

Advt. No. Admn/Rectt/2025/09

April 16, 2025

**ADVERTISEMENT FOR VARIOUS NON-TEACHING STAFF ON TENURE/DEPUTATION BASIS**

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the posts as per details given below purely on tenure/deputation basis. The Online option will remain open from 16.04.2025 to 06.05.2025. The details are as under:

<u>Ser</u>	<u>Name of the Position</u>	<u>Pay Level As per 7<sup>th</sup> CPC</u>	<u>Total</u>	<u>Age Preferably below</u>
1.	Senior Executive Officer (Finance & Accounts)	Level 12 (Rs.78,800 -209200)	1	45
2.	Senior Executive Officer	Level 12 (Rs.78,800 -209200)	1	45
3.	Associate Manager (System & Software)	Level 10 (Rs.56100-177500)	1	45
4.	Assistant Administrative Officer	Level 8 (Rs.47600-151100)	2	40
5.	Secretary to Director	Level 8 (Rs.47600-151100)	1	40
6.	Junior Hindi Translator against lien vacancy	Level 6 (Rs. 35400-112400)	1	30

**DETAILS OF ADVERTISEMENT**

<u>Ser</u>	<u>Name of Position</u>	<u>Qualification &amp; Experience / Desirable (if any)</u>
1.	<b>Senior Executive Officer (Finance &amp; Accounts)</b>	<p><b><u>Qualifications:</u></b> The applicant should be possessing ACA/AICWA. <b>OR</b> Master of Business Administration (Finance)/M. Com with minimum 60% of marks.</p> <p><b><u>Experience:</u></b> Minimum 10 years' experience with sound knowledge of Central Govt. rules relating to Accounts/Audit, Service conditions, Treasury and Finance, with at least 3 years' experience in the immediate lower Pay Level i.e. Pay Level-11 or equivalent or 05 years relevant experience in a post carrying Pay Level-10 as per 7th CPC or equivalent in centrally funded educational Institutions or Universities of Central Govt. and/or large private or public sector enterprises or higher educational institutes.</p>
2.	<b>Senior Executive Officer</b>	<p><b><u>Qualifications:</u></b> A Postgraduate degree with at least 60% marks or its equivalent.</p> <p><b><u>Experience:</u></b> 05 years administrative experience in a post carrying Pay Level10 as per 7th CPC or equivalent in IIMs/IITs/CFTIs/ Government Educational Institution etc.</p> <p><b><u>Desirable:</u></b> Proven ability in administration, preferably in a large educational or research institution, financial or personnel management with the capacity to lead administration in a residential educational institution. Additional Degree in Management or LLB/LLM, Knowledge of Computer, experience of e-governance etc. Experience in handling Administrative/Legal/Finance/Store &amp; Purchase/ Establishment matters. Experience in Institutes of national repute such as IIMs/ IITs/IISERs/NITs will be preferred.</p>

3.	<b>Associate Manager (System &amp; Software)</b>	<p><b><u>Qualifications:</u></b> ME/M.Tech (Computer Science &amp; Engineering)/IT or MCA from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.</p> <p><b><u>Experience:</u></b> Eight (08) years relevant experience with a minimum service of three (03) years in Pay Level 08 or five (05) years in Pay Level-07 or equivalent relevant service and pay. Experience in centrally funded educational Institutions or Universities of Central Govt. and/or large private or public sector enterprises or higher educational institutes, preferably in institutes of national repute such as IIMs/ IITs/IISERs/NITs.</p>
4.	<b>Assistant Administrative officer</b>	<p><b><u>Qualifications:</u></b> Graduation in any discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. Desirable: Post-Graduate degree in any discipline (10+2+3+2) from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.</p> <p><b><u>Experience:</u></b> Experience of at least 10 years in Administration, out of which 06 years handling establishment functions (at least Level 6 / Equivalent) OR combined relevant experience of 08 years in Pay Level-05 and Pay Level-06 of equivalent relevant service and pay. Experience in centrally funded educational Institutions or Universities of Central Govt. and/or large private or public sector enterprises or higher educational institutes, preferably in institutes of national repute such as IIMs/ IITs/IISERs/NITs.</p>
5.	<b>Secretary to Director</b>	<p><b><u>Qualifications:</u></b> Post-graduate degree in any discipline (10+2+3+2) from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. Desirable: Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University / Institute. Proficiency in computer operations (MS Windows &amp; MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.</p> <p><b><u>Experience:</u></b> Secretarial experience of at least 7 years in office work in Govt organisations / Institutions / Reputed private organisations. Strong written and verbal communications along with computer skills (MS Office) are essential (at least at level 6 and above / equivalent relevant service and pay). Experience in centrally funded educational Institutions or Universities of Central Govt. and/or large private or public sector enterprises or higher educational institutes, preferably in institutes of national repute such as IIMs/ IITs/IISERs/NITs.</p>
6.	<b>Junior Hindi Translator against lien vacancy</b>	<p><b><u>Qualifications:</u></b> Graduate from a recognized University with Hindi as Main Subject.</p> <p><b><u>Experience:</u></b> Minimum 3 year's experience as Hindi Translator. Training in translation bureau of the Central Govt. experience in conducting workshop etc. Experience in centrally funded educational Institutions or Universities of Central Govt. and/or large private or public sector enterprises or higher educational institutes, preferably in institutes of national repute such as IIMs/ IITs/IISERs/NITs.</p>

#### **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 **06<sup>th</sup> May 2025 (05:00 PM)**.

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. A candidate applying for the above position must be a citizen of India.
5. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
6. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
7. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same. 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 purposes at the time of interview along with one set of photocopies of these documents.
8. If a candidate is applying for more than one position, a separate application must be filled in by the candidate, along with a separate fee.
9. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written tests/interviews to a maximum of five or fewer.
10. Qualifications prescribed for the posts cannot be relaxed. However, experience may be relaxed in respect of exceptionally outstanding candidates with demonstrated evidence of proven work of administrative nature as per suitability to the roles and responsibility of the posts, as per Institute requirements.
11. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
12. The candidate may be hired for a lower post if seemed fit.
13. Accommodation at the IIM Mumbai Campus is provided subject to availability (Electricity & Water charges to be paid as actual).
14. IIM Mumbai reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
15. The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
16. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.
17. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
18. 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. Candidates are required to mandatorily mention their email ID in the application form.
19. The Institute shall not entertain any interim correspondence or personal inquiries.
20. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
21. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance, in respect of the candidates already in service at any time.
22. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
23. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD/Ex-serviceman category, as per existing rules for which applicants must attach the requisite certificates.
24. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
25. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate

themselves wholeheartedly to the Institute are expected to apply.

26. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand cancelled, and their services may be terminated.
27. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
28. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
29. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
30. Institute will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
31. 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).
32. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
33. For any technical assistance please contact on [disc.website@iimmumbai.ac.in](mailto:disc.website@iimmumbai.ac.in)
34. Incomplete applications without proper supporting documents will be summarily rejected.
35. Tenure appointment: Exceptionally deserving selected candidates may have a tenure/deputation of appointment as per requirement of the Institute. Initial appointment will be on deputation/tenure/deputation for a period of 5 years. The deputation/tenure/deputation may be extended annually. However, the total service period cannot exceed five years.

Sd/-  
**Chief Administrative Officer**