

Advertisement for Non-Faculty Positions on contractual basis

Indian Institute of Management Mumbai, an Institute of National Importance and an autonomous Institution under the Ministry of Education, Government of India, invites applications from highly motivated, proactive, and dynamic professionals for engagement in various positions on a contractual basis. The positions are purely contractual in nature, initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbents and need of the Institute.

The details of the positions for IIM Mumbai Campus are as under:

Sr. No.	Name, Number of Posts, Emoluments & Age Limit	Eligibility Criteria
1.	Manager (International Accreditation and Rankings-IA&R) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 90,000 + OCA fixed ₹ 15,000/- Total = ₹ 1,05,000/- Mobile reimbursement: ₹ 700 per month Age Limit: 45 years	Qualification: Candidates should possess an MBA or an equivalent degree from a recognized University/Institute with a minimum of 60% marks. Experience: - The candidate should also have 10 years of relevant experience, with a minimum of 02 years in managerial capacity. - The candidate must have worked in the administrative departments of similarly accredited institutions for a minimum of 05 years. Desirable: - Familiarity with the accreditation standards of at least one major accrediting body. - Basic understanding of quality assurance principles in education. - Proficient in using standard office software (Microsoft Office, Google Workspace, etc.). - Exceptional communication and interpersonal skills to engage with stakeholders. - Strong organizational skills and attention to detail. - Advanced degree in education, business, or a related field. - Extensive experience in international accreditation processes, preferably with EQUIS, AACSB, AMBA, or other relevant accrediting bodies. - Proven track record of successful accreditation applications and renewals. - Strong understanding of Assurance of Learning (AoL), quality assurance and improvement in higher education.
2.	Junior Manager (International Accreditation and Rankings-IA&R) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	Qualification: Postgraduate degree from a recognized University/Institute with a minimum of 60% marks. Experience: Minimum 05 years of relevant experience in higher education institutions, universities, accreditation bodies, or reputed organizations. Desirable Skills: - Should have demonstrable skills in writing and editing. - Multi-tasking abilities, - Strong networking and relationship-building skills - Should have good knowledge of MS Office. - Working experience with IIMs/IITs/NITs or an Institute of national importance is preferred.

Sr. No.	Name, Number of Posts, Emoluments & Age Limit	Eligibility Criteria
3.	Junior Manager (Corporate Communications & Media Relations-CCMR) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	Qualification: Postgraduate from a recognized Institute/University in regular mode with a minimum of 60% of marks. Experience: Total 05 years of experience, out of which 02 years should be in relevant field in higher education institutions/universities, or reputed organizations. Desirable: • Experience in coordinating media coverage and publicity activities. • Exposure to handling institutional events, conferences, or public functions. • Experience in preparing simple reports, MIS, or media coverage summaries. • Ability to work under timelines and manage multiple tasks. • Working experience with IIMs/IITs/NITs or an Institute of national importance is preferred
4.	Junior Manager (MDP & UBP) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	Qualification: Post-Graduation with at least 60% marks or its equivalent from a recognized University/ Institute of repute in a regular mode and consistently good in other academic records. Experience: Total 05 years of experience, out of which 02 years should be in relevant field in higher education institutions, universities, or reputed organizations. Desirable: • Experience in position involving designing and marketing of executive education programs or L&D activities or in related professional services. • Excellent verbal and written communication skills, the ability to call, connect and engage in meaningful conversations, and build rapport with potential clients. • Interact with potential customers, persuasive and goal-oriented, possesses an energetic outgoing, and friendly demeanour. • Excellent Analytical, time management skills and strong computer skills. • Detailed Knowledge of L&D requirements of various industries including a good understanding of key management topics and disciplines (e.g. Strategy, leadership, finance, accounting, marketing). • Possessing MBA in Sales & Marketing with experience in sales and marketing of executive education.
5.	Junior Manager (Front-End Web Engineer) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	Qualification: B.Tech/BE or M.Tech/ME/MCA (or equivalent) in Computer Science, Information Technology, or Electronics from a recognized Institute/University in regular mode with a minimum 60% marks. Experience: Minimum 02-04 years of relevant experience. Desirable: • Strong proficiency in HTML5, CSS3, JavaScript (ES6+), and responsive frameworks (Bootstrap, Tailwind). • Hands-on experience with modern front-end frameworks (React, Angular, Vue.js). • Proven experience in CMS integration, customization, and template/theme development.

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		• Familiarity with AI/ML APIs and ability to integrate AI-driven features on the front end. • Good understanding of SEO practices, accessibility compliance, and website performance optimization. • Experience with version control tools Git/GitHub/GitLab and CI (Continuous Integration) /CD (Continuous Delivery/Deployment) workflows for front-end deployments. • Experience in API development and integration (REST/GraphQL). • Familiarity with AI/ML integration in backend applications (model deployment, API-based integration). • Knowledge of cloud hosting platforms (AWS, Azure, GCP) and containerization (Docker, Kubernetes) is desirable. • Good problem-solving skills and ability to collaborate in cross-functional teams.
6.	Junior Manager (Digital System Integration) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	Qualification: B.Tech/BE or M.Tech/ME/MCA (or equivalent) in Computer Science, Information Technology, or Electronics from a recognized Institute/University in regular mode with a minimum 60% marks. Experience: Minimum 02-04 years of relevant experience. Desirable: • Proven experience in integrating enterprise and academic applications (ERP, HRMS, SIS, LMS, Finance, Procurement, Research, Placement, Library systems). • Hands-on experience with APIs (GitHub API, JSON Placeholder, Open Library API, Web & Data APIs). • Proficiency with middleware technologies (integration/messaging middleware, API gateways, database middleware) such as Apache Camel, WSO2 Enterprise Integrator, Talend Open Studio, ODBC/JDBC. • Strong programming skills: .NET (C#), Python, Java, PHP, JavaScript (Node.js), Shell Scripting (Bash), Go (Golang), Ruby, SQL. • Experience with databases: MySQL, PostgreSQL, MongoDB, MariaDB, Oracle, Microsoft SQL Server, Amazon RDS, SQLite. • Proficiency in IDEs: Eclipse IDE, PyCharm, VS Code, Visual Studio, Rider, Android Studio. • Experience integrating AI/ML features (NLP, recommendation systems, computer vision) into enterprise applications. • Understanding of enterprise authentication protocols (SSO, LDAP, RBAC, access control) for institutional systems.
7.	Junior Manager (Network & information Security) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	Qualification: B.Tech/BE or M.Tech/ME/MCA (or equivalent) in Computer Science, Information Technology, or Electronics from a recognized Institute/University in regular mode with a minimum 60% marks. Experience: Minimum 02-04 years of relevant experience. Desirable: • Experience with load balancing technologies, IPS/IDS, SIEM platforms, and DR/BCP implementations is highly desirable. • Valid Cisco Certification (as on date of Job Advertisement): CCNA & CCNP. • Higher-level Cisco certifications, such as CCNP Security or CCIE (Enterprise/Security), will be considered an added advantage. • Strong knowledge of TCP/IP, routing protocols, NAT, and

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		subnetting. • Working knowledge of network monitoring tools. • Proficiency in firewall management. • Familiarity with cloud networking. • Strong communication and interpersonal skills to collaborate effectively with stakeholders at all levels.
8.	Junior Manager (IT Infrastructure and IT Facility Management) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total= ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	Qualification: B.Tech/BE or M.Tech/ME/MCA (or equivalent) in Computer Science, Information Technology, or Electronics from a recognized Institute/University in regular mode with a minimum 60% marks. Experience: Minimum 02-04 years of relevant experience. Desirable: - Hands-on experience in server/ data center infrastructure and endpoint management. - Strong expertise in: - Windows Server & Linux administration - Active Directory, DNS, DHCP, Group Policy - VMware vSphere, Hyper-V, or other virtualization platforms - SAN/NAS storage, backup, recovery solutions - Endpoint management platforms (MDM/UEM) - Endpoint security tools (antivirus, encryption, EDR) - Familiarity with cloud services (Azure, AWS, GCP) and hybrid environments. - Knowledge of cybersecurity practices (patching, hardening, access control, compliance). - Strong troubleshooting skills (hardware, OS, applications, network connectivity). - Scripting/automation (PowerShell, Bash, Python) preferred. Certifications (Valid as on date of Job Advertisement) - any of the following: - Microsoft Certified: Windows Server Hybrid Administrator/ Modern Desktop Administrator Associate/Microsoft 365 Fundamentals - VMware Certified Professional (VCP-DCV) - CompTIA Server+ / Security+ - Cisco CCNA Data Center - Red Hat Certified System Administrator (RHCSA) / RHCE - ITIL 4 Foundation
9.	Junior Manger (Corporate Relations) 01 Posts (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total= ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	Qualification: Graduation from a recognized Institute /University in regular mode with a minimum of 60% marks. Experience: 03-05 years of experience in corporate relations, institutional partnerships, and business development. Desirable: - Strong communication, networking, and relationship-building skills. - Proficiency in MS Office (Excel, Word, PowerPoint). - Proven experience managing corporate events or strategic collaborations.

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10.	Junior Manager (Mechanical Engineering) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total= ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	Qualification: Degree in Mechanical Engineering (B.Tech./B.E.) from a recognized University/ Institute on regular basis with minimum 60 % marks. Experience: Minimum 03 years of relevant experience in Mechanical maintenance and construction work. The Applicant should have worked at the minimum post of Junior Engineer or equivalent in any Govt/ Private/ contractual/Manpower supply agency. Desirable: • Exposure to the Govt. workings, GFR and CPWD works manual • Maintenance works. • New Construction works and Quality control. • Proficiency in MS Office (Excel, Word, PowerPoint). • Working experience with IIMs/IITs and other autonomous bodies. • HVAC/ VRF etc. works
11.	Programme Associate (Post Graduate Programmes-PGP) 02 Posts (UR-02) Monthly Consolidated Emoluments: ₹ 45,000/- + OCA fixed ₹ 7,500/- Total= ₹ 52,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification Graduate/Postgraduate in any discipline with 60% of marks. Preference will be given to Graduate/Postgraduate in Computer Science/IT field, with working experience of Institute of repute. Experience: At least 03 years of relevant experience. Desirable: • Should have command over MS Excel, Power Point, Word. • Should be conversant with conducting online meetings, developing online forms (like Google forms, Microsoft forms, etc.) and other related work. • Should have good oral and written communication skills.
12.	Programme Associate (UG Programmes) 02 Posts (UR-1, OBC-1) Monthly Consolidated Emoluments: ₹ 45,000/- + OCA fixed ₹ 7,500/- Total= ₹ 52,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification Graduate/Postgraduate in any discipline with 60% of marks. Preference will be given to Graduate/Postgraduate in Computer Science/IT field. Preference will be given to experienced candidates. Experience: At least 03 years of relevant experience. Desirable: • Should have command over MS Excel, Power Point, Word. • Should be conversant with conducting online meetings, developing online forms (like Google forms, Microsoft forms, etc.) and other related work. • Should have good oral and written communication skills.
13.	Programme Associate (Corporate Relations) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 45,000/- + OCA fixed ₹ 7,500/- Total= ₹ 52,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduate/Postgraduate from a reputed Institute /University in regular mode with a minimum of 60% marks. Experience: At least 03 years of relevant experience. Desirable: • Strong communication and interpersonal skills and corporate relation building skills. • Experience in managing corporate events or strategic collaborations. • Proficiency in MS Office (Excel, Word, PowerPoint). • Organizational and multitasking abilities.

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14.	Programme Associate (EPGP) 02 Posts (01 UR, 01 SC) Monthly Consolidated Emoluments: ₹ 45,000/- + OCA fixed ₹ 7,500/- Total= ₹ 52,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: - Graduate/Postgraduate from a recognized Institute /University in regular mode with a minimum of 60% marks. - Should possess any Certificate course in computer application focused on providing knowledge and hands-on-training in basic computer operations, software applications, and tools that are commonly used in both personal and professional environments. Experience: At least 03 years of relevant experience. Desirable: Preference will be given to experience in educational Institute.
15.	Programme Associate (Human Resources-HR) 02 Posts (01 UR, 01 OBC) Monthly Consolidated Emoluments: ₹ 45,000/- + OCA fixed ₹ 7,500/- Total= ₹ 52,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduate/Postgraduate from a reputed Institute/University in regular mode with a minimum of 60% marks. Experience: At least 03 years of relevant experience. Desirable: Relevant experience in the field of Administration/HR, Purchase/Stores, Finance/Accounts etc.
16.	Programme Associate (Programme Coordination) (MDP & UBP) 02 Posts (01 UR, 01 EWS) Monthly Consolidated Emoluments: ₹ 45,000/- + OCA fixed ₹ 7,500/- Total= ₹ 52,500/- Mobile reimbursement: ₹500 per month Age Limit: 35 years	Qualification: Graduate/Postgraduate with at least 60% marks or its equivalent from a recognized University/ Institute of repute in a regular mode and consistently good in other academic records. Experience: At least 03 years of relevant experience. Desirable: - Excellent verbal and written communication skills, the ability to call, connect and interact with potential Ed-tech partners & course participants, persuasive and goal-oriented, possesses an energetic outgoing, and friendly demeanour. - Excellent Analytical, time management skills and strong computer skills - Efficient in multiple stakeholder coordination and multi-tasking. - Proficiency in MS Office, Google Suite, and online learning platforms (Zoom, MS Teams, etc.) - Team player with leadership potential. - Flexibility to work for extended hours during programme schedules. - Candidates possessing BCA/B-TECH/BE/MBA/MCA with experience in Executive Education Industry.
17.	Programme Associate (Executive Programme & Operations) - (MDP & UBP) 02 Posts (01 UR, 01 OBC)	Qualification: Graduate/Postgraduate with at least 60% marks or its equivalent from a recognized University/ Institute of repute in regular mode and consistently good in other academic records. Experience: At least 03 years of relevant experience.

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	Monthly Consolidated Emoluments: ₹ 45,000/- + OCA fixed ₹ 7,500/- Total= ₹ 52,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Desirable: • Excellent verbal and written communication skills. • Proficiency in MS Office, Google Suite, and online learning platforms (Zoom, MS Teams, etc.). • Excellent Analytical, time management skills and strong computer skills. • Ability to work under pressure and handle multiple stakeholders. • Client-centric mindset with a service orientation. • Team player with leadership potential. • Flexibility to work extended hours during programme schedules. • Candidates possessing BCA/B-TECH/BE/MBA/MCA with experience in Executive Education Industry.
18.	Programme Assistant (Library) 02 Post (UR) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total = ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: B. Lib. Sc. or equivalent degree with a minimum of 60% marks from a recognized University/Institute. Preference will be given to candidates possessing an M. Lib. Sc. Degree. Experience: At least 02-03 years of relevant experience. Desirable: • Applicants who have been associated with the development of Libraries in an automated environment and have experience in computerized library work. • Candidates possessing higher qualifications with a relevant background and experience in a reputed Institute. • The position requires working in rotational shifts.
19.	Programme Assistant (Admissions) 02 Posts (UR) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02 years of relevant experience. Desirable: • Graduation in Data Analytics, Statistics, Computer Science, or a related field. • Experience in handling large datasets, running quantitative queries/programing, and creating indices.
20.	Programme Assistant (Hostel Management) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.

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21.	Programme Assistant (Campus Facility Services) 01 Post (OBC) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02 years of relevant experience. Desirable: • Experience in manpower contract. • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
22.	Programme Assistant (Centre & Labs) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02-03 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
23.	Programme Assistant (Corporate Communications & Media Relations-CCMR) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02-03 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
24.	Programme Assistant (Dean Academics) 01 Post (SC) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02-03 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.

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25.	Programme Assistant (Dean SRIC) 01 Post (OBC) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02-03 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
26.	Programme Assistant (Dean Alumni and International Affairs) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02-03 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
27.	Programme Assistant (Dean Faculty Affairs) 01 Post (EWS) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02-03 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
28.	Programme Assistant (Academic, Audio-Visual Services) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02-03 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.

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29.	Programme Assistant (Classroom Management) 01 Post (01 OBC) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02-03 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
30.	Programme Assistant (Undergraduate Programs) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 40,000/- + OCA fixed ₹ 6,500/- Total= ₹ 46,500/- Mobile reimbursement: ₹ 500 per month Age Limit: 35 years	Qualification: Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks. Experience: At least 02-03 years of relevant experience. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
31.	Junior Programme Assistant (Admin) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 35,000/- + OCA fixed ₹ 5,500/- Total= ₹ 40,500/- Mobile reimbursement: ₹ 350 per month Age Limit: 32 years	Qualification: Graduation from a recognized Institute /University in regular mode with a minimum of 60% marks. Experience: 01-02 years of experience in clerical work in a large and reputed organizations. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
32.	Junior Programme Assistant (Campus Facility - Repair and Maintenance) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 35,000/- + OCA fixed ₹ 5,500/- Total= ₹ 40,500/- Mobile reimbursement: ₹ 350 per month Age Limit: 32 years	Qualification: Graduation from a recognized Institute /University in regular mode with a minimum of 60% marks. Experience: 01-02 years of experience in clerical work in a large and reputed organizations. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.

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33.	Junior Programme Assistant (Campus Facility - Event Coordination) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 35,000/- + OCA fixed ₹ 5,500/- Total= ₹ 40,500/- Mobile reimbursement: ₹ 350 per month Age Limit: 32 years	Qualification: Graduation from a recognized Institute /University in regular mode with a minimum of 60% marks. Experience: 01-02 years of experience in clerical work in a large and reputed organizations. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
34.	Junior Programme Assistant (Sports Facility Management) 01 Post (OBC) Monthly Consolidated Emoluments: ₹ 35,000/- + OCA fixed ₹ 5,500/- Total= ₹ 40,500/- Mobile reimbursement: ₹ 350 per month Age Limit: 32 years	Qualification: Graduation from a recognized Institute /University in regular mode with a minimum of 60% marks. Experience: 01-02 years of experience in clerical work in a large and reputed organizations. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
35.	Junior Programme Assistant (Student Mess) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 35,000/- + OCA fixed ₹ 5,500/- Total= ₹ 40,500/- Mobile reimbursement: ₹ 350 per month Age Limit: 32 years	Qualification: Graduation from a recognized Institute /University in regular mode with a minimum of 60% marks. Experience: 01-02 years of experience in clerical work in a large and reputed organizations. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.
36.	Junior Programme Assistant (Student Event and Activity Coordination) 01 Post (UR) Monthly Consolidated Emoluments: ₹ 35,000/- + OCA fixed ₹ 5,500/- Total= ₹ 40,500/- Mobile reimbursement: ₹ 350 per month Age Limit: 32 years	Qualification: Graduation from a recognized Institute /University in regular mode with a minimum of 60% marks. Experience: 01-02 years of experience in clerical work in a large and reputed organizations. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.

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37.	Junior Programme Assistant (Campus Facility-Guest House) 01 Post (SC) Monthly Consolidated Emoluments: ₹ 35,000/- + OCA fixed ₹ 5,500/- Total= ₹ 40,500/- Mobile reimbursement: ₹ 350 per month Age Limit: 32 years	Qualification: Graduation from a recognized Institute /University in regular mode with a minimum of 60% marks. Experience: 01-02 years of experience in clerical work in a large and reputed organizations. Desirable: • Basic computer knowledge (MS Office, email). • Good communication and organizational skills. • Experience in working with IIMs/IITs/NITs or an Institute of national importance will be preferred.

UR- Unreserved, OBC- Other Backward Caste, SC- Scheduled Caste; ST-Scheduled Tribes; OCA- Out of Campus Allowance

GENERAL CONDITIONS:

1. Only Indian citizens are eligible to apply.
2. An individual can apply for only one of the positions. In case of duplicate/multiple applications for single position or more than one position advertised above, the last submitted application will only be considered.
3. The selected candidate will be engaged on contract basis initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbent & need of the Institute.
4. The above position is purely contractual in nature and thus candidate(s) will have no right to claim any regularization / absorption etc. in the Institute.
5. The Institute strives to promote gender balance and encourages applications from women candidates.
6. Normal working hours for the contractual positions will be from 0900 to 1730 hrs. for 6 days in a week; Sundays will be a weekend off. Working hours are subject to change, as per need of the Institute. However, in exigencies of the work, the incumbent may be required to work beyond office hours and/or on holidays. No extra allowance or remuneration for such work is admissible.
7. Agniveer applicants are encouraged to apply, subject to fulfilling the prescribed qualifications & experience.
8. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written Test / Skill Test/ Interview. The Institute reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a reasonable number based on higher qualifications and/or experience.
9. Candidates are required to mandatorily provide a valid and active email ID in the application form, as all communications related to the selection process will be made exclusively through email.
10. The date for the selection process will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their email regularly.
11. The Institute shall not be responsible for any delay or non-receipt of communication due to incorrect or inactive email ID provided by the candidate.
12. No rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
13. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
14. The age limit is relaxable to candidates belonging to SC/ST/OBC/PwBD category as per Central Government rules for which applicants have to attach the necessary certificate(s) as prescribed by the Government of India.
15. **Selection Process**-The selection shall be made through an interview, which may be conducted online, offline, or in multiple phases, as deemed appropriate by the Institute. Depending upon the number of applications received, the Institute may also conduct a Written Test and/or Skill Test as part of the selection process.
16. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational/professional qualifications, work experience, age, caste etc. for verification purposes at the time of the final selection process. Failure to do so may result in the cancellation of their candidature.
17. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).

18. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
19. The panel of recommended candidates will be valid for one year from the date of approval of the Competent Authority and the Institute can make appointments in the future also by operating the panel within the validity period.
20. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
21. The number of posts may be increased or decreased as per need of the Institute.
22. The Institute reserves the right to modify, amend, or cancel the recruitment process, in part or in full, at any stage without assigning any reason. The Institute also reserves the right not to fill any or all of the advertised posts, as it may deem fit.
23. No interim correspondence will be entertained or replied to.
24. Canvassing in any form will be a disqualification.
25. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.

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 **10 Feb 2026 (5:00 pm)**.

Sd-
Chief Administrative Officer