



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/SEO17(2)/Rectt/2025

01 September 2025

NOTIFICATION

With reference to advertisement no Admn/Rectt/2025/17 dated 09th July 2025 for the position of Senior Executive Officer (on purely tenure/deputation/contract basis) & subsequent notification.

The list of Eligible applicants is enclosed at **Annexure I**.

The tentative date for the written test, presentation & personal interaction is 25 Sep 2025. The syllabus for the same is at Annexure- II.

Sdx

Chief Administrative Officer

Annexure I to Notification no. Admn/SEO17(2)/Rectt/2025 dated 01 September 2025

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-SR-EXE-OFFICER-00003
2.	IIMM-SR-EXE-OFFICER-00010
3.	IIMM-SR-EXE-OFFICER-00012
4.	IIMM-SR-EXE-OFFICER-00015
5.	IIMM-SR-EXE-OFFICER-00017
6.	IIMM-SR-EXE-OFFICER-00031
7.	IIMM-SR-EXE-OFFICER-00033
8.	IIMM-SR-EXE-OFFICER-00038

**Name of Post – Senior Executive Officer
(Syllabus)**

NEP 2020, HEFA, CCS Rules as applicable to Autonomous bodies, RTI, Accounts of Autonomous Bodies, CCS Leave Rules, TA & LTC Rules, General Financial Rules (including latest amendments), Income Tax Act, 1961, NPS, CCS Pension Rules, GST, Procurement Rules, Office Automation and ICT, CCS Disciplinary Matters.

Some sample questions for the written test.

- What are various types of major and minor penalties as defined under CCS (CCA) Rules?
- What is proactive disclosure under RTI Act, 2005?
- What is the calculation method of Death-cum-Retirement Gratuity as per CCS Rules and as per Payment of Gratuity Act, 1972?