

**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: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p><b>1) Manager (Alumni Affairs &amp; Corporate relations) – 01 Post</b></p> <p><b>Monthly Consolidated Emoluments:</b> Consolidated Pay between ₹ 1,00,000/- to 1,20,000/- per month with additional out of campus allowance of Rs 15,000/- per month &amp; mobile reimbursement of Rs1,000/- per month</p> <p><b>Age Limit:</b> 50 years</p>	<p><b><u>QUALIFICATIONS &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>The candidate should be a Postgraduate, preferably an MBA from a reputed Institute, with at least 10 years of experience, of which at least five years should have been in a Managerial position, preferably related to the alumni relations domain.</li> <li>Excellent written and spoken communication.</li> <li>Demonstrated skills of social media savviness.</li> <li>Proven track record of strong interpersonal and managerial skills. Familiarity with events planning and management is a plus.</li> <li>Excellent Microsoft Office Knowledge (Outlook, Word, PowerPoint and Excel) and IT skill would be a plus.</li> </ul> <p><b><u>KEY RESPONSIBILITIES:</u></b></p> <ul style="list-style-type: none"> <li>Envisioning and executing relationship strategies for exemplary alumni relations under the general direction of the Dean (Alumni Affairs)</li> <li>Organizing and coordinating events and activities such as alumni functions, alumni publications, fund raising, recognition and awards, reunions, alumni and/or student relations, and other special events and services throughout the year at regular intervals.</li> <li>Providing staff assistance to Alumni Association committees and alumni groups, as assigned.</li> <li>Co-ordinating with Portal/web/Marketing teams for creative, collaterals and content.</li> </ul>
<p><b>2) Assistant Manager (Alumni Affairs &amp; Corporate Relations) – 01 Post</b></p> <p><b>Monthly Consolidated Emoluments:</b> Rs. 80,000/- to 90,000/- (all inclusive) with additional out of campus allowance of Rs 4,500/- per month &amp; mobile reimbursement of Rs 700/- per month</p> <p><b>Age Limit:</b> 45 years</p>	<p><b><u>QUALIFICATIONS &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>The candidate should be a Graduate from a reputed Institute, with at least 7 years of experience, of which at least two years should have been in a Managerial position, preferably related to the alumni relations domain. Postgraduation (MBA) would be an added advantage.</li> <li>Excellent written and spoken communication.</li> <li>Demonstrated skills of social media savviness.</li> <li>Proven track record of strong interpersonal and managerial skills. Familiarity with events planning and management is a plus.</li> <li>Excellent Microsoft Office Knowledge (Outlook, Word, PowerPoint and Excel) and IT skills would be a plus.</li> </ul> <p><b><u>KEY RESPONSIBILITIES:</u></b></p> <ul style="list-style-type: none"> <li>Account management of key Donor accounts.</li> <li>Collaborate with alumni and work with them during the donation process</li> <li>Reviewing the contract documents (Legal agreements) to understand Donor intent and reporting requirements.</li> <li>Ensuring transmission of Donor Receipts.</li> <li>Ensuring appropriate return gifts to Donors</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow up for fund deployment with the accounts team and other arms of the Institute and follow up on project progress</li> <li>• Sending fund utilization reports to Donors on a timely basis</li> <li>• Monitoring renewal of agreements and follow up on payment instalments from Donor</li> <li>• Initiating effective engagement with Alumni Donors, Corporate, HNI, and Industry</li> <li>• Social media dissemination of key donation information</li> <li>• Communicating the latest alumni news with the Alumni, donors, and Well-wishers.</li> <li>• Coordinating with the Alumni Relations team for various Alumni engagement activities.</li> </ul>
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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](http://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](http://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](mailto: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**