



भारतीय प्रबंधन संस्थान मुंबई
INDIAN INSTITUTE OF MANAGEMENT MUMBAI

Advt. No. Admn/Rectt/2025/05(03)
March 27, 2025

ADVERTISEMENT FOR NON-TEACHING POSTS

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for various Non-teaching positions on contract basis initially for a period of One year extendable further up to Three years subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

<p>1) Manager (Rankings, Accreditations and Internationalization) – 01 post</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 Rs 1,000/- per month</p> <p>Age Limit: 45 years</p>	<p><u>QUALIFICATIONS & EXPERIENCE:</u></p> <ul style="list-style-type: none">• A degree from a reputed University with at least 12 years of experience, preferable in corporate communications or journalism.• Should have knowledge about key management areas (Marketing, HR, Finance, Operations, Strategy, etc.).• Should possess excellent oral and written communication and presentation skills.• The incumbent should be ready to travel nationally and internationally in case of need. <p><u>KEY RESPONSIBILITIES:</u></p> <ul style="list-style-type: none">• He/She should be able to lead and manage a range of projects to support the development and maintenance of international partnerships.• To liaise with partner Universities in different countries and to identify and build opportunities for partnership activities. To support the documentation of academic and non-academic partnership and the related communication and coordination.• Should be able to organize high-profile incoming and outgoing visits linked to the development and maintenance of international partnerships.• To monitor and review the performance and value of international partnerships. Should be able to produce analysis of the Institute's performance against international benchmarks or of potential international partners and produce and coordinate briefing for Institute management.• To supervise the Assistant Manager (International relations) for his duties in relation to international partnerships.
<p>2) Assistant Manager (International relations) – 01 post</p> <p>Monthly Consolidated Emoluments: Rs. 60,000/- to Rs 70,000 (all inclusive) with additional out of campus allowance of Rs 4,500/- per month & mobile reimbursement of Rs 700/- per month</p> <p>Age Limit: 40 years</p>	<p><u>Essential:</u> MBA / Post-Graduate degree in Management with at least second class (55% marks) from a recognised reputed University or Institute.</p> <p><u>Desirable:</u> Proficiency in computer operations, Internet Knowledge / experience of working with ERP/ Learning Management System (LMS) will be an added advantage.</p> <p><u>Experience:</u> Minimum 7 years of post-qualification experience out of which at least 2 years of experience in Level 5 /equivalent, out of which 4 years in handling departmental functions in industry/Govt./Public Sector undertaking. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Good knowledge of issues relating to international business and performance of higher educational institutions. Related experience overseas in the</p>

	<p>education, policy or business sectors and related knowledge of culture and practice.</p> <p><u>KEY RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Coordination of all Ranking Surveys, maintaining all Accreditations and handling issues related to international relations and cooperation including student exchange. • Assist the DEAN for document preparation for accreditation, holding discussion with partner institutes, and participating in associated events. • Build relationships with accreditation, ranking agencies and partner institutes. • Developing new partnerships with foreign institutes. • Keeping institute wide parameters needed for accreditations and rankings.
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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 IIM Mumbai Campus or off-campus is subject to availability. Electricity & Water charges will be payable as per actual usage.
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. No request towards extension of tenure exceeding total period of 4 Years will be entertained.
23. 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.
24. 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.
25. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
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

Interested and eligible candidates may submit their form online by clicking on the following link <https://iimmumbai.ac.in/careers> on or before **April 16, 2025 (5:00 pm)**:

No other mode of application will be entertained.

Sd/-
Chief Administrative Officer