

CIRCULAR-CUM-ADVERTISEMENT

SUBJECT: ADVERTISEMENT FOR PROMOTIONAL UPGRADATION TO THE POST OF 'ASSISTANT', FOR ELIGIBLE INTERNAL CANDIDATES OF TELEPHONE OPERATOR CADRE THROUGH PROMOTION MODE OF SELECTION

Applications are invited from eligible regular employees of the Institute belonging to the Telephone Operator Cadre for promotional upgradation to the post of Assistant, through the Promotion Mode of Selection. The details of the posts are as follows:

Sr. No.	Post	Eligibility for Promotional Upgradation
1.	Telephone Operator Group: C Pay Level 02	Eligible for upgradation to Assistant (Pay Level 06) on completion of 20 years of continuous service, subject to fulfillment of prescribed eligibility conditions and clearance of the Limited Departmental Competitive Examination (LDCE).
2.	Telephone Operator-cum- Receptionist (TOCR) Group: C Pay Level 04	Eligible for upgradation to Assistant (Pay Level 06) on completion of 10 years of continuous service, subject to fulfillment of prescribed eligibility conditions and clearance of the Limited Departmental Competitive Examination (LDCE).

Candidates with the following qualification and experience as per details given below may apply:

Qualification and Experience	Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 05 years of relevant experience in GP of ₹2000/- or above.
Computer Proficiency Test (CPT)	Proficiency in the use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must; and/or Having typing speed of 40 wpm/35 wpm in English and Hindi respectively on computer.

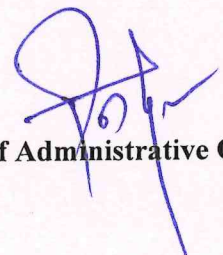
Mode of Selection: The selection process may involve a written test and/or CPT.

Last date of application: 21.11.2025 till 05.30 PM

Candidates possessing the requisite qualification and experience to apply offline in the prescribed format attached at the **Annexure I** and submit the same to the Administration section. Also, a soft copy of the application in the prescribed format, duly filled in **MUST** be sent to careers@iimmumbai.ac.in

The Selection process for said position will be second week of the Dec 2025, the same will be informed separately.

This is issued with the approval of the Competent Authority.


Chief Administrative Officer

**Application for Promotional Upgradation to the Post of Assistant (Pay Level 06)
(For Employees of Telephone Operator Cadre)**

Reference: Office Order No. _____ dated _____.

Personal Details:

S. No.	Particulars	Details (to be filled by the applicant)
1.	Name of the Applicant	
2.	Employee Code	
3.	Designation	
4.	Email ID (official)	
5.	Present Pay Level and Cell	
6.	Department/Section	
7.	Date of Birth (DD/MM/YYYY)	
8.	Date of Appointment in IIM Mumbai (DD/MM/YYYY)	
9.	Nature of Appointment	
10.	Educational Qualifications	
11.	Training/Certification in Computer Applications	
12.	Contact No.	

Service Details:

Designation	Pay Level	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Length of Service (Years/Months)
Telephone Operator	Level 02			
Telephone Operator- cum-Receptionist	Level 04			

Declaration by the Applicant

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that any false statement or suppression of fact will render my application liable for rejection and may attract disciplinary action as per Institute rules.

Date: _____

Place: Mumbai

(Signature of the Applicant)

Name:

Designation:

Employee Code: