

Advertisement for The Post of Manager (Civil) & Assistant Manager (Electrical)
(On Contract Basis)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Manager (Civil) & Assistant Manager (Electrical)**, purely on contract basis. The details are as below:-

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Manager (Civil) (On contract basis) – 01(One) post</p> <p>Monthly Consolidated Emoluments – ₹1,05,000/- Per Month (all inclusive)</p> <p>Mobile reimbursement – ₹1,000/- per month</p> <p>Tenure – 02 years (extendable based on performance/requirement)</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> <ul style="list-style-type: none"> • Bachelor's degree in civil engineering from a reputed UGC/AICTE recognized institution, with minimum 60% along with a consistently good academic record • Minimum 08 years of relevant experience. <p><u>Desirable:</u> Similar works experience in reputed educational institutions such as IIMs, IITs etc. M.Tech in relevant field would be preferable.</p> <p><u>Job Responsibilities:</u> The incumbent will be responsible for civil and infrastructure-related activities of the Institute, including reviewing drawings, estimates, and technical documents, and undertaking on-site supervision and monitoring of contractor-executed works as assigned. The role includes coordination with architects, consultants, and internal stakeholders to ensure adherence to approved plans, quality standards, and timelines. The incumbent will also handle matters related to ongoing and upcoming infrastructure development and perform any other duties assigned by the Institute from time to time.</p>
<p>Assistant Manager (Electrical) (On contract basis) – 01(One) post</p> <p>Monthly Consolidated Emoluments – ₹85,000/- Per Month (all inclusive)</p> <p>Mobile reimbursement – ₹1,000/- per month</p> <p>Tenure – 02 years (extendable based on performance/requirement)</p>	<p><u>Minimum Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • B.E/B.Tech in Electrical Engineering/Electrical and Electronics Engineering from a recognized university/institute with knowledge of computer operations with minimum 60% along with a consistently good academic record. • At least 6 years of post-qualification relevant experience in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s) <p align="center"><i>or</i></p> <p>A combined relevant experience of 06 years in Pay Level 05 and Pay Level 06 or equivalent</p> <p><u>Desirable:</u> Similar works experience in reputed educational institutions such as IIMs, IITs etc. M.Tech in relevant field would be preferable.</p>

<p>nt)</p> <p>Maximum Age Limit – not more than 40 years as on last date for receipt of application.</p>	<p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> • Will assist the designated representative as delegates as per the decision of the competent Authority. • Manage and oversee MEP works, including Electrical, HVAC, Plumbing, Fire Fighting, IBMS, Elevators, LV/ELV, DG Sets, etc. Liaise with civil and other government agencies for ensuring all maintenance related support. • Estimating, costing and measurement as per scheduled/nonscheduled rate of works. • Cooperate and liaise with construction professionals. • Collaborate with cross-functional teams to deliver projects on time and within budget. • Develop and implement effective project management strategies. • Conduct site inspections and monitor progress. • Identify and mitigate potential risks.
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General Conditions

1. The appointment is on a purely contractual basis for two years, extendable based on performance and requirement.
2. The position carries a consolidated pay with mobile reimbursement only; no other allowances or retirement benefits are admissible.
3. The appointee must ensure full-time presence during working hours and be available for critical works or urgent requirements beyond normal hours, including weekends/holidays.
4. Residence on campus may be provided, as per availability, and the appointee shall be expected to stay in residence if allotted.
5. The Institute reserves the right to terminate the contract with one month's notice or salary in lieu thereof. Similarly, the appointee may resign by giving one month's notice.
6. Mere fulfilling of eligibility criteria does not guarantee shortlisting for interview. The Institute may restrict the number of candidates based on higher qualifications and/or experience.
7. Selection will be through Interview/other process as decided by the Institute, which may be conducted online/offline.
8. The shortlisted candidates will be required to produce all original documents (educational/professional qualifications, registration, experience, age, etc.) with one set of photocopies at the time of interview.
9. Incomplete applications without proper supporting documents will be summarily rejected.
10. The Institute reserves the right to increase/decrease the number of posts, modify, withdraw, or cancel the recruitment process/advertisement at any stage without assigning reasons.
11. The position is purely contractual and carries no claim for regularisation/absorption in the Institute.
12. Performance will be reviewed annually, and also after the initial three months of joining; continuation in service will depend on meeting performance benchmarks.
13. The panel of selected/waitlisted candidates will be valid for one year, and the Institute may operate the panel for future vacancies.
14. No TA/DA or incidental expenses will be reimbursed for participating in the selection process.
15. The decision of IIM Mumbai in the recruitment process shall be final and binding on all candidates.
16. Canvassing in any form will disqualify the candidate.
17. Legal disputes, if any, will fall under the jurisdiction of Mumbai only.
18. Candidates belonging to NC OBC/SC/ST/PwD categories must produce valid certificates as per Central Government norms.

19. The closing date of application will be treated as the cut-off date for age and educational qualification.
20. In case of exceptionally deserving candidates, the selection criteria may be relaxed.
21. For any technical assistance, candidates may 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 **05 Jan 2026 (5:00 pm)**:

No other mode of application will be entertained.

**Sd/-
Chief Administrative Officer**