No. Admn/JA(P)/Rectt/2026

11 February 2026

NOTIFICATION

With reference to advertisement no Admn/Rectt/2025/32 dated 23rd Dec 2025 for the position of Junior Assistant (Program) (on purely tenure/deputation basis) & Subsequent corrigendum's.

The list of Eligible/ Provisional/ Non-Eligible applicants are enclosed at **Annexure I, Annexure II & Annexure- III** respectively to this Notification.

Provisional / Not Eligible Applicants: The applicants falling under this category may submit their valid concern in support of their candidature, if any, by the deadline mentioned below.

The deadline for submission of documents is 15 February 2026 by 06:00 PM. Applicants are required to submit their response with supporting documents (in a single PDF file) to E-mail id: career@iimmumbai.ac.in.

The tentative date for the final selection process is 28th February 2026. The syllabus for the same is enclosed at Annexure- IV.

All applicants are requested to adhere to the deadlines mentioned above. Failure to do so may result in the disqualification of your application.

Sdx

Chief Administrative Officer

No.	Application No
	LIST OF CANDIDATES ELIGIBLE
1.	IIMM-JR-ASS-PGM-00003
2.	IIMM-JR-ASS-PGM-00022
3.	IIMM-JR-ASS-PGM-00025
4.	IIMM-JR-ASS-PGM-00029
5.	IIMM-JR-ASS-PGM-00030
6.	IIMM-JR-ASS-PGM-00034
7.	IIMM-JR-ASS-PGM-00040
8.	IIMM-JR-ASS-PGM-00045
9.	IIMM-JR-ASS-PGM-00055
10.	IIMM-JR-ASS-PGM-00057
11.	IIMM-JR-ASS-PGM-00060
12.	IIMM-JR-ASS-PGM-00063
13.	IIMM-JR-ASS-PGM-00064
14.	IIMM-JR-ASS-PGM-00067
15.	IIMM-JR-ASS-PGM-00072
16.	IIMM-JR-ASS-PGM-00079
17.	IIMM-JR-ASS-PGM-00084
18.	IIMM-JR-ASS-PGM-00087
19.	IIMM-JR-ASS-PGM-00090
20.	IIMM-JR-ASS-PGM-00108
21.	IIMM-JR-ASS-PGM-00111
22.	IIMM-JR-ASS-PGM-00116
23.	IIMM-JR-ASS-PGM-00119

LIST OF CANDIDATES PROVISIONAL WITH REASON(s)		
No.	**Application No**	**Remarks**
1.	IIMM-JR-ASS-PGM-00005	Subject to Production of salary documents
2.	IIMM-JR-ASS-PGM-00041	Subject to production of experience & latest Pay slips
3.	IIMM-JR-ASS-PGM-00068	Subject to production of Pay slips
4.	IIMM-JR-ASS-PGM-00096	Subject to production of Employment details and Pay slips from current organisation

Ser.	Application No	Remarks
LIST OF CANDIDATES NOT ELIGIBLE WITH REASON(s)		
1.	IIMM-JR-ASS-PGM-00007	Not fulfilling Educational Criteria
2.	IIMM-JR-ASS-PGM-00008	No exp in minimum pay level equivalence
3.	IIMM-JR-ASS-PGM-00009	Overage & No docs provided to ascertain pay level/equivalence
4.	IIMM-JR-ASS-PGM-00016	Not fulfilling Edu & Exp Criteria
5.	IIMM-JR-ASS-PGM-00019	Overage & not fulfilling Educational Criteria
6.	IIMM-JR-ASS-PGM-00024	Duplicate Application (IIMM-JR-ASS-PGM-00084)
7.	IIMM-JR-ASS-PGM-00031	Not meeting minimum pay level equivalence
8.	IIMM-JR-ASS-PGM-00033	Less experience in pay level equivalence
9.	IIMM-JR-ASS-PGM-00037	Not fulfilling Exp. Criteria
10.	IIMM-JR-ASS-PGM-00043	Less experience
11.	IIMM-JR-ASS-PGM-00044	Less experience
12.	IIMM-JR-ASS-PGM-00048	less experience in pay level equivalence
13.	IIMM-JR-ASS-PGM-00058	Not meeting educational
14.	IIMM-JR-ASS-PGM-00069	Overage
15.	IIMM-JR-ASS-PGM-00077	Overage, no relevant exp & not meeting pay level equivalence
16.	IIMM-JR-ASS-PGM-00089	Less experience in pay level Equivalence
17.	IIMM-JR-ASS-PGM-00097	Overage and not having requisite education Qualification.
18.	IIMM-JR-ASS-PGM-00099	Overage
19.	IIMM-JR-ASS-PGM-00109	Less Exp
20.	IIMM-JR-ASS-PGM-00110	No exp in minimum pay level equivalence
21.	IIMM-JR-ASS-PGM-00023	Overage

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Name of Post – Junior Assistant (Program)
Examination Pattern

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The Question Paper will consist of the following three sections:

Section I – General Section

Section II – Post-Related General Awareness and Aptitude

Section III – Drafting Skills

Sections I and II will comprise Multiple Choice Questions (MCQs) with one correct answer, Fill-in-the-Blanks, and Short Descriptive (One-Liner) Questions.
Each question will carry one (1) mark. There will be no negative marking for unanswered or incorrect responses.

Section III – Drafting Skills will contain 2 to 3 questions, carrying 4 to 5 marks each.

The selection process will comprise a Written Examination, CBT based Skill Test, Document Verification and Personal Interaction.

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(Syllabus)
Section I General Section

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English Language and Comprehension: English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogies & Critical Reasoning.

Mathematics & Numerical Ability: Arithmetic - upto 10th Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.

General Awareness and Current Affairs: Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution.

Logical Reasoning: Number/Alphabet Series, Reasoning Analogies, Relations, Calendars, Cause and Effect, Clocks, Coding-Decoding, Directions, Connectives.

Computer Proficiency: Knowledge of MS Windows and MS Office, Internet, and email system.

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Section II Post Related General Awareness & Aptitude Section

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Administration (principles and functions of management, office and record management, HR and financial administration including recruitment, budgeting and procurement, rules and procedures such as GFR/CVC, IIM Act and Statutes, CCS Rules, Disciplinary Rules, Medical and CGHS Rules, and communication practices), Online Executive Education (learning models like synchronous, asynchronous and blended, LMS and EdTech platforms, content development and learner engagement, policies, standards and future trends), Project Coordination (project lifecycle and coordinator roles, planning tools like Gantt/PERT/Agile, risk and stakeholder management, budgeting and reporting), Hospitality and Event Management (overview of hospitality and tourism, front office and housekeeping operations, food and beverage management, event and revenue management, and current trends such as digitalization, sustainability and CRM), and General Institutional Awareness (NIRF framework, quality and ranking parameters, government initiatives, and functioning of institutes of national importance).

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Section III Noting/Drafting/Email

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