



भारतीय प्रबंधन संस्थान मुंबई
INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/JA(A)/Rectt/2026
20 February 2025

NOTIFICATION

With reference to advertisement no Admn/Rectt/2025/32 dated 23rd Dec 2025 for the position of Junior Assistant (Accounts) (on purely tenure/deputation basis), notification no. Admn/JA(A)/Rectt/2026 dated 11 Feb 2026 & Subsequent corrigendum's.

The list of Eligible applicants is enclosed at Annexure I. Updated Syllabus is enclosed at Annexure-II.

The date for the selection process is scheduled for 28 Feb 2026. Call letters would be issued to selected candidates in due course of time.

Sdx
Chief Administrative Officer

Annexure I to Notification no. Admn/JA(A)/Rectt/2026 dated 20 February 2026

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-JR-ASS-AC-00012
2.	IIMM-JR-ASS-AC-00025
3.	IIMM-JR-ASS-AC-00033
4.	IIMM-JR-ASS-AC-00036
5.	IIMM-JR-ASS-AC-00037
6.	IIMM-JR-ASS-AC-00039
7.	IIMM-JR-ASS-AC-00043
8.	IIMM-JR-ASS-AC-00051
9.	IIMM-JR-ASS-AC-00057
10.	IIMM-JR-ASS-AC-00059
11.	IIMM-JR-ASS-AC-00064
12.	IIMM-JR-ASS-AC-00069

Name of Post – Junior Assistant (Accounts)
Examination Pattern

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

(Syllabus)

Section I General Section

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.

Section II Post Related General Awareness & Aptitude Section

IIM Act & Statutes, HEFA, CCS Rules as applicable to Autonomous bodies, Annual Accounts of Autonomous Bodies, TA & LTC, General Financial Rules (with latest amendments), Income Tax, NPS, Pension, GST, Applicable TDS, MHRD format of Accounts for educational Institute, Budgeting.

Section III Noting/Drafting/Email