



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

Advt. No. Admn/Rectt/Angul/2025/01
April 24, 2025

ADVERTISEMENT FOR NON-TEACHING POSTS FOR IIM MUMBAI ANGUL CENTER

The Indian Institute of Management (IIM) Mumbai is establishing a Centre of Excellence (CoE) in Angul, Odisha, as part of its strategic initiative to foster inclusive and sustainable development. In light of this initiative Indian Institute of Management Mumbai invites applications from interested & eligible candidates for its Angul center, Odisha for various non-teaching positions on contract basis initially for a period of one year extendable further up to two years subject to satisfactory performance of the incumbent & need of the Institute. The selected candidate may be deployed in IIM Mumbai campus if required. The details are as under: -

| Name of Post & Emoluments | Eligibility Criteria & Job Requirement |
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| <p>1) Chief Operations Officers – (01 post)</p> <p>Monthly Emoluments: Rs.1,50,000 – Rs 2,00,000/-</p> <p>Maximum Age Limit – 50 Years</p> | <p><u>MINIMUM QUALIFICATIONS:</u> Graduate degree in Commerce, Business, Management or a related discipline with aggregate 60% marks (Provided, for candidates with benchmark disabilities, the minimum aggregate mark is 50%).</p> <p><u>DESIRABLE QUALIFICATION:</u> Post-graduate degree or diploma in Business Management or related discipline with aggregate 60% mark, with experience of operations management in Industry, Corporate etc.</p> <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none">• Ten (10+) years of experience in a leadership role, including strategic planning and staff management.• Demonstrated experience promoting and implementing new ideas and initiatives in a complex decentralized, mission-oriented organization.• Demonstrated knowledge of management systems and processes in a University or similar large, complex organisation, and ability to quickly learn and adapt to new systems and processes.• Ability to prioritise tasks to achieve objectives within timelines.• Strong managerial and leadership skills.• Ability to multitask and work well under pressure.• Critical thinking and problem-solving skills.• Strong communication skills.• Ability to work effectively and constructively as part of a team. |
| <p>2) Officer on Special Duty (Infrastructure Planning & Support) – (01 post)</p> <p>Monthly Emoluments: Rs.145000 -175000 with Other Benefits*</p> <p>Maximum Age Limit – 65 Years</p> | <p><u>MINIMUM QUALIFICATIONS:</u></p> <ul style="list-style-type: none">• B.Tech. / BE or equivalent degree in Civil Engineering with a minimum of 60% marks or equivalent grade point average from a recognized university with 15 years relevant experience at PL-12 (7th CPC) or equivalent. Master's degree will be Preferable.• Applicants should have demonstrated ability in construction and design, planning and execution of capital works including preparation of estimates and tender documents. <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none">• Minimum 20 years of experience in handling of construction of projects post-qualification preferably from Departments, Undertakings, and authorities under Government of India.• The applicant should have thorough knowledge of handling all concerns of construction work including that of RCC buildings.• The applicant should be well versed with CPWD manuals and conditions of works contract and have the ability to independently coordinate and successfully negotiate with different agencies.• The applicant should have knowledge and awareness of agency operations, policies and procedures and a knowledge of major activities in the field of civil |

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| | <p>construction and making use of resources associated with the work process.</p> <ul style="list-style-type: none"> • The applicant should assist the legal team in dispute resolutions process in arbitrations with contractors. • The applicant should be well versed in interaction/ Liaisoning work with business associates or government agencies, stakeholders etc. • Proven Experience in handling project Management for consultancies and contract management for Education institutions will be preferred. • The applicant should be well versed in maintenance of campus, planning/scheduling/execution of big projects, fully conversant with quality standards & risk in infrastructure projects. • Knowledgeable in cash flow, Dealing with multiple agencies, Knowledge of contracts, legal & compliances associated with the Civil projects. • <p><u>JOB PROFILE:</u> The OSD is to assist in administering architectural contracts, planning, financial management, estimation, progress monitoring, reporting, budgeting, supervising new constructions within the Institute Campus with skill sets such as Civil, Electrical, Plumbing works, Land Development etc. The OSD will assist the designated representative as delegates as per the decision of the competent Authority.</p> |
| <p>3) Manager (Estate & Facility Management) - (01 Post)</p> <p>Monthly Emoluments: Rs. 50,000/- to Rs. 70,000/- per month (all inclusive)</p> <p>Age- Not exceeding 45 years</p> | <p><u>MINIMUM QUALIFICATION & EXPERIENCE:</u></p> <ul style="list-style-type: none"> • Graduate from a recognized University/ Institute of repute with 60% marks or equivalent CGPA. Preference will be given to candidates possessing MBA/PGDM. • Experience of at least 05 years in Administration, preferably IIMs/IITs. • Candidate should have experience in Estate & Facility Management and all support services. • Candidate should have comprehensive letter writing skills and document management. Proficiency in English & Hindi typing along with Computer proficiency (MS Office, MS Excel, MS Power Point & other Computer Skills) is required. |
| <p>4) Assistant Manager - (01 post)</p> <p>Monthly Emoluments: Rs. 45,000/- to Rs 55,000 (all inclusive)</p> <p>Age Limit: 45 years</p> | <p><u>MINIMUM QUALIFICATIONS:</u> Graduate in any discipline with at least 55% marks from a reputed university / institute.</p> <p><u>DESIRABLE:</u> Masters degree / Post Graduate in any discipline with at least 55% marks from a reputed university / institute.</p> <p><u>EXPERIENCE:</u> Minimum 5 years of relevant work experience in educational institutions. Similar work experience in a management institute will be preferable.</p> |
| <p>5) Site Engineer- (01 post)</p> <p>Monthly Emoluments: Rs 65,000/- to Rs 75,000/- p.m.</p> <p>Maximum Age Limit: Preferably below 40 years</p> | <p><u>EDUCATIONAL QUALIFICATION:</u> B.E/B.Tech in Engineering (Civil/(Electrical) in relevant field from a recognized University/Institute.</p> <p><u>DESIRABLE:</u> M.E./M.Tech in Engineering (Civil/ Electrical) from a recognized university/Institute.</p> <p><u>MINIMUM EXPERIENCE:</u> At least 6 years of experience in handling of construction of projects post-qualification preferably from Departments, Undertakings, and authorities under Government of India.</p> <p>Candidates with experience in execution of tower (G+15 minimum) shall be given preference.</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.** 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.** 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.** For any technical assistance please contact on disc.website@iimmumbai.ac.in
- 27.** In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
- 28.** Incomplete applications will not be considered.
- 29.** Selected candidates may be hired through an outsourcing agency empaneled by this Institute.
- 30.** Candidates who have applied for similar posts may apply again after the cooldown period (6 months).

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

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 **May 14, 2025 (5:00 pm)**:

No other mode of application will be entertained.

-Sd-

Chief Administrator Officer