Interview (PI) process, such as identifying and booking venues or accommodations for all programs. 	

2) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Manager (Examinations) - 01 post (contractual)</p> <p>Monthly Emoluments - Consolidated Pay between ₹ 1,00,000/- to 1,20,000/- per month with additional out of campus allowance of Rs 15,000/- per month & mobile reimbursement of Rs1,000/- per month</p> <p>Age limit – 45 Years</p>	<p><u>Qualification:</u></p> <p>a) Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale or an equivalent grade.</p> <p>(i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration,</p> <p style="text-align: center;">Or</p> <p>(ii) Comparable experience in research establishments and other institutions of higher education,</p> <p style="text-align: center;">Or</p> <p>(iii) 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post at Level 12.</p> <p><u>Job Profile:</u> The person shall be responsible for coordinating various examination during the modules and examinations of all the programs the Institute as per the academic calendar. They will also create a question bank, coordination with the external question paper setter, selection, printing, packing and dispatch of question papers on time. Responsibilities include monitoring topics covered during modules and modules end examination by faculty members, grievance redressal of students and planning, organizing and coordinating administrative functions of the Institute including admissions, examination related work, student activities and liaison with regulatory bodies. This role requires supervision and control of day-to-day functions of the Institute and working in close coordination with respective program coordinator, Deans & Chairperson of the Institute.</p>

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. Accommodation at the IIM Mumbai Campus may be provided as per existing Institute norms (Electricity & Water charges to be paid as actual).
9. 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).

10. 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.
11. 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.
12. 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.
13. 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.
14. 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).
15. The decision of IIM Mumbai would be final and binding to the candidates.
16. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
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. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
27. Selected candidates may be hired through an outsourcing agency empaneled by this Institute.
28. Candidates who have applied for similar posts may apply again after the cooldown period (6 months).
29. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process.
30. The Screening Committee / Selection Committee may formulate additional criteria based on academic performance and / or years of experience of the applicants.
31. Fulfilling qualifications per-se does not entitle a candidate to be called for the selection process.
32. The Institute reserves the right not to fill up the post or cancel the Advertisement in whole or part without assigning any reason, and its decision in this regard shall be final.
33. The closing date for application submission shall be the cut-off date for age, and educational qualification.
34. The Institute reserves the right to assign/ transfer the selected candidates to any section/ department within the Institute and appointments will be offered accordingly.
35. For any technical assistance please contact on disc.website@iimmumbai.ac.in

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 **16th April 2025 (05:00 PM)**.

No other mode of application will be entertained.

Sd/-
CHIEF ADMINISTRATIVE OFFICER