

ADVERTISEMENT FOR POST OF PLACEMENT EXECUTIVE

Indian Institute of Management Mumbai invites online applications from interested and eligible candidates for the positions of Placement Executive on a contract basis for an initial period of one year. The contract may be extended for up to an additional two years, subject to satisfactory performance and the needs of the Institute. The details are as follows:

Name of Position	Qualification, Experience & Job Profile
<p>1) Assistant Manager Placement - for Executive Programs (01 Positions)</p> <p>Monthly Remuneration (all inclusive): Rs. 80,000/- to 90,000/- (all inclusive) with additional out of campus allowance of Rs 4,500/- per month & mobile reimbursement of Rs 700/- per month</p> <p>Maximum Age Limit: 45 years</p>	<p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • MBA from a reputed business school with 5 years of experience. • Experience in career services, talent acquisition, or corporate relations, preferably within a higher education setting. • Strong understanding of the executive MBA landscape, including the needs and expectations of senior-level executives and employers. • Excellent communication, networking, and relationship-building skills. • Ability to collaborate effectively with diverse stakeholders, including students, alumni, faculty, and employers • Strategic mindset with a focus on 100% placements and continuous improvement. • Ability to work independently, prioritize tasks, and ensure completion, adhering to placement timelines.
<p><u>Job profile:</u></p> <ul style="list-style-type: none"> • Industry outreach and engagement: Develop and maintain strong relationships with potential recruiting partners and industry leaders, business vertical heads and key decision makers in companies to understand their talent needs and preferences. • Tap recruiters in the lateral market and pitch the Executive programme to them. Identify appropriate job opportunities for the batch that are relevant to the batch profile. • Identify opportunities for collaboration, such as guest lectures, career workshops, and networking events, to enrich the learning experience and enhance placement prospects for students. • Stay updated on the job market, industry trends and economic market dynamics to understand the pulse of the market and develop placement strategies accordingly. • Collaborate with the student placement committee to understand the batch job preferences. • Cultivate strong alumni relations and leverage this network to generate more job opportunities for students. Organize alumni talks, knowledge sessions and mentorship events for the batch to capitalize on their expertise. • Track and maintain placement metrics and outcomes and update the Competent Authority on a regular basis. • Get feedback from the recruiters and industry partners about the relevance of the programme curriculum and feedback on candidates. • Work for placement department's end to end functions not limited to Executive Programs. 	

Name of Position	Qualification, Experience & Job Profile
<p>2) Placement Executive (01 Positions)</p> <p>Monthly Remuneration (all inclusive): Rs. 60,000/- (Consolidated) Per month</p> <p>Maximum Age Limit: 40 years</p>	<p><u>Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • Bachelor's degree along with a diploma/certification in HR-related functions, with a minimum of 5 years of experience. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • MBA from a reputed business school with 2 years of experience. • Experience in career services, talent acquisition, or corporate relations, preferably within a higher education setting. • Strong understanding of the MBA landscape, including the needs and expectations of senior-level executives and employers. • Excellent communication, networking, and relationship-building skills. • Ability to collaborate effectively with diverse stakeholders, including students, alumni, faculty, and employers • Strategic mindset with a focus on 100% placements and continuous improvement. • Ability to work independently, prioritize tasks, and ensure completion, adhering to placement timelines.
<p><u>Job profile:</u></p> <ul style="list-style-type: none"> • Industry outreach and engagement: Develop and maintain strong relationships with potential recruiting partners and industry leaders, business vertical heads and key decision makers in companies to understand their talent needs and preferences. • Tap recruiters in the campus placement and lateral market and pitch them. Identify appropriate job opportunities for the batch that are relevant to the batch profile. • Identify opportunities for collaboration, such as guest lectures, career workshops, and networking events, to enrich the learning experience and enhance placement prospects. • Stay updated on the job market, industry trends and economic market dynamics to understand the pulse of the market and develop placement strategies accordingly. • Collaborate with the placement committee to understand the batch job preferences. • Cultivate strong alumni relations and leverage this network to generate more job opportunities for students. Organize alumni talks, knowledge sessions and mentorship events for the batch to capitalize on their expertise. • Track and maintain placement metrics and outcomes; liaise with the Chairperson, CDS. • Get feedback from the recruiters and industry partners about the relevance of the programme curriculum and feedback on candidates. • Work for placement department's end to end functions. 	

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. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five hundred Ninety only).
3. Candidates belonging to SC, ST and PWD are exempted from paying the applications fee.
4. 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.
5. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.

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7. 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 purpose at the time of interview along with one set of photocopies of these documents.
8. Selection Process- Through Interview, which may be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
9. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
10. 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.
11. 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.
12. 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.
13. 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.
14. Candidate who wish to apply for more than one position are advised to submit a separate application for each position and pay the relevant application fees (non-refundable).
15. The decision of IIM Mumbai would be final and binding to the candidates.
16. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
17. The Institute also reserves the right not to fill the post, if it so desires.
18. Incomplete application without proper supporting documents will be summarily rejected.
19. The number of posts may be increased or decreased as per need of the Institute.
20. 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.
21. No interim correspondence will be entertained.
22. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
23. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.
24. No request towards extension of tenure exceeding total period of 4 Years will be entertained.
25. 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 of change in the category applied for will be entertained in any case.
26. 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.
27. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
28. For any technical assistance please contact on disc.website@iimmumbai.ac.in
29. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
30. Incomplete applications will not be considered.
31. Selected candidates may be hired through an outsourcing agency empaneled by this Institute.
32. The selected candidate may be required to work in shift duty if required.

33. Candidates who have applied for similar posts may apply again after the cooldown period (6 months).

HOW TO APPLY

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 **17th Sep 2025 (05:00 PM)**.

No other mode of application will be entertained.

Sd/-

Chief Administrative Officer