



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/JAGI15/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 Grade I (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/JAGI15/Rectt/2025 dated 17 Oct 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-JR-ASS-I-00029
2.	IIMM-JR-ASS-I-00062
3.	IIMM-JR-ASS-I-00070
4.	IIMM-JR-ASS-I-00071
5.	IIMM-JR-ASS-I-00078
6.	IIMM-JR-ASS-I-00095
7.	IIMM-JR-ASS-I-00126

Annexure II to Notification no. Admn/JAGI15/Rectt/2025 dated 17 Oct 2025

LIST OF CANDIDATES PROVISIONALLY ELIGIBLE WITH REASON(s)		
No.	Application No	Remarks
1.	IIMM-JR-ASS-I-00013	Provisionally eligible subject to production of experience docs
2.	IIMM-JR-ASS-I-00069	Provisionally eligible subject to production of docs to ascertain minimum pay level equivalence criteria
3.	IIMM-JR-ASS-I-00100	Provisionally eligible subject to production of Education, Work & Pay level/equivalence docs
4.	IIMM-JR-ASS-I-00118	Provisionally eligible subject to production of pay level/equivalence & experience docs

Annexure III to Notification no. Admn/JAGI15/Rectt/2025 dated 17 Oct 2025

LIST OF CANDIDATES NOT ELIGIBLE WITH REASON(s)		
Ser.	Application No	Remarks
1.	IIMM-JR-ASS-I-00002	Less experience in pay level equivalence
2.	IIMM-JR-ASS-I-00005	Not meeting educational qualification
3.	IIMM-JR-ASS-I-00006	Not meeting educational qualification
4.	IIMM-JR-ASS-I-00014	Not meeting educational qualifications & no experience in pay level equivalence
5.	IIMM-JR-ASS-I-00017	Overage, less experience
6.	IIMM-JR-ASS-I-00018	less experience
7.	IIMM-JR-ASS-I-00021	Less experience in pay level equivalence
8.	IIMM-JR-ASS-I-00034	Less experience in pay level equivalence
9.	IIMM-JR-ASS-I-00039	No experience in pay level/equivalence
10.	IIMM-JR-ASS-I-00040	Overage
11.	IIMM-JR-ASS-I-00041	Overage & no exp in pay level equivalence
12.	IIMM-JR-ASS-I-00042	less experience & no experience in pay level/equivalence
13.	IIMM-JR-ASS-I-00044	Less experience in pay level/equivalence
14.	IIMM-JR-ASS-I-00050	Less experience in pay level equivalence
15.	IIMM-JR-ASS-I-00053	less experience
16.	IIMM-JR-ASS-I-00056	No experience in pay level equivalence
17.	IIMM-JR-ASS-I-00057	less exp in pay level equivalence
18.	IIMM-JR-ASS-I-00058	No experience iin pay level equivalence
19.	IIMM-JR-ASS-I-00063	Less experience in pay level equivalence
20.	IIMM-JR-ASS-I-00077	No experience in pay level/equivalence
21.	IIMM-JR-ASS-I-00080	Less exp in pay level equivalence
22.	IIMM-JR-ASS-I-00084	less experience
23.	IIMM-JR-ASS-I-00089	less experience
24.	IIMM-JR-ASS-I-00091	Less experience in pay level equivalence
25.	IIMM-JR-ASS-I-00093	Less experience in pay level equivalence
26.	IIMM-JR-ASS-I-00097	Overage, No experience in pay level equivalence
27.	IIMM-JR-ASS-I-00098	Less experience in pay level equivalence
28.	IIMM-JR-ASS-I-00103	less experience

29.	IIMM-JR-ASS-I-00104	less experience
30.	IIMM-JR-ASS-I-00108	No experience in pay level equivalence
31.	IIMM-JR-ASS-I-00109	Overage
32.	IIMM-JR-ASS-I-00116	No experience in pay level equivalence
33.	IIMM-JR-ASS-I-00119	less experience
34.	IIMM-JR-ASS-I-00123	Not meeting educational qualifications & minimum pay level/equivalence criteria
35.	IIMM-JR-ASS-I-00127	Overage
36.	IIMM-JR-ASS-I-00131	less experience, not meeting educational qualifications

Name of Post – Junior Assistant Grade I
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