

Advertisement for Engagement of Placement Associates

Indian Institute of Management, Mumbai invites applications from interested & eligible candidates for the post of Placement Associate purely 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 incumbents and need of the Institute.

The details are as below: -

1) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Placement Associate – I - 01 post (UR) (contractual)</p> <p>Monthly Consolidated Emoluments: ₹ 90,000 + OCA fixed ₹ 15,000/- Total = ₹ 1,05,000/-</p> <p>Mobile reimbursement: ₹ 700 per month</p> <p>Age limit - 45 years</p>	<p><u>Qualification:</u> MBA / ME / MTech from a recognized University / Institute with minimum 60% marks.</p> <p><u>Experience:</u> Minimum five (05) years of relevant experience.</p> <p>Relevant experience includes Training & Placement, Corporate Relations, Industry Liaison, or Campus Recruitment.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Senior-level role responsible for strategic corporate engagement and relationship management. • Coordination with key recruiters and long-term industry partners. • Support placement strategy, sectoral outreach, and recruiter portfolio expansion. • Guide junior placement staff and streamline placement processes and MIS. • Represent the Institute in corporate interactions and recruitment meetings.
<p>Placement Associate – II - 01 post (UR) (contractual)</p> <p>Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/-</p> <p>Mobile reimbursement: ₹ 500 per month</p> <p>Age limit - 40 years</p>	<p><u>Qualification:</u> MBA / ME / MTech from a recognized University / Institute with minimum 60% marks.</p> <p><u>Experience:</u> Minimum two (02) years of relevant experience.</p> <p>Relevant experience includes Training & Placement, Corporate Relations, Industry Liaison, or Campus Recruitment.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Operational role supporting day-to-day placement activities. • Coordinate interviews, pre-placement talks, and logistics. • Maintain placement databases, MIS, and reports. • Support corporate outreach and documentation. • Assist senior staff in smooth conduct of placement operations.

General Conditions:

1. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further

- recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
2. The above job responsibilities are indicative. Duties may be assigned or modified by the Competent Authority based on institutional requirements.
 3. The selected candidate will be appointed on a fixed-term contract, subject to satisfactory performance, reviewed annually. Performance will also be evaluated after three months of joining, and continuation in the role will depend on meeting performance benchmarks.
 4. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
 5. Shortlisted candidates will be informed about the selection process separately.
 6. Selection Process- Through Interview, which may be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
 7. The Institute reserves the right to modify, withdraw or cancel the process of selection at any stage even after issue of appointment letter.
 8. Any updates, amendments and corrigendum's will be published on Institute website only. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly.
 9. The panel of selected waitlisted candidates if any will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
 10. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
 11. Based on the number and quality of applications received the Institute may decide to conduct a written test and/ or skill test and /or interview and /or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute.
 12. The decision of IIM Mumbai would be final and binding to the candidates.
 13. The Institute also reserves the right not to fill the post, if it so desires.
 14. The Institute reserves the right to accept or reject any or all applications without assigning any reason.
 15. Incomplete application without proper supporting documents will be summarily rejected.
 16. The number of posts may be increased or decreased as per the requirement of the Institute.
 17. Candidates who are not found suitable for the position may be considered for a lower position on an appropriate consolidated salary.
 18. No interim correspondence will be entertained.
 19. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
 20. Candidates belonging to NC OBC, SC/ST, and PwD categories need to produce valid Caste/ Category certificate(s) in support of their reservation category. For the purpose of being considered for reservations, the applicable Central Government list as on the last date of application shall be binding and the candidates are required to upload the valid documents signed by the competent authority to ascertain the eligibility status to apply under the reserved category (NC-OBC/SC/ST/PwD). No request of change in the category applied for will be entertained in any case.
 21. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., www.iimmumbai.ac.in.
 22. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
 23. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
 24. Incomplete applications will not be considered.
 25. 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.

HOW TO APPLY

Interested and eligible candidates may submit the application form as per format attached at Annexure-I along with updated resume, Educational documents, Experience documents, recent passport size photograph, photocopy of Pan card, Aadhar card certificates in a single PDF & forward the same to career@iimmumbai.ac.in

No other mode of application will be entertained.

Sd/-
CHIEF ADMINISTRATIVE OFFICER

Application Form

Post Applied for		Affix self-attested recent color passport size photo here.
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Sr. No.	Particular	Details
1.	Full Name (in BLOCK letters) (as in HSC Mark sheet)	
2.	Father's / Spouse Name	
3.	Mother's Name	
4.	Date of Birth	DD/ MM / YYYY
5.	Age (as on last date of application)	_____ Years _____ Months
6.	Nationality	
7.	Gender	
8.	Marital Status	
9.	Address for correspondence	
	Pin Code	
	Mobile	
	e-mail address	

10. Academic Qualifications as applicable:

Sr. No.	Examination / Degree	Board / University	Subject / Specialization	Year of Passing	Percentage / CGPA	Class	Proof (Y/N)
1.							
2.							
3.							
4.							
5.							

11. Details of employment –experience in academic institution(s) / research organization(s) / industrial or field experience – if any in Chronological order:

Sr. No.	Post held	Organization	Nature of Post (Permanent / Temporary / Probation / Visiting, etc.)	Period / Duration				Last salary drawn	Consolidated Pay	Proof (Y/N)
				From	To	Years	Months			
1.										
2.										
3.										
4.										
5.										

12. Total Experience:

Sr. No.	Experience	Years	Months
1.	Industrial Experience		
2.	Training and Placement Experience		
3.	Total Experience (Without overlapping)		

13. Any other relevant information (Awards, Achievements, etc.):

Signature of Applicant

DECLARATION

(By the applicant)

I _____ hereby declare that the information given by me in this application form is true to the best of my knowledge and belief.

If, at any time, I am found to have concealed any material / information or given any misleading or false information, my candidature / appointment may be summarily rejected/ Terminated without any prior notice or compensation.

Date:

Place:

Signature of Applicant

List of Enclosures Attached:

Sr. No.	Name of the Enclosure
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Note:

The candidates shall make a single pdf of the application form and all the relevant certificates/ documents and send to career@iimmumbai.ac.in up to 22nd March 2026, 5.00 pm.