

ADVERTISEMENT FOR ASSISTANT MANAGER (IT)

Indian Institute of Management, Mumbai invites applications from interested & eligible candidates for engagement of Assistant Manager (IT), purely on contract basis initially for a period of three year which may be extended subject to performance and institutional requirements with a mandatory commitment of one year. The details are as under: -

1) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Assistant Manager (IT) - 01 post (contractual) Monthly Emoluments - Consolidated Pay between ₹ 1,50,000/- to 1,75,000/- per month Accommodation: As per institute norms Upper Age limit - 50 years	<p><u>Qualification:</u></p> <p>➤ B.E./B.Tech. in Computer Engineering/Computer Science/Computer Technology/Computer Science & Engineering/Information Technology/ECE with at least 55% marks or equivalent CGPA from a recognized University/Institute.</p> <p style="text-align: center;">OR</p> <p>➤ M.C.A. or M.Sc. (Computer Science/IT) with at least 55% marks or equivalent CGPA from a recognized University/Institute.</p> <p><u>Experience:</u> Minimum 08 (Eight) years relevant professional experience in reputed organizations in the field of IT.</p>
<p><u>Job Profile:</u></p> <ul style="list-style-type: none"> • Be overall responsible for all functions of Computer Centre related to Software, Hardware, Cyber Security, etc. • Look after IT Governance, IT Program/Portfolio Management and IT Infrastructure Management • Be abreast of the way technology is being used in the educational institute space and evaluate the applicability in the IIM Mumbai context. • Engage with the entire cross-section of users and stakeholders to identify problems, requirements, wish-lists, needs, metrics to design, execute and monitor the digital transformation program. • Provide digital backbone for delivery of content and services- on campus and remotely. • Streamline, standardize and automate processes with the intent to eliminate waste, improve efficiency and develop insights. • Take the Institute-wide view to identify opportunities, impacts, risks and interdependencies with other Institute-wide initiatives and conduct periodic reviews. • Prepare and manage Annual Operation Plan for the functioning of Computer Centre. • Exercise budgetary control and schedule adherence to both strategic and operational initiatives. • Manage IT risk and ensure business continuity/ disaster recover readiness. • Proactively communicate with stakeholders to keep them updated on planning, roadmap, execution status, launch, its impact, learnings, etc. • Assess the organization's culture, capacity and readiness for change and guide institutional change as required for executing the digital strategy. • Integrate change management activities into overall project plans and work closely with stakeholders to ensure alignment. • Manage a team of officers, staff, consultants and third party personnel. • Select and manage vendors in compliance with institutional policies and control mechanisms. 	

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. SC, ST and PWD candidates 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.
6. 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.
7. Selection Process- Through Interview, which may be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
8. The Institute reserves the right to modify, withdraw or cancel the process of selection at any stage even after issue of appointment letter.
9. Any updates, amendments and corrigendum's will be published on Institute website only. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly.
10. The panel of selected waitlisted candidates if any 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.
11. 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.
12. 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.
13. 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).
14. The decision of IIM Mumbai would be final and binding to the candidates.
15. The Institute also reserves the right not to fill the post, if it so desires.
16. Incomplete application without proper supporting documents will be summarily rejected.
17. The number of posts may be increased or decreased as per the requirement of the Institute.
18. Candidates who are not found suitable for the position may be considered for a lower position on an appropriate consolidated salary.
19. No interim correspondence will be entertained.
20. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
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 of 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. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.

24. For any technical assistance please contact on disc.website@iimmumbai.ac.in
25. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
26. Incomplete applications will not be considered.
27. Selected candidates may be hired through an outsourcing agency empaneled by the Institute.
28. The selected candidate may be required to work in shift duty as per requirement.
29. Candidates who have applied earlier 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 **10 Oct 2025 (05:00 PM)**.

No other mode of application will be entertained.

Sd/-
Chief Administrative Officer