



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/JA15/Rectt/2025

17 October 2025

NOTIFICATION

With reference to advertisement no Admn/Rectt/2025/15 dated 14 June 2025 for the position of Junior Assistant (on purely tenure/deputation/contract basis).

The list of Eligible/ Provisionally Eligible / Non-Eligible applicants are enclosed at **Annexure I, Annexure II & Annexure- III** respectively to this Notification.

Provisionally Eligible/ Not Eligible Applicants: The applicants falling under this category may submit their valid concern in support of their candidature, if any, by the deadline mentioned below.

The deadline for submission of documents is 21 October 2025 by 06:00 PM. Applicants are required to submit their response with supporting documents (in a single PDF file) to E-mail id: career@iimmumbai.ac.in.

All applicants are requested to adhere to the deadlines mentioned above. Failure to do so may result in the disqualification of your application.

The tentative date for the Written Examination, CBT based Skill Test, Document Verification, and Communication Competency Evaluation is 14 Nov 2025. Syllabus for same is at Annexure VI.

Sdx

Chief Administrative Officer

Annexure I to Notification no. Admn/JA15/Rectt/2025 dated 17 Oct 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-JR-ASS-00056
2.	IIMM-JR-ASS-00087
3.	IIMM-JR-ASS-00093
4.	IIMM-JR-ASS-00094
5.	IIMM-JR-ASS-00109
6.	IIMM-JR-ASS-00124
7.	IIMM-JR-ASS-00139
8.	IIMM-JR-ASS-00174
9.	IIMM-JR-ASS-00204
10.	IIMM-JR-ASS-00213

Annexure II to Notification no. Admn/JA15/Rectt/2025 dated 17 Oct 2025

LIST OF CANDIDATES PROVISIONALLY ELIGIBLE WITH REASON(s)		
No.	Application No	Remarks
1.	IIMM-JR-ASS-00099	Provisionally Eligible subject to production of current Organisation docs
2.	IIMM-JR-ASS-00126	Provisionally eligible subject to production of pay level/equivalence docs
3.	IIMM-JR-ASS-00158	Provisionally eligible subject to production of minimum pay level/equivalence docs
4.	IIMM-JR-ASS-00163	Provisionally Eligible subject to production of pay level equivalence
5.	IIMM-JR-ASS-00203	Provisionally eligible subject to production of education & minimum pay level docs
6.	IIMM-JR-ASS-00206	Provisionally eligible subject to production of pay level/ equivalence docs
7.	IIMM-JR-ASS-00210	Provisionally eligible subject to production of pay level/equivalence

Annexure III to Notification no. Admn/JA15/Rectt/2025 dated 17 Oct 2025

LIST OF CANDIDATES NOT ELIGIBLE WITH REASON(s)		
Ser.	Application No	Remarks
1.	IIMM-JR-ASS-00003	Less experience in pay level equivalence
2.	IIMM-JR-ASS-00021	Overage
3.	IIMM-JR-ASS-00031	Less experience in pay level equivalence
4.	IIMM-JR-ASS-00037	Not meeting educational qualification & less experience in pay level equivalence
5.	IIMM-JR-ASS-00038	Less experience
6.	IIMM-JR-ASS-00040	Less experience in pay level/ equivalence
7.	IIMM-JR-ASS-00041	Less experience
8.	IIMM-JR-ASS-00043	No experience in pay level equivalence
9.	IIMM-JR-ASS-00050	Less experience
10.	IIMM-JR-ASS-00054	Less experience in pay level equivalence
11.	IIMM-JR-ASS-00066	Less experience
12.	IIMM-JR-ASS-00071	Less experience
13.	IIMM-JR-ASS-00075	Less experience
14.	IIMM-JR-ASS-00086	No docs provided to ascertain minimum pay level/equivalence
15.	IIMM-JR-ASS-00095	Less experience in pay level equivalence
16.	IIMM-JR-ASS-00096	Less experience
17.	IIMM-JR-ASS-00100	Less experience in pay level equivalence
18.	IIMM-JR-ASS-00101	Overage, less experience
19.	IIMM-JR-ASS-00113	Less experience in pay level equivalence
20.	IIMM-JR-ASS-00114	less experience in pay level/equivalence
21.	IIMM-JR-ASS-00116	Less experience In pay level equivalence
22.	IIMM-JR-ASS-00131	less experience
23.	IIMM-JR-ASS-00132	Less experience
24.	IIMM-JR-ASS-00138	Not meeting educational qualification & less experience in pay level equivalence
25.	IIMM-JR-ASS-00147	less experience in pay level/equivalence
26.	IIMM-JR-ASS-00151	Less exp in pay level equivalence
27.	IIMM-JR-ASS-00152	Not meeting educational qualification
28.	IIMM-JR-ASS-00153	less experience

29.	IIMM-JR-ASS-00155	less experience
30.	IIMM-JR-ASS-00157	less experience
31.	IIMM-JR-ASS-00164	Less experience in pay level/equivalence
32.	IIMM-JR-ASS-00165	Less experience
33.	IIMM-JR-ASS-00168	less experience
34.	IIMM-JR-ASS-00169	Not meeting educational qualification
35.	IIMM-JR-ASS-00170	less experience
36.	IIMM-JR-ASS-00182	No docs to ascertain minimum pay level/ equivalence
37.	IIMM-JR-ASS-00183	Overage
38.	IIMM-JR-ASS-00184	Overage
39.	IIMM-JR-ASS-00187	less experience in pay level/equivalence
40.	IIMM-JR-ASS-00192	less experience
41.	IIMM-JR-ASS-00193	No experience in pay level equivalence
42.	IIMM-JR-ASS-00195	Less experience
43.	IIMM-JR-ASS-00200	less experience in pay level/equivalence
44.	IIMM-JR-ASS-00205	Overage
45.	IIMM-JR-ASS-00209	less experience in pay level equivalence
46.	IIMM-JR-ASS-00212	Not meeting minimum pay level/equivalence
47.	IIMM-JR-ASS-00214	Less experience
48.	IIMM-JR-ASS-00215	Less experience
49.	IIMM-JR-ASS-00217	Less experience
50.	IIMM-JR-ASS-00218	Less experience in pay level equivalence
51.	IIMM-JR-ASS-00219	Less experience in pay level/ equivalence

Name of Post – Junior Assistant
Examination Pattern

The Question Paper will consist of the following three sections:

Section I – General Section

Section II – Post-Related General Awareness and Aptitude

Section III – Drafting Skills

Sections I and II will comprise Multiple Choice Questions (MCQs) with one correct answer, Fill-in-the-Blanks, and Short Descriptive (One-Liner) Questions.

Each question will carry one (1) mark. There will be no negative marking for unanswered or incorrect responses.

Section III – Drafting Skills will contain 2 to 3 questions, carrying 4 to 5 marks each.

The selection process will comprise a Written Examination, CBT based Skill Test, Document Verification, and Communication Competency Evaluation.

(Syllabus)

Section I General Section

English Language and Comprehension: English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogies & Critical Reasoning.

Mathematics & Numerical Ability: Arithmetic - upto 10th Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.

General Awareness and Current Affairs: Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution.

Logical Reasoning: Number/Alphabet Series, Reasoning Analogies, Relations, Calendars, Cause and Effect, Clocks, Coding-Decoding, Directions, Connectives.

Computer Proficiency: Knowledge of MS Windows and MS Office, Internet, and email system.

Section II Post Related General Awareness & Aptitude Section

Service Rules and Service Matters (Central Civil Services Rules, Conduct and Disciplinary Rules, Leave, TA/LTC, Joining Time, Deputation, and Promotion procedures); Right to Information Act (provisions, exemptions, and institutional responsibilities); Accounts and Financial Management (budgeting, auditing, pay fixation, income tax, NPS, pension, GST); General Financial Rules (GFR 2017) and CVC guidelines; Store and Purchase Procedures (procurement, tenders, e-procurement, inventory control); Office Management and Automation (file management, noting and drafting, use of MS Office, e-Office, PFMS, and GeM portal)

Section III Noting/Drafting/Email