

ADVERTISEMENT FOR THE POST OF MEDICAL OFFICER (ON CONTRACT BASIS)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Medical Officer** purely on contract basis through Institute hired outsourcing agency. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Medical Officer (On contract basis) – 01(One) post</p> <p>Monthly Consolidated Emoluments – ₹1,05,000/- Per Month (all inclusive)</p> <p>Mobile reimbursement – ₹1,000/- per month</p> <p>Accommodation 1 BHK shall be provided as transit accommodation initially</p> <p>Tenure – 03 years (extendable based on performance/requirement)</p> <p>Maximum Age Limit – not more than 45 years as on last date for receipt of application.</p>	<p><u>Minimum Qualifications & Experience:</u></p> <ul style="list-style-type: none"> • MBBS Degree from a recognized University/Institute. • Registered with the Medical Council of India/ State Medical Council. • Minimum 3 years' post-qualification experience in a hospital/ dispensary/ Institution of repute. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • MD/PG Diploma in General Medicine/Family Medicine / Community Health or equivalent. • Experience in residential/ educational campus environment. • Familiarity with Government medical reimbursement/ dispensary administration rules.

Job Responsibilities:

- Provide consultation and treatment to students, staff, and residents.
- Maintain OPD hours (09:00 AM – 05:30 PM on working days) and ensure availability beyond normal hours including evenings, weekends, and holidays.
- Attend emergencies on call, maintain records, verify reimbursement claims, and assist in empanelment of hospitals and pharmacies.
- Conduct Medical examination for pre-employment.
- Prescribe medicines to treat the patient by considering his/her symptoms and medical history.
- Investigate, diagnose and treat the health conditions of patients.
- Document all patient evaluations, treatments, medications and transactions according to the Institute policies and procedures.
- Plan and implement health related sessions for IIM, Mumbai community.
- Help the Institute in identifying the hospital for annual health check-up of the employees.
- Oversee the pharmacy and suggest improvements.
- Evaluate the medical bills submitted by the employees and approve the bill as per Institute's policy.
- Take necessary steps in collaboration with Institute's management to make the campus illness free.
- Handle any emergency medical situation.
- Involve in purchase of bulk drugs

General Conditions:

1. For exceptionally deserving candidates, there would be no bar to the monthly consolidated remuneration.

2. 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.
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. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of interview along with one set of photocopies of these documents.
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. Candidate who wish to apply for more than one position are advised to submit a separate application for each position and pay the relevant application fees (non-refundable).
13. The decision of IIM Mumbai would be final and binding to the candidates.
14. The Institute also reserves the right not to fill the post, if it so desires.
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. For any technical assistance please contact on disc.website@iimmumbai.ac.in
24. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
25. Incomplete applications will not be considered.
26. Selected candidates may be hired through an outsourcing agency empaneled by the Institute.
27. The selected candidate may be required to work in shift duty as per requirement.
28. Candidates who have applied earlier for similar posts may apply again after the cooldown period (6 months).

HOW TO APPLY

Interested and eligible candidates may submit their form (Annexure- I) provided with this advertisement and forward the same to career@iimmumbai.ac.in on or before **04 March, 2026 (5:00 pm)**:

No other mode of application will be entertained.

Sd/-

Chief Administrative Officer

INDIAN INSTITUTE OF MANAGEMENT MUMBAI
Application Form for the Post of Medical Officer (On Contract Basis)
 Advertisement No.: Admn/Rectt/2026/08

1. Personal Details

Full Name (in block letters)	
Father's / Husband's Name	
Date of Birth (DD/MM/YYYY)	
Age (as on closing date)	
Gender	
Marital Status	
Nationality	

2. Contact Details

Permanent Address	
Correspondence Address	
Mobile Number	
Email ID	

3. Educational Qualifications

Examination	Board / University	Year of Passing	% Marks / Grade	Subjects
MBBS				
MD/PG Diploma (if any)				
Others (if any)				

4. Registration Details

Medical Council Registration No.	
Issuing Authority	
Valid up to (Date)	

5. Employment Details (Post-qualification Experience)

Name of Hospital/Institute	Position Held	Period (From-To)	Nature of Duties

Total Experience: _____ Years _____ Months

6. Additional Information

Experience in Residential/Educational Campus Environment	
Familiarity with Government Medical Reimbursement Rules	
Any Other Relevant Experience/Training	

7. References

Name	Designation	Contact No. / Email

8. Documents Enclosed (Self-attested photocopies)

Document	Enclosed (Yes/No)
Date of Birth Proof	

MBBS Degree Certificate	
PG/MD Diploma Certificate (if applicable)	
Registration Certificate (MCI/State)	
Experience Certificates	
Caste/Category Certificate (if applicable)	
Any Other Relevant Documents	

9. Declaration

I hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that in case of any false or misleading information, my candidature is liable to be cancelled.

Place: _____

Date: _____

(Signature of Candidate)