

ADVERTISEMENT FOR ASSISTANTS ON DEPUTATION/CONTRACT BASIS

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the posts of Assistant as per details given below purely on deputation/contract basis for a period of 3 years. The Online option will remain open from 26.06.2025 to 16.07.2025. The details are as under:

<u>Ser</u>	<u>Name of the Position</u>	<u>Pay Level As per 7th CPC</u>	<u>Total</u>	<u>Category</u>		<u>Age Preferably below</u>
				<u>UR</u>	<u>ST</u>	
1.	Assistant	Level - 06	2	01	01	35

DETAILS OF ADVERTISEMENT

<u>Ser</u>	<u>Name of Position</u>	<u>Qualification & Experience / Desirable (if any)</u>
1.	Assistant	<p><u>Qualifications:</u> Graduation in any discipline.</p> <p><u>Experience:</u> Six (06) years relevant office clerical experience in Pay Level-05 (Rs.29200-92300) or combined service of eight (08) years relevant office clerical experience in Pay Level-04 (Rs.25500- 81100) and Pay Level-05 (Rs.29200- 92300) or equivalent relevant service and pay.</p> <p>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>

How to Apply & General Conditions:

- 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 **16th 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.
- A candidate applying for the above position must be a citizen of India.
- All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
- Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
- 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.
- 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.
- 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.
11. Person working at IIM Mumbai will be considered as departmental candidates. There will be no age bar for departmental candidates.
 12. Accommodation at the IIM Mumbai Campus may be provided subject to availability (Electricity & Water charges to be paid as actual).
 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 Selection Process.
 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 conduction of Selection Process will be final and binding on the candidates.
 16. The Institute may conduct a written test and/or skill test and/or any other selection process as deemed appropriate, only for the candidates shortlisted by the Institute. Candidates are required to mandatorily mention their email ID in the application form. The Institute shall not entertain any interim correspondence or personal inquiries.
 17. 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.
 18. 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.
 19. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
 20. 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.
 21. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
 22. 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 Selection process 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.
 23. 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.
 24. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
 25. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
 26. Institute will only contact candidates shortlisted for the Selection Process. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
 27. Correspondence, if any, from the Institute, including call letter to 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.
 28. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
 29. For any technical assistance please contact on **disc.website@iimmumbai.ac.in**
 30. Incomplete applications without proper supporting documents will be summarily rejected.

Sd/-
Chief Administrative Officer