INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Admn/Rectt/2025/20   July 31, 2025

ADVERTISEMENT FOR VARIOUS NON-TEACHING STAFF
ON TENURE/DEPUTATION/CONTRACT BASIS

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the posts as per details given below purely on tenure/deputation/contract basis. The online option will remain open from 31.07.2025 to 21.08.2025. The details are as under:

Sr. No.	Name of the Position	Pay Level (as per 7th CPC)	Total Vacancy	Age (preferably below)
1.	Programme Officer (Executive Education)	Level 11 (₹ 67700-208700)	01	45 years
2.	Library Officer	Level 10 (₹ 56100-177500)	01	45 years
3.	Assistant Manager (Executive Education)	Level 10 (₹ 56100-177500)	01	45 years
4.	Assistant Manager (Hostel)	Level 10 (₹ 56100-177500)	01	45 years

DETAILS OF ADVERTISMENT

Sr. No.	Name of Position	Qualification & Experience / Desirable (if any)
1.	Programme Officer (Executive Education)	**Qualification:** Post-Graduation from a reputed Institute. **Experience:** At least 10 years of post-qualification experience is essential. Experience in Autonomous bodies or large Academic Institutions like IITS, IIMS, etc. is desirable. Experience in institutes of repute like IIMs, IITs will be preferred
2.	Library Officer	**Qualification:** Master's Degree in Library Science / Information Science with minimum 55% marks with consistently good academic record. **Experience:** Minimum 15 years of relevant experience in a library under Central & Government/Autonomous State Organization/ University recognized research institute OR 5 or years relevant experience in the Pay Level 7/6 (VII CPC) corresponding to PB 2 with Grade Pay of Rs.4600/4200 (VI CPC) equivalent in any Industry/Central or PSU/Central govt. funded Institute etc. **Desirable:** M.Phil. / Ph.D. in Library Science / Information Science. Experience in reputed management institute of repute and universities will be preferred.
3.	Assistant Manager (Executive Education)	**Qualification**: Post-Graduation in any discipline with at least 55% marks or its equivalent grade from a recognized University/Institute and consistently good academic record. **Experience:** Post qualification experience of minimum 10 years in Academic Administration, Executive Education space, Project coordination / Hospitality industry is preferred. Experience in institutes of repute like IIMs, IITs will be preferred.

Sr. No.	Name of Position	Qualification & Experience / Desirable (if any)
4.	Assistant Manager (Hostel)	**Qualification:** Post-Graduation in any discipline with at least 55% marks or its equivalent grade from a recognized University/Institute and consistently good academic record. **Experience**: At least 08 years of post-qualification work experience in Hostel Management in a IIMs/Govt. university/ technological institution or an organization of repute out of which Five (05) years relevant experience in Pay Level 08.

How to Apply:

1. Candidates are required to apply online at the official website of IIM Mumbai, i.e., https://iimmumbai.ac.in/careers.
2. The last date for submission of online applications is **21st August 2025 (05:00 PM).**
3. Candidates must pay a non-refundable application processing fee of ₹ 590/- (Rupees Five Hundred Ninety only).
4. Candidates belonging to SC, ST and PwD are exempted from paying the applications fee.
5. All internal (permanent) candidates are exempted from paying the applications fee.
6. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Mumbai website on account of heavy load on the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.
7. The Institute does not accept any responsibility for the candidates being unable to submit their applications with a fee within the last date on account of the reasons mentioned above or for any other reason beyond the Institute's control.
8. After successfully submitting an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called by the institute committee or at the time of the interview.
9. The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During the verification of documents, if it is found that any information provided by the candidate in the application is wrong, their candidature will be rejected instantly. The candidates should ensure they have furnished the correct information in the application form.

General Conditions:

1. A candidate applying for the above position must be a citizen of India.
2. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
3. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. 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.
5. If a candidate is applying for more than one position, a separate application must be filled in by the candidate, along with a separate fee.
6. 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.
7. 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.
8. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
9. The candidate may be hired for a lower post if seemed fit.
10. Accommodation at the IIM Mumbai Campus may be provided subject to availability (Electricity & Water charges to be paid as actual).
11. IIM Mumbai reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
12. 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.

13. 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 written test/ interview.

14. 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 conduct of test/ examination/ interview will be final and binding on the candidates.

15. The Institute may decide to conduct a written test and/or skill test and/or interview and/or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute. Candidates are required to mandatorily mention their email ID in the application form.

16. 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. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.

23. 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 written test/ interview 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.

24. 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.

25. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.

26. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.

27. Institute will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.

28. Correspondence, if any, from the Institute, including written test/ interview call letter of 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.

29. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.

30. For any technical assistance please contact on disc.website@iimmumbai.ac.in

31. Incomplete applications without proper supporting documents will be summarily rejected.

32. Tenure appointment: Exceptionally deserving selected candidates may have a tenure/deputation of appointment as per requirement of the Institute. Initial appointment will be on deputation/tenure/deputation for a period of 5 years. The deputation/tenure/deputation may be extended annually. However, the total service period cannot exceed five years.

Sd/-
Chief Administrative Officer