WALK-IN INTERVIEW FOR THE POST OF ADMIN ASSOCIATES & STENOGRAPHER (ON CONTRACT)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Admin Associates & Stenographer** for purely on contract basis initially for a period of six months extendable further up to six months, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

1) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Admin Associates – (No of Posts will be as per Institute Requirement) **Stipend** – A Consolidated Salary of Rs.35,000/- to 45,000/- per month **Age Limit** – below 45 years	**MINIMUM QUALIFICATIONS & EXPERIENCE:** • Applicant should have a Post-Graduate Degree/Diploma with minimum 60% marks from a reputed institute/university, preferably in Management & at least 05 years of work experience in academic administration or relevant field in a higher education institute or a private business school. **OR** • Applicants possessing Graduate degree in any discipline should have minimum 60% marks from a reputed institute/university & at least 05-08 years work experience in academic administration or relevant field in a higher education institute or a private business school. • Candidates who have worked in Central Govt/State Govt/Autonomous bodies/PSUs/ Universities shall be given preference. • Candidates with experience in public relations would be given preference. **JOB PROFILE:** • Admin Associates shall help their respective department and department heads to ensure that the administrative operations of the institute run smoothly. The associate should have the ability to manage office operations, plan, schedule, and execute office-related events along with experience in handling confidential and sensitive information. • Correspondence and Communication: Handle incoming and outgoing correspondence, emails, and phone calls. Maintain effective communication with other departments, staff, and external stakeholders as required. • Documentation and Reporting: Prepare and maintain various reports, documents, and files related to respective post. This may involve generating reports, preparing presentations, and organizing documentation. • Records Management: Maintain and organize records and documentation in accordance with IIM's policies and guidelines. • Project management: Excellent project management and scheduling skills to handle processes and regular operations of the department. • Any other task in relevant department as assigned by the Competent Authority from time to time.

2) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Stenographer – 01 Post **Stipend** – A Consolidated Salary of Rs.25,000/- to 30,000/- per month **Age Limit** – Below 45 Years	**MINIMUM QUALIFICATIONS & EXPERIENCE:** • Applicants possessing a Graduate degree in any discipline with a minimum of 55% marks from a reputed institute/university, along with at least 03 years of work experience as a Stenographer in a higher education institution or a private business school. • Candidates who have worked in Central Govt/State Govt/Autonomous bodies/PSUs/ Universities shall be given preference. • Candidates must possess a minimum typing speed of 30 words per minute and shorthand speed of 80 words per minute. **JOB PROFILE:** • Take dictation in shorthand and transcribe it accurately using word processing tools. • Draft, type, and format official letters, notices, reports, and other documents. • Handle confidential documents and maintain records in a secure and organized manner. • Schedule and organize meetings, including preparing the agenda, taking minutes, and tracking follow-up actions. • Coordinate with other departments or external stakeholders as directed. • Perform other clerical and administrative tasks as assigned.

SELECTION PROCESS:
1. Document verification.
2. Computer proficiency/skill test in MS word, Excel, Power point, internet etc.
3. Interview

GENERAL CONDITIONS:
1. The selected candidate (s) will be engaged on contract basis initially for a period of 6 months, extendable up to further 6 months, subject to satisfactory performance of the incumbent & need of the Institute.
2. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
3. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
4. For exceptionally deserving candidates the Institute may consider relaxing the Criteria subject to the committee and Institute requirement.
5. Candidates not found suitable for the position applied for, may be considered for a lower position.
6. The Institute will communicate only with short-listed candidates.
7. Selected candidate will be required to join the duties with in **one month.**
8. The candidate may be considered for a lower post.
9. Selected candidates may be hired through outsourcing agency empaneled with this Institute.
10. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted. 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.
11. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
12. 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).
13. 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.
14. 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.

15. 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.
16. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
17. The Institute also reserves the right not to fill the post, if it so desires.
18. No interim correspondence will be entertained.
19. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
20. Legal disputes if any will be restricted within the jurisdiction of Mumbai only.
21. Candidates who had applied for similar post may apply again after the cooldown period of 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 come along for interview with the application form, updated resume, recent passport size photograph, photocopy of Pan card, Aadhar card original certificates and one set of self-attested copies of all certificates to IIM Mumbai (earlier NITIE), Admin Block, Classroom no 11 on 15th May 2025, from 10:00 AM to 11:30 AM.

No other mode of application will be entertained.

Application format for Walk-in-Interview

(Should be submitted during attending for Walk-In-Interview. No need to apply through post or courier)

Name of the post applied for _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

		Please paste a latest self attested colour photo of the candidate

1. Name of the candidate: _

2. Date of birth (as per class 10th Mark sheet/Certificate): _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

3. Father's Name: _

4. Category (SC/ST/OBC/GEN/PWD): _

5. Sex (Male/Female): _

6. Married/Un-Married: _

7. Permanent Address :

    _

    _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ PIN _ _ _ _ _ _ _ _ _

    District: _ _ _ _ _ _ _ _ _ _ _ State: _ _ _ _ _ _ _ _ _ _

    Mob. No. _ _ _ _ _ _ _ _ Email _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

8. Correspondence Address (with PIN Code): ☐ (Pl. mark ✓ if same as permanent address)

    _

    _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ PIN _ _ _ _ _ _ _ _ _

    District: _ _ _ _ _ _ _ _ _ _ State: _ _ _ _ _ _ _ _ _ _ _

    Mob. No. _ _ _ _ _ _ _ _ _ _ _ _ Email _ _ _ _ _ _ _ _ _ _ _

9. Educational Qualification (Starting from 10th onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/G PA	Subjects taken/ Specialization

10. Experience, if any (Starting from the present employment(Experience certificate needs to be attached):

S. N.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

11.	Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark ✓ on documents attached & x on others)

1.	Class 10th Marksheet ☐
2.	Class 10th Certificate ☐
3.	Class 12th Marksheet ☐
4.	Class 12th Certificate ☐
5.	Graduation/Diploma consolidated /final Marksheet ☐
6.	Graduation/Diploma certificate ☐
7.	Document in support of higher educational qualification ☐
8.	Documents in support of previous employment ☐
9.	Any other document (list them) ☐

**12.	Declaration by Candidate**

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place: _ _ _ _ _ _ _ _ _ _ _ _ _
Date: _ _ _ _ _ _ _ _ _ _ _ _ _ _