



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/PA15/Rectt/2025

17 October 2025

NOTIFICATION

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

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

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 Personal Interaction is 14 Nov 2025. Syllabus for same is at Annexure VI.

Sdx

Chief Administrative Officer

Annexure I to Notification no. Admn/PA15/Rectt/2025 dated 17 Oct 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-PR-ASS-00001
2.	IIMM-PR-ASS-00002
3.	IIMM-PR-ASS-00007
4.	IIMM-PR-ASS-00008
5.	IIMM-PR-ASS-00009
6.	IIMM-PR-ASS-00013
7.	IIMM-PR-ASS-00014
8.	IIMM-PR-ASS-00016
9.	IIMM-PR-ASS-00020
10.	IIMM-PR-ASS-00029
11.	IIMM-PR-ASS-00031
12.	IIMM-PR-ASS-00032
13.	IIMM-PR-ASS-00034
14.	IIMM-PR-ASS-00040
15.	IIMM-PR-ASS-00041
16.	IIMM-PR-ASS-00043
17.	IIMM-PR-ASS-00044
18.	IIMM-PR-ASS-00046
19.	IIMM-PR-ASS-00050
20.	IIMM-PR-ASS-00052
21.	IIMM-PR-ASS-00053
22.	IIMM-PR-ASS-00060
23.	IIMM-PR-ASS-00070
24.	IIMM-PR-ASS-00071
25.	IIMM-PR-ASS-00078
26.	IIMM-PR-ASS-00079

Annexure II to Notification no. Admn/PA15/Rectt/2025 dated 17 Oct 2025

LIST OF CANDIDATES NOT ELIGIBLE WITH REASON(s)		
Ser.	Application No	Remarks
1.	IIMM-PR-ASS-00005	Less experience
2.	IIMM-PR-ASS-00012	Overage
3.	IIMM-PR-ASS-00017	Overage
4.	IIMM-PR-ASS-00024	Overage
5.	IIMM-PR-ASS-00030	less experience
6.	IIMM-PR-ASS-00047	less experience
7.	IIMM-PR-ASS-00059	Overage
8.	IIMM-PR-ASS-00065	Wrong Info provided (applied as internal candidate) hence disqualified
9.	IIMM-PR-ASS-00069	Overage
10.	IIMM-PR-ASS-00076	less experience

Name of Post – Professional 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 Personal Interaction.

(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

Five Laws of Library Science; Library Types, Functions, Movement, Legislation, Major Libraries, and Extension Services; Library Associations (ILA, IASLIC, SIS, LA, ALA) and Organizations (RRRLF, NASSDOC, NISCAIR, DESIDOC, IFLA, UNESCO); Data–Information–Knowledge, Knowledge Society, Knowledge Management, Communication, National Knowledge Commission, IPR, Copyright, RTI; Communication Concepts, Open Access, OER, Creative Commons; Information Sources—Primary, Secondary, Tertiary, Documentary/Non-Documentary, Reference Tools (Dictionaries, Encyclopedias, Directories, Bibliographies), Serials, e-Books, e-Journals, Databases; Information Services—Bibliographic, Indexing, Abstracting, CAS, SDI, Document Delivery, Referral, Online, Virtual Reference, User Education, Studies, and Literacy; Information Processing—Knowledge Organization, Classification (DDC, UDC, CC), Cataloguing (CCC, AACR-II, RDA), Standards (ISBD, MARC, CCF), Indexing, Vocabulary Control, ISAR, Search Strategies; Library Management—Principles, Planning, Collection Development, ISBN, ISSN, DOI, Preservation, HR, Finance, Budgeting, PERT, CPM, Buildings, Marketing, TQM, MIS; Information Technology—Hardware, Software, OS, Client-Server, Networks (LAN, MAN, WAN), Communication Tools, Internet, Hypertext, Standards, Data Security; Automation & Networks—Automation Areas, OPAC, Resource Sharing, Networks (ERNET, NICNET, DELNET, INFLIBNET, OCLC), Consortia, Systems (INIS, AGRIS, PUBMED, INSPEC), AI, Expert Systems; Digital Libraries—Digitization, Software/Hardware, Metadata, Digital Collections (e-Books, e-Journals, ETDs), Federated Search, DRM, Copyright, and Plagiarism.

Section III Noting/Drafting/Email