



**भारतीय प्रबंधन संस्थान मुंबई**  
**INDIAN INSTITUTE OF MANAGEMENT MUMBAI**

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

**NOTIFICATION**

With reference to advertisement no Admn/Rectt/2025/32 dated 23<sup>rd</sup> Dec 2025 for the position of Junior Assistant (Program) (on purely tenure/deputation basis), notification no. Admn/JA(P)/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(P)/Rectt/2026 dated 20 February 2026**

<b>LIST OF CANDIDATES ELIGIBLE</b>	
<b>No.</b>	<b>Application No</b>
1.	IIMM-JR-ASS-PGM-00003
2.	IIMM-JR-ASS-PGM-00005
3.	IIMM-JR-ASS-PGM-00022
4.	IIMM-JR-ASS-PGM-00025
5.	IIMM-JR-ASS-PGM-00029
6.	IIMM-JR-ASS-PGM-00030
7.	IIMM-JR-ASS-PGM-00034
8.	IIMM-JR-ASS-PGM-00040
9.	IIMM-JR-ASS-PGM-00041
10.	IIMM-JR-ASS-PGM-00045
11.	IIMM-JR-ASS-PGM-00055
12.	IIMM-JR-ASS-PGM-00057
13.	IIMM-JR-ASS-PGM-00060
14.	IIMM-JR-ASS-PGM-00063
15.	IIMM-JR-ASS-PGM-00064
16.	IIMM-JR-ASS-PGM-00067
17.	IIMM-JR-ASS-PGM-00072
18.	IIMM-JR-ASS-PGM-00079
19.	IIMM-JR-ASS-PGM-00084
20.	IIMM-JR-ASS-PGM-00087
21.	IIMM-JR-ASS-PGM-00090
22.	IIMM-JR-ASS-PGM-00096
23.	IIMM-JR-ASS-PGM-00108
24.	IIMM-JR-ASS-PGM-00111
25.	IIMM-JR-ASS-PGM-00116
26.	IIMM-JR-ASS-PGM-00119

**Name of Post – Junior Assistant (Program)**  
**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**

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).

**Section III Noting/Drafting/Email**