

Advt. No. Admn/Rectt/2025/22

August 11, 2025

ADVERTISEMENT FOR THE POST OF MEDICAL OFFICER (PART-TIME) & NURSE
(ON CONTRACT BASIS)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Part Time Medical Officer & Nurse** purely on contract basis through Institute hired outsourcing agency. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Part Time Medical Officer (On contract basis) – 01(One) post</p> <p>Monthly Emoluments – Rs.50,000/- to Rs. 70,000/- per month with annual increment of 10%.</p> <p>Maximum Age Limit – not more than 45 years as on last date for receipt of application.</p>	<p><u>MINIMUM QUALIFICATIONS & EXPERIENCE:</u></p> <p>M.B.B.S. Degree from Indian Medical Council recognized university with one year experience.</p> <p><u>DUTY TIMINGS:</u></p> <p>The Medical Officer will be required to perform duties during evening / night hours, as per the requirements of the Institute. The duty schedule may be subject to change based on operational needs</p> <p><u>JOB RESPONSIBILITIES:</u></p> <p>Walk-in OPD patients not requiring intensive care, assisting the emergency MO and taking charge of medical officer's duty, if he / she leaves the hospital for patient transfer.</p>
<p>Nurse (Male) – (No of Posts will be as per Institute Requirement)</p> <p>Stipend – Fixed consolidate salary of Rs.30,000/-</p> <p>Age Limit – preferably below 35</p>	<p><u>MINIMUM QUALIFICATIONS:</u></p> <p>Diploma in Nursing.</p> <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none"> • 2 Years' experience in dispensary/Hospital. • Past experience in a hospital. Working knowledge of computer applications. Knowledge of Konkani / Marathi is preferable in addition to Hindi and English. <p><u>JOB PROFILE:</u></p> <p>Walk-in OPD patients not requiring intensive care, assisting the MO/ duty medical officer and overseeing the operation of dispensary if MO/ duty medical officer leaves the hospital for patient transfer.</p> <p><u>DUTIES AND WORKING HOURS:</u></p> <p>The candidate will help run the dispensary on the campus and assist visiting doctors in their tasks. The candidate will be responsible for all hospital related administrative activity including Liaising with visiting doctors and ensuring students and staff get adequate medical attention, maintenance of medical records and upkeep of the dispensary. Duties will be assigned as per roster. Liaising with nearby/ empaneled hospitals for patient transfers. Liaising with medical insurance agency in case of students, faculty and staff.</p>

General Conditions:

1. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
2. The selected candidate will be appointed on a fixed-term contract, subject to satisfactory performance,

reviewed annually. Performance will also be evaluated after three months of joining, and continuation in the role will depend on meeting performance benchmarks.

3. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
4. 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. Selection Process - Through Interview, which may be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
7. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments, and corrigendum. It will be placed on the Institute website only.
8. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority, and the Institute can make appointments in future also by operating the panel within the validity period.
9. The above position is of purely contractual nature, and thus candidate(s) will have no right to claim any regularization/absorption, etc. in the Institute.
10. Based on the number and quality of applications received, 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.
11. The decision of IIM Mumbai would be final and binding on the candidates.
12. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
13. The Institute reserves the right not to fill the post or cancel the Advertisement in whole or part without assigning any reason, and its decision in this regard shall be final.
14. Incomplete applications without proper supporting documents will be summarily rejected.
15. The number of posts may be increased or decreased as per the needs of the Institute.
16. Candidates who are not found suitable for the position may be considered for a lower position, on a lower pay scale, or an appropriate consolidated salary.
17. No interim correspondence will be entertained.
18. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
19. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
20. No request towards an extension of tenure exceeding a total period of 4 years will be entertained.
21. Candidates belonging to NC OBC, SC/ST, and PwD categories need to produce valid Caste/Category certificate(s) in support of their reservation category. For the purpose of being considered for reservations, the applicable Central Government list as on the last date of application shall be binding, and the candidates are required to upload the valid documents signed by the competent authority to ascertain the eligibility status to apply under the reserved category (NC-OBC/SC/ST/PwD). No request for a change in the category applied for will be entertained in any case.
22. 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.
23. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
24. Selected candidates may be hired through an outsourcing agency empaneled by this Institute.
25. Candidates who have applied for similar posts may apply again after the cooldown period (6 months).
26. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process.
27. The Screening Committee/Selection Committee may formulate additional criteria based on academic performance and/or years of experience of the applicants.
28. Fulfilling qualifications per se does not entitle a candidate to be called for the selection process.

- 29.** The closing date for application submission shall be the cut-off date for age and educational qualification.
- 30.** The Institute reserves the right to assign/transfer the selected candidates to any section/department within the Institute, and appointments will be offered accordingly.
- 31.** For any technical assistance, please contact disc.website@iimmumbai.ac.in

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following link <https://iimmumbai.ac.in/careers> on or before **01 Sep, 2025 (5:00 pm)**:

No other mode of application will be entertained.

Sd/-
Chief Administrative Officer