



भारतीय प्रबंधन संस्थान मुंबई  
INDIAN INSTITUTE OF MANAGEMENT MUMBAI

Advt. No. Admn/Rectt/2025/34  
19 December 2025

**Advertisement for the Post of Management Trainee (On Contractual Basis)**

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Management Trainee** purely on fixed-term contractual basis. The details are as under: -

<b><u>NO. OF POSTS &amp; EMOLUMENTS</u></b>	<b><u>ELIGIBILITY CRITERIA &amp; JOB REQUIREMENT</u></b>
<p><b>No. of Posts</b> – 04 (Four)</p> <p><b>Stipend</b> - Rs. 35,000 - 45,000/- per month</p> <p><b>Maximum Age Limit</b> - 32 years</p>	<p><b><u>QUALIFICATION &amp; ELIGIBILITY:</u></b></p> <ul style="list-style-type: none"><li>• Candidates should possess a strong academic background with a Master's degree in Management, Economics, Social Sciences, Psychology, Education, Data Science, Computer Science, or allied disciplines, with 60% marks or above, or a B.Tech or equivalent professional degree from a recognized institution.</li><li>• Preference will be given to candidates who are pursuing or intending to pursue doctoral (Ph.D.) studies.</li><li>• Prior experience in higher education institutions, EdTech organizations, academic research, admissions, counselling, or student support services will be considered an added advantage.</li></ul> <p><b><u>SKILLS &amp; COMPETENCIES:</u></b></p> <ul style="list-style-type: none"><li>• Candidates must demonstrate excellent written and verbal communication skills, strong interpersonal abilities, and sound organizational and coordination skills.</li><li>• Working knowledge of MS Word, MS Excel, PowerPoint, internet applications, and academic or administrative ERP systems is essential.</li><li>• Proficiency in Hindi and English, both written and spoken, is required.</li><li>• The role demands adaptability, willingness to learn, and flexibility in working hours, including support for collaborative or international academic initiatives.</li></ul> <p><b><u>NATURE OF DUTIES &amp; RESPONSIBILITIES:</u></b></p> <ul style="list-style-type: none"><li>• The Management Trainee shall assist faculty members in teaching and academic delivery, evaluation and grading of assignments, conduct of assessments and examinations, and management of academic and examination-related processes.</li><li>• The role also involves providing support in teaching, research, academic coordination, and administrative functions of the Institute.</li></ul>

**OTHER BENEFITS:**

1. Employees not allotted an Institute quarter are eligible for housing allowance for Rs 8000/- per month
2. Transport Allowance of Rs 2000/- per month
3. Mobile reimbursement of Rs 6000/- per annum

## **APPOINTMENT TERMS**

The position of Management Trainee is fixed-term contractual engagement subject to satisfactory performance in periodic review. The contract may be renewed based on performance and institutional requirements. The position offers professional exposure in teaching, research, and academic administration within a higher education environment.

## **SELECTION PROCEDURE**

The selection process may include one or more stages such as a written test, skill/competency test, and/or personal interview, or any other mode of assessment, as deemed appropriate by the Competent Authority depending upon the requirements of the post, number of applications received, and prevailing circumstances.

The Competent Authority reserves the right to modify, add, dispense with, or adopt any stage of the selection process, wholly or partially, at any stage, without assigning any reason. The assessment, wherever conducted, may evaluate the candidate's domain knowledge, aptitude, general ability, and suitability for the position.

## **APPLICATION PROCESS**

Applications must be submitted online only (<https://iimmumbai.ac.in/careers>) on or before **20 Jan 2026 (5:00 PM)**. The closing date shall be treated as the cut-off date for determining age, qualifications, and experience. Application fees, wherever applicable, shall be non-refundable. Applications not supported by self-attested copies of relevant certificates, or those that are incomplete or contain incorrect information, shall be rejected summarily.

## **GENERAL CONDITIONS**

Mere fulfilment of minimum eligibility criteria does not guarantee shortlisting or selection. The Institute reserves the right to prescribe higher or additional shortlisting criteria, increase or decrease the number of vacancies, or not fill any or all positions without assigning any reason.

Communication regarding the recruitment process shall be made only with shortlisted candidates through email. No correspondence shall be entertained regarding non-selection. Canvassing in any form shall lead to disqualification.

## **JOINING & VERIFICATION**

Selected candidates must join duties within the stipulated time, failing which the offer of appointment may be withdrawn. Candidates must produce the call letter and original certificates or documents at the time of the written test and/or interview for verification.

## **RESERVATION & SPECIAL CATEGORIES**

Reservation shall be applicable as per Government of India norms for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. Selection shall be made strictly in accordance with category-wise vacancies and the Government of India reservation policy.

## **EMPLOYMENT STATUS & COMPLIANCE**

Candidates employed in Government, Semi-Government, PSU, or Autonomous Bodies must submit a No Objection Certificate from the competent authority. The Institute shall not be responsible for issues arising due to delayed submission or last-minute applications.

## **LEGAL JURISDICTION**

Any dispute arising out of the recruitment process shall be subject to the jurisdiction of courts or tribunals having authority over the Institute's location.

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Chief Administrative Officer