

**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:

<b>Sr. No</b>	<b>Name of Post &amp; Emoluments</b>	<b>Eligibility Criteria &amp; Job Requirement</b>
<b>1)</b>	<p><b>Manager (Admission)</b>  <b>01 Post (UR)</b></p> <p><b>Monthly Consolidated Emoluments - ₹ 90,000/- + OCA fixed ₹15,000/-</b>  <b>Total = ₹ 1,05,000/-</b></p> <p>Mobile reimbursement of ₹ 700/- per month</p> <p><b>Age limit - 45 years</b></p>	<p><b><u>Qualification:</u></b></p> <ul style="list-style-type: none"> <li>• Candidate should possess an Postgraduate degree with a minimum of 60% marks from a recognized University/ Institute.</li> <li>• MBA or equivalent qualification will be preferred.</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• A minimum of 10 years of experience in handling admissions or related administrative roles in a reputed educational institution or university.</li> <li>• Proven experience of 5-7 years in managing end-to-end admission processes, including application management, candidate communication, and coordination with departments.</li> <li>• Strong knowledge of admission policies, Government regulations, and compliance procedures related to academic institutions.</li> <li>• Experience in handling data analysis, reporting, and familiarity with latest admission software/tools will be an added advantage.</li> <li>• Candidates with leadership and team management experience will be given preference.</li> <li>• Working experience with IIMs/IITs/NITs or an Institute of national importance is preferred.</li> </ul> <p><b><u>Job Profile:</u></b></p> <ul style="list-style-type: none"> <li>• Oversee the end-to-end admissions process across all programmes, from application launch to final enrolment, ensuring timely execution, transparency, and compliance with Institute and Government norms.</li> <li>• Coordinate and service Admissions Committee meetings, including preparation of agenda notes, analytical inputs, documentation of decisions, and accurate recording of minutes.</li> <li>• Drive student enrolment and programme visibility by working closely with marketing, communications, and external agencies for digital and print campaigns, social media outreach, webinars, and other promotional initiatives, in line with practices followed at leading IIMs.</li> <li>• Liaise with the CAT conducting authority and related agencies to ensure seamless coordination of examination data, shortlisting processes, and adherence to prescribed timelines.</li> <li>• Plan, coordinate, and manage logistics for Personal Interview (PI) and selection processes, including scheduling panels, booking venues/accommodation, and coordinating with faculty, alumni, and industry representatives.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure timely, accurate, and compliant responses of RTI applications,</li> <li>• Ensure end to end administrative support including hotel booking, vehicle booking and other services as deemed fit by the Competent Authority.</li> <li>• Ensure proactive publication of admission policies, procedures, notifications, reservation details, and results on the Institute's website in accordance with Government regulations.</li> <li>• Maintain accurate and secure applicant databases and generate periodic reports on admission trends, applicant profiles, diversity metrics, and conversion ratios for senior management.</li> <li>• Coordinate with faculty members, alumni, industry partners, student bodies, and internal administrative units to ensure alignment on admissions events and outreach activities.</li> <li>• Uphold confidentiality, fairness, and audit readiness in all admission-related activities.</li> <li>• Perform any other admission-related responsibilities as assigned by Competent Authority.</li> <li>• Any other duties as deemed fit by the Competent Authority.</li> </ul>
2)	<p><b>Manager (Examinations)</b></p> <p><b>01 Post (UR)</b></p> <p><b>Monthly Consolidated Emoluments - ₹ 90,000/- + OCA fixed ₹15,000/-</b>  <b>Total = ₹ 1,05,000/-</b></p> <p>Mobile reimbursement of ₹ 700/- per month</p> <p><b>Age limit - 45 years</b></p>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Candidate should possess an Postgraduate degree with a minimum of 60% marks from a recognized University/ Institute.</li> <li>• MBA or equivalent qualification will be preferred.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• The candidate should also have 10 years of relevant experience, with a minimum of 02 years in managerial capacity.</li> <li>• Proven experience of 5-7 years in managing end-to-end examination processes.</li> <li>• Candidates with leadership and team management experience will be given preference.</li> <li>• Working experience with IIMs/IITs/NITs or an Institute of national importance is preferred.</li> </ul> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>• Coordinate and manage all examinations across programmes in accordance with the approved academic calendar, including module-wise and end-term examinations.</li> <li>• Develop, maintain, and periodically update a comprehensive question bank in coordination with faculty members and external subject experts.</li> <li>• Liaise with external question paper setters for selection, moderation, confidentiality, and timely finalization of question papers.</li> <li>• Plan and oversee the secure printing, packing, and dispatch of question papers, ensuring strict adherence to timelines and confidentiality protocols.</li> <li>• Monitor coverage of prescribed syllabus and topics during modules and ensure alignment between teaching plans and module-end examinations.</li> <li>• Coordinate module-end and term-end examinations conducted by faculty members to ensure uniform standards and academic rigor.</li> <li>• Handle examination-related student grievances efficiently and ensure timely redressal in accordance with Institute policies.</li> <li>• Plan, organize, and coordinate key administrative functions of the Institute, including examinations, admissions, student activities, and academic operations.</li> <li>• Liaise with regulatory and statutory bodies to ensure compliance with applicable academic and examination norms.</li> <li>• Supervise and control day-to-day academic and examination-related</li> </ul>

		<p>operations of the Institute.</p> <ul style="list-style-type: none"> <li>• Work in close coordination with Programme Coordinators, Deans, Chairperson, and other academic functionaries for smooth conduct of academic and administrative activities.</li> <li>• Any other duties as deemed fit by the Competent Authority.</li> </ul>
3)	<b>Junior Manager (Admission)</b> <b>01 post (UR)</b>  <b>Monthly Consolidated Emoluments:</b> ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/-  <b>Mobile reimbursement:</b> ₹ 500 per month  <b>Age Limit:</b> 40 years	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Candidate should possess Postgraduate degree with a minimum of 60% marks from a recognized University/ Institute.</li> <li>• MBA or equivalent qualification will be preferred.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years of experience in admissions or academic &amp; administrative support roles in an educational institution or university.</li> <li>• Exposure to admission-related processes, including application handling, candidate correspondence, data entry, and coordination with internal departments.</li> <li>• Basic understanding of admission rules, Government guidelines, and institutional procedures applicable to academic institutions.</li> <li>• Working knowledge of data handling, reporting, and common admission software/tools; proficiency in MS Office/Excel is desirable.</li> <li>• Ability to work as part of a team and assist senior officers in coordinating admission activities during peak cycles.</li> <li>• Experience or familiarity with IIMs/IITs/NITs or other Institutes of National Importance will be an added advantage.</li> </ul> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>• Assist in implementation of the admissions process across programmes, including application handling, candidate communication, and enrolment support.</li> <li>• Provide administrative and logistical support for Admissions Committee meetings, interviews, and selection processes.</li> <li>• Support coordination with CAT authorities and related agencies for data processing and shortlisting activities.</li> <li>• Assist in admissions outreach activities, website updates, and publication of notifications as per approved guidelines.</li> <li>• Maintain and update applicant databases, ensure data accuracy, confidentiality, and generate routine reports.</li> <li>• Provide logistical support including travel, accommodation, and vehicle arrangements as directed by the Competent Authority.</li> <li>• Perform other admissions-related and administrative duties as assigned by the Competent Authority.</li> <li>• Any other duties as deemed fit by the Competent Authority.</li> </ul>
4)	<b>Junior Manager (Examinations)</b> <b>01 Post (UR)</b>  <b>Monthly Consolidated Emoluments:</b> ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/-  <b>Mobile</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Candidate should possess an Postgraduate degree with a minimum of 60% marks from a recognized University/ Institute.</li> <li>• MBA or equivalent qualification will be preferred.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• The candidate should also have 5 years of relevant experience.</li> <li>• Candidates with leadership and team management experience will be given preference.</li> <li>• Working experience with IIMs/IITs/NITs or an Institute of national importance is preferred.</li> </ul>

	<p><b>reimbursement:</b> ₹ 500 per month</p> <p><b>Age Limit:</b> 40 years</p> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>• Assist in coordination and conduct of examinations across programmes as per the approved academic calendar.</li> <li>• Support development and maintenance of question banks and coordination with faculty and external paper setters under supervision.</li> <li>• Assist in logistical arrangements for secure printing, packing, dispatch, and conduct of examinations.</li> <li>• Support monitoring of syllabus coverage and alignment of teaching plans with module-end and term-end examinations.</li> <li>• Assist in handling examination-related student queries and grievances in accordance with Institute guidelines.</li> <li>• Provide administrative support for academic operations including examinations, admissions, and student-related activities.</li> <li>• Assist in maintaining records, documentation, reports, and coordination with internal departments and academic functionaries.</li> <li>• Perform any other duties related to examinations or academic administration as assigned by the Competent Authority.</li> <li>• Any other duties as deemed fit by the Competent Authority.</li> </ul>
5)	<p><b>Programme Associate II (PGP)</b></p> <p><b>01 Post (UR)</b></p> <p><b>Monthly Consolidated Emoluments:</b> ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/-</p> <p><b>Mobile reimbursement:</b> ₹ 500 per month</p> <p><b>Age Limit:</b> 40 years</p> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Candidate should possess an Postgraduate degree with a minimum of 60% marks from a recognized University/ Institute.</li> <li>• MBA or equivalent qualification will be preferred.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• The candidate should also have 5 years of relevant experience, with a minimum of 02 years in managing end-to-end PGP program processes.</li> <li>• Candidates with leadership and team management experience will be given preference.</li> <li>• Working experience with IIMs/IITs/NITs or an Institute of national importance is preferred.</li> </ul> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>• Manage the end-to-end academic cycle of PGP programmes, including academic planning, delivery coordination and post-delivery monitoring.</li> <li>• Prepare and implement academic calendars, programme timelines, and session schedules in coordination with faculty and Dean (Academics).</li> <li>• Develop and manage class timetables, ensuring optimal scheduling, faculty availability, and conflict-free sessions.</li> <li>• Ensure curriculum version control, approved course structures, and timely communication of programme details to students and faculty.</li> <li>• Coordinate faculty allocation and session assignments for smooth programme delivery.</li> <li>• Manage student onboarding, including registration, roll number generation, session allocation, and dissemination of academic guidelines.</li> <li>• Serve as the first-level academic contact for PGP students for programme-related queries and clarifications.</li> <li>• Monitor post-delivery academic execution to ensure adherence to approved schedules, and learning hours.</li> <li>• Ensure availability and adequacy of physical and digital academic facilities required for programme delivery.</li> <li>• Track session completion, faculty inputs, and student participation to ensure programme continuity.</li> <li>• Coordinate data collection, feedback forms, and programme documentation for each academic cycle.</li> <li>• Ensure academic quality compliance in line with internal quality</li> </ul>

		<ul style="list-style-type: none"> <li>standards (IQAC Complaint) and Institute norms, and report preparation.</li> <li>Support coordination of seminars, workshops, expert talks, and other academic enrichment activities linked to the programme.</li> <li>Maintain accurate academic records, forms, and databases for audits, reviews, and reporting purposes.</li> <li>Any other duties as deemed fit by the Competent Authority.</li> </ul>
6)	<b>Programme Associate II (UG Programs)</b> <b>01 Post (UR)</b> <b>Monthly Consolidated Emoluments:</b> ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/- <b>Mobile reimbursement:</b> ₹ 500 per month <b>Age Limit:</b> 40 years	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Candidate should possess an Postgraduate degree with a minimum of 60% marks from a recognized University/ Institute.</li> <li>MBA or equivalent qualification will be preferred.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>The candidate should also have 5 years of relevant experience, with a minimum of 02 years in managing end-to-end UG program processes.</li> <li>Candidates with leadership and team management experience will be given preference.</li> <li>Working experience with IIMs/IITs/NITs or an Institute of national importance is preferred.</li> </ul> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>Plan and manage class schedules, timetables, and classroom allocation in coordination with faculty.</li> <li>Coordinate academic delivery, including course registrations, attendance monitoring, and smooth conduct of classes.</li> <li>Liaise with faculty and students regarding class schedules, cancellations, and academic activities.</li> <li>Support the undergraduate admission process, including coordination for entrance tests and interview-related activities.</li> <li>Manage student onboarding, registration, and orientation programmes.</li> <li>Administer examinations, including scheduling, invigilation arrangements, and evaluation coordination.</li> <li>Ensure timely preparation, verification, and publication of results, grade sheets, and transcripts.</li> <li>Maintain and update student academic records and programme-related documentation.</li> <li>Coordinate with faculty members for assessments, meetings, guest lectures, and programme events.</li> <li>Support internships, academic events, seminars, and other programme-specific activities.</li> <li>Ensure compliance with Institute academic policies and procedures related to UG programmes.</li> <li>Any other duties as deemed fit by the Competent Authority.</li> </ul>
7)	<b>Junior Manager (Fire &amp; Safety)</b> <b>01 post (UR)</b> <b>Monthly Consolidated Emoluments:</b> ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/- <b>Mobile</b>	<p><b>Minimum Qualifications &amp; Experience:</b></p> <p>Diploma (Govt. approved) in Fire &amp; Safety Engineering (course duration not less than one year).</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>05 years of relevant experience</li> <li>Working experience with IIMs/IITs/NITs /an Institute of national importance or reputed organizations is preferred.</li> </ul> <p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>To ensure and maintain safe &amp; accident free work environment.</li> <li>Upkeep and maintenance of fire prevention &amp; control equipment.</li> <li>Coordination for conducting safety awareness programmes and training programmes.</li> </ul>

	<p><b>reimbursement:</b> ₹ 500 per month</p> <p><b>Age Limit:</b> 40 years</p>	<ul style="list-style-type: none"> <li>• Responsible for preparing incident &amp; accident reports and carrying investigation, conducting safety audit and safety inspection.</li> <li>• Coordinate with local government Fire &amp; Rescue officials, organize mock drills, fire prevention awareness programmes for Institute staff as well as Campus residents.</li> <li>• Should ensure display of Safety warning &amp; cautionary notices, signage at appropriate places in and around the institute.</li> <li>• Any other duties as deemed fit by the Competent Authority.</li> </ul>
8)	<p><b>Associate (Fire &amp; Safety)</b></p> <p><b>01 Post (UR)</b></p> <p><b>Monthly Consolidated Emoluments:</b> ₹ 45,000/- + OCA fixed ₹ 7,500/- Total= ₹ 52,500/-</p> <p><b>Mobile reimbursement:</b> ₹ 500 per month</p> <p><b>Maximum Age Limit – 35 years</b></p>	<p><b>Minimum Qualifications &amp; Experience:</b> Diploma (Govt. approved) in Fire &amp; Safety Engineering (course duration not less than one year).</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 03 years of relevant experience</li> <li>• Working experience with IIMs/IITs/NITs /an Institute of national importance or reputed organizations is preferred.</li> </ul> <p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist in maintaining a safe and accident-free work environment across the Institute under the guidance of the Safety Officer/Supervisor.</li> <li>• Carry out routine checks, upkeep, and basic maintenance of fire prevention and fire-fighting equipment and report deficiencies, if any.</li> <li>• Assist in documentation and record-keeping related to incidents and accidents as instructed by the reporting officer.</li> <li>• Support the Safety Officer/Supervisor in organizing fire drills, mock drills, and safety awareness or training programmes for staff and campus residents.</li> <li>• Ensure proper display and upkeep of safety warning signs, cautionary notices, and emergency signage at designated locations within the Institute.</li> <li>• Report unsafe conditions, near-miss incidents, or hazards promptly to the concerned authority.</li> <li>• Any other duties as deemed fit by the Competent Authority.</li> </ul>
9)	<p><b>Programme Associate (Hostel Management)</b></p> <p><b>03 Post (UR)</b></p> <p><b>Monthly Consolidated Emoluments:</b> ₹ 45,000/- + OCA fixed ₹ 7,500/- Total= ₹ 52,500/-</p> <p><b>Mobile reimbursement:</b> ₹ 500 per month</p> <p><b>Age Limit: 35 years</b></p>	<p><b>Qualifications:</b> Graduation from a recognized Institute/University in regular mode with a minimum of 60% marks.</p> <p><b>Experience:</b> At least 03 years of relevant experience.</p> <p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensure the hostel premises, rooms, and common areas are clean, safe, and well-maintained. This includes supervising cleaning staff, reporting repairs, and ensuring proper functioning of facilities.</li> <li>• Monitor the welfare of hostel residents, handle their queries or complaints, and enforce hostel rules and regulations to maintain a disciplined and safe environment.</li> <li>• Maintain records of residents, manage occupancy details, oversee entry/exit logs, and coordinate with higher authorities regarding hostel operations or emergencies.</li> <li>• The position requires working in rotational shifts to ensure round-the-clock safety and emergency preparedness across the campus.</li> <li>• Any other duties as deemed fit by the Competent Authority.</li> </ul>

## **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](http://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 **24 Feb 2026 (5:00 pm)**.

*Sd-*  
**Chief Administrative Officer**