



**INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087**

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Admn/Rectt/2025/15

June 14, 2025

**ADVERTISEMENT FOR VARIOUS NON-TEACHING STAFF**  
**ON TENURE/DEPUTATION/CONTRACT 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/contract basis. The Online option will remain open from 14.06.2025 to 13.07.2025. The details are as under:

Sr. No.	Name of the Position	Pay Level (as per 7 <sup>th</sup> CPC)	No. of Vacancy					Total Vacancy	Age (preferably below)
			UR	SC	ST	OBC	EWS		
1.	Junior Program Manager	Level 7 (Rs.44900-142400)	03	-	-	-	-	03	40 years
2.	Professional Assistant	Level 6 (Rs. 35400-112400)	01	-	-	-	-	01	35 years
3.	Junior Assistant Grade I	Level 5 (Rs.29200-92300)	02	-	-	-	-	02	35 years
4.	Junior Assistant	Level 4 (Rs.25500-81100)	05	-	-	01	-	06	35 years
5.	Junior Executive Grade I	Level 3 (Rs.21700-69100)	04	-	-	01	-	05	35 years
6.	Junior Executive	Level 2 (Rs.19900-63200)	03	01	-	01	-	05	30 years

**DETAILS OF ADVERTISEMENT**

Sr. No.	Name of Position	Qualification & Experience / Desirable (if any)
1.	Junior Program Manager	<p><b>Qualification:</b> Post-Graduation in any discipline from a recognized Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.</p> <p><b>Desirable:</b> Post-Graduate in Management (PGDM / MBA), Proficiency in computer operations (MS Windows &amp; MS Office).</p> <p><b>Experience:</b> Experience of at least 05 years in Academic Administration, online Executive Education Space, Project Coordination / Hospitality Industry, out of which 03 years independently handling academics and training functions in industry/ Govt./Public Sector undertaking (at least level 5 / Equivalent). Experience in institutes of repute like IIMs, IIT etc. will be preferred.</p>
2.	Professional Assistant	<p><b>Qualification &amp; Experience</b> Master's Degree in Library &amp; Information Science from any recognized University /Institution with 02 years' experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions with proficiency in computer applications.</p> <p align="center">OR</p> <p>Bachelor's Degree in Library / Library and Information Science from any recognized Institute/ University with 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSUs and Library of other autonomous Institutions with proficiency in computer applications.</p>

Sr. No.	Name of Position	Qualification & Experience / Desirable (if any)
3.	Junior Assistant Grade I	<p><b>Qualification:</b> Graduation / Post Graduation in any discipline from a recognized Institute / University with minimum 55% marks or equivalent grade with consistently good academic record.</p> <p><b>Experience:</b> Secretarial experience of at least 5 years in office work in Govt organizations / Institutions / Reputed private organizations. Strong written and verbal communications along with computer skills (MS Office) are essential (at least at level 4 and/ 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.	Junior Assistant	<p><b>Qualification:</b> Graduation / Post Graduation in any discipline from a recognized Institute / University with minimum 55% marks or equivalent grade with consistently good academic record.</p> <p><b>Experience:</b> 05 years relevant office clerical experience in Pay Level-03 or 08 years relevant office clerical experience in Pay Level-02 or equivalent relevant service and pay. Experience in institutes of repute like IIMs, IIT etc. will be preferred.</p>
5.	Junior Executive Grade I	<p><b>Qualification:</b> Graduation / Post Graduation in any discipline from a recognized Institute / University with minimum 55% marks or equivalent grade with consistently good academic record.</p> <p><b>Experience:</b> At least 02 years relevant experience in Pay Level-02 or combined relevant experience of 03 years in Pay Level 01 and Pay Level-02 or equivalent relevant service and pay.</p>
6.	Junior Executive	<p><b>Qualifications:</b> Bachelor's degree in any discipline with a minimum 50% of marks with proficiency in computer operations.</p> <p><b>Experience:</b> At least 1 year's relevant experience in the area of Administration / Accounts / Purchase/ Stores/ Academics affairs.</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 **13<sup>th</sup> July 2025 (05:00 PM)**.
- Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five hundred Ninety only).
- Candidates belonging to SC, ST and PwD are exempted from paying the applications fee.
- All internal candidates are exempted from paying the applications fee.
- Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Mumbai website on account of heavy load on the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.
- The Institute does not accept any responsibility for the candidates being unable to submit their applications with a fee within the last date on account of the reasons mentioned above or for any other reason beyond the Institute's control.
- After successfully submitting an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called by the institute committee or at the time of the interview.
- The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During the verification of documents,

### **General Conditions:**

1. A candidate applying for the above position must be a citizen of India.
2. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
3. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. 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.
5. 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.
6. 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.
7. 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.
8. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
9. The candidate may be hired for a lower post if seemed fit.
10. Person working at IIM Mumbai will be considered as departmental candidates. There will be no age bar for departmental candidates.
11. Accommodation at the IIM Mumbai Campus may be provided subject to availability (Electricity & Water charges to be paid as actual).
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. The Institute shall not entertain any interim correspondence or personal inquiries.
18. 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.
19. 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.
20. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
21. 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.
22. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
23. 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.

24. Candidates are advised to apply for a maximum of two positions only. In case a candidate submits more than two applications, only the first two applications (based on the date and time of submission) will be considered. Any additional applications beyond the permissible limit will be summarily rejected without any further notice or clarification.
25. 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.
26. 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.
27. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
28. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
29. 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.
30. 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).
31. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
32. For any technical assistance please contact on [disc.website@iimmumbai.ac.in](mailto:disc.website@iimmumbai.ac.in)
33. Incomplete applications without proper supporting documents will be summarily rejected.
34. 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 for a period of 5 years. The deputation/tenure may be extended annually. However, the total service period cannot exceed five years.

Sd/-  
**Chief Administrative Officer**