

**ADVERTISEMENT FOR VARIOUS NON TEACHING POSTS (ON CONTRACT BASIS)**

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Fire Safety Supervisor, Medical Attendant, Hostel Caretaker & CCTV operator** purely on contract basis through Institute outsourcing agency. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p><b>1) Fire &amp; Safety Supervisor</b> (On contract basis) – 03(Three) post</p> <p><b>Monthly Consolidated Emoluments</b> – ₹50,000 /- Per Month (all inclusive)</p> <p><b>Maximum Age Limit</b> – not more than 35 years as on last date for receipt of application.</p>	<p><b><u>Minimum Qualifications &amp; Experience:</u></b> Diploma (Govt. approved) in Fire &amp; Safety Engineering (course duration not less than one year) &amp; Three (3) years' experience from any reputed organization, conducting fire &amp; safety inspection, meetings, training, etc.</p> <p><b><u>Job Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• To ensure and maintain safe &amp; accident free work environment .</li> <li>• Upkeep and maintenance of fire prevention &amp; control equipment. Coordination for conducting safety awareness programmes and training programmes.</li> <li>• Responsible for preparing incident &amp; accident reports and carrying investigation, conducting safety audit and safety inspection.</li> <li>• Coordinate with local government Fire &amp; Rescue officials, organize mock drills, fire prevention awareness programmes for Institute staff as well as Campus residents.</li> <li>• Should ensure display of Safety warning &amp; cautionary notices, signage at appropriate places in and around the institute.</li> <li>• The position requires working in rotational shifts to ensure round-the-clock safety and emergency preparedness across the campus.</li> </ul>
<p><b>2) Medical Attendant</b> (On contract basis) – 02(Two) post</p> <p><b>Monthly Consolidated Emoluments</b> – ₹30,000 /- Per Month (all inclusive)</p> <p><b>Maximum Age Limit</b> – not more than 30 years as on last date for receipt of application.</p>	<p><b><u>Minimum Qualifications &amp; Experience:</u></b> UG/Diploma in relevant field with minimum 1 year experience in a hospital/ dispensary/ Institution of repute.</p> <p><b><u>Job Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• To provide basic medical support, first-aid. And immediate healthcare assistance to staff, students, and visitors on campus.</li> <li>• Maintain medical supplies, records and health registers.</li> <li>• Assist in periodic health checkup camps organized by the Institute.</li> <li>• Coordinate with local and medical officer when required.</li> <li>• The position requires working in rotational shifts to ensure round-the-clock safety and emergency preparedness across the campus.</li> </ul>
<p><b>3) Hostel Caretaker</b> (On contract basis) – 03(Three) post</p> <p><b>Monthly Consolidated Emoluments</b> – ₹30,000 /- Per Month (all inclusive)</p> <p><b>Maximum Age Limit</b> – not more than 35 years as on last date for receipt of application.</p>	<p><b><u>Minimum Qualifications &amp; Experience:</u></b> Graduation with 60% marks with minimum 3 years of experience in relevant field.</p> <p><b><u>Job Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Ensure the hostel premises, rooms, and common areas are clean, safe, and well-maintained. This includes supervising cleaning staff, reporting repairs, and ensuring proper functioning of facilities.</li> <li>• Monitor the welfare of hostel residents, handle their queries or complaints, and enforce hostel rules and regulations to maintain a disciplined and safe environment.</li> <li>• Maintain records of residents, manage occupancy details, oversee entry/exit logs, and coordinate with higher authorities regarding hostel operations or emergencies.</li> <li>• The position requires working in rotational shifts to ensure round-the-clock safety and emergency preparedness across the campus.</li> </ul>

<p><b>4) CCTV Operator</b> (On contract basis) – 03(Three) post</p> <p><b>Monthly Consolidated Emoluments</b> – ₹25,000 /- Per Month (all inclusive)</p> <p><b>Maximum Age Limit</b> – not more than 35 years as on last date for receipt of application.</p>	<p><b><u>Minimum Qualifications &amp; Experience:</u></b> UG/Diploma with 60% marks with minimum 1 years of experience in relevant field.</p> <p><b><u>Job Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• To operate and monitor the Institute’s CCTV and surveillance systems to ensure security, safety and vigilance within the premises.</li> <li>• Report any suspicious activities or incidents to the security in-charge, maintain CCTV footage records and ensure data confidentiality.</li> <li>• Coordinate with the security dept. for surveillance related operations.</li> <li>• The position requires working in rotational shifts to ensure round-the-clock safety and emergency preparedness across the campus.</li> </ul>
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**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 purpose 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. The Institute reserves the right to modify, withdraw or cancel the process of selection at any stage even after issue of appointment letter.
7. 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](http://www.iimmumbai.ac.in)) regularly.
8. 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.
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. 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).
12. The decision of IIM Mumbai would be final and binding to the candidates.
13. The Institute also reserves the right not to fill the post, if it so desires.
14. Incomplete application without proper supporting documents will be summarily rejected.
15. The number of posts may be increased or decreased as per the requirement of the Institute.
16. Candidates who are not found suitable for the position may be considered for a lower position on an appropriate consolidated salary.
17. No interim correspondence will be entertained.
18. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
19. 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.
20. 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](http://www.iimmumbai.ac.in).
21. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.

22. For any technical assistance please contact on [disc.website@iimmumbai.ac.in](mailto:disc.website@iimmumbai.ac.in)
23. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
24. Incomplete applications will not be considered.
25. Selected candidates may be hired through an outsourcing agency empaneled by the Institute.
26. The selected candidate may be required to work in shift duty as per requirement.
27. 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 **30<sup>th</sup> Dec 2025 (05:00 PM)**.

**No other mode of application will be entertained.**

**Sd/-  
Chief Administrative Officer**