

Advertisement for Non-Teaching Positions on tenure/ deputation/ contractual basis

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the posts as per details given below purely on tenure/deputation/contract basis. The Online option will remain open from 18.02.2026 to 10.03.2026. The details are as under:

Sr. No	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	Associate Manager (Civil) 01 Post (UR) Pay Level – 08 as per 7th CPC Age limit - 40 years	<p><u>Qualification:</u> Bachelor's degree in civil engineering from a reputed UGC/AICTE recognized institution, with minimum 60% along with a consistently good academic record.</p> <p><u>Experience:</u> Minimum 08 years of relevant experience, out of which: <ul style="list-style-type: none"> At least 04 years should have been in Pay Level 06 or equivalent, or A combined relevant experience of 06 years in Pay Level 05 and Pay Level 06 or equivalent </p> <p><u>Desirable:</u> Similar works experience in reputed educational institutions such as IIMs, IITs etc. M.Tech in relevant field would be preferable.</p> <p><u>Job Profile:</u> The incumbent will oversee all civil works of the Institute, including preparation of drawings and estimates, and supervision of contractor-executed projects. Responsibilities include maintenance of gensets, transformers, and other installations, assisting the DGM (Infrastructure), and carrying out any other duties assigned by the Institute.</p>
2)	Associate Manager (Electrical) 01 Post (UR) Pay Level – 08 as per 7th CPC Age limit - 40 years	<p><u>Qualification:</u> Bachelor's degree in electrical engineering from a reputed UGC/AICTE recognized institution, with minimum 60% marks along with a consistently good academic record.</p> <p><u>Experience:</u> Minimum 08 years of relevant experience, out of which: At least 04 years should have been in Pay Level 06 or equivalent, or A combined relevant experience of 06 years in Pay Level 05 and Pay Level 06 or equivalent</p> <p><u>Desirable:</u> Similar works experience in reputed educational institutions such as IIMs, IITs etc. M.Tech would be preferable.</p> <p><u>Job Profile:</u> The incumbent will oversee all electrical works of the Institute, including preparation of drawings and estimates, and supervision of contractor-executed projects. Responsibilities include maintenance of gensets, transformers, and other electrical installations, assisting the DGM (Infrastructure), and carrying out any other duties assigned by the Institute.</p>

3)	<p>Associate Manager (IT/System Analyst)</p> <p>01 Post (UR)</p> <p>Pay Level – 08 as per 7th CPC</p> <p>Age limit - 40 years</p>	<p><u>Qualification:</u> B.E./B.Tech in Computer Science/Information Technology/Electronics <i>or</i> MCA/M.Sc. (Computer Science /IT) from a recognized University/Institute.</p> <p><u>Experience:</u> Minimum 08 years of relevant experience, out of which: At least 04 years should have been in Pay Level 06 or equivalent, <i>or</i> A combined relevant experience of 06 years in Pay Level 05 and Pay Level 06 or equivalent in system administration, software development, database management, or IT infrastructure support in Government/PSU/reputed organizations.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Certifications such as CCNA, MCSE, RHCE, AWS/Cloud, Cyber Security; exposure to ERP systems, e-Governance projects, or Data Analytics tool. • Experience in institutes of repute like IIMs, IITs and/or other institutions of higher education/national importance will be preferred. <p><u>Job Profile:</u> The incumbent will manage IT infrastructure, servers, and networks; oversee database, ERP, and digital platforms including e-Office and MIS; and ensure data security with proper user access controls. Responsibilities include system analysis, design, and development of in-house applications, coordinating with vendors for AMC, upgrades, and troubleshooting, and providing IT support and training to faculty, staff, and students.</p>
4)	<p>Assistant Manager (Civil)</p> <p>01 Post (UR)</p> <p>Pay Level – 06 as per 7th CPC</p> <p>Age limit - 35 years</p>	<p><u>Qualification:</u> Bachelor's Degree or equivalent in Civil Engineering from a recognized university/Institute with at least 55% marks; <i>or</i> 03 years Diploma in Engineering (Civil) from a recognized university/Institute (after 10+2) with at least 60% marks.</p> <p><u>Experience:</u> For degree holders, qualifying degree plus 02 years of relevant experience. For diploma holders, qualifying degree plus 04 years of relevant experience in Pay level 04 or equivalent/ or presently working in pay level 06.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Candidates with a background in Mechanical or Air-Conditioning Engineering may also be considered depending on requirements. ▪ Proficiency in software relevant to the job profile will be an added advantage. <p>Preference will be given to candidates with experience in reputed educational institutions such as IIMs or IITs, those with an M.Tech degree, and individuals with exposure to large-scale projects, estate and maintenance management, and computer-based applications.</p> <p><u>Job Profile:</u></p> <ul style="list-style-type: none"> • The incumbent will assist in managing civil and infrastructure projects, including feasibility reports, design proposals, estimates, and specifications, while ensuring compliance with codes and standards. Responsibilities include monitoring project progress, coordinating with architects, contractors, and agencies, maintaining records, and overseeing pre-construction, construction, and handover activities. The role also involves supporting estate maintenance, costing, and other duties assigned by the Institute.

5)	<p>Assistant Manager (MEP)</p> <p>01 Post (UR)</p> <p>Pay Level – 06 as per 7th CPC</p> <p>Age limit - 35 years</p>	<p><u>Qualification:</u> Bachelor's Degree or equivalent in Engineering (MEP) from a recognized university/Institute with at least 55% marks; or 03 years Diploma in Engineering (MEP) from a recognized university/Institute (after 10+2) with at least 60% marks.</p> <p><u>Experience:</u> For degree holders, qualifying degree plus 02 years of relevant experience. For diploma holders, qualifying degree plus 04 years of relevant experience in Pay level 04 or equivalent/ or presently working in pay level 06.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Candidates with a background in Mechanical or Air-Conditioning Engineering may also be considered depending on requirements. ▪ Proficiency in software relevant to the job profile will be an added advantage. <p>Preference will be given to candidates with experience in reputed educational institutions such as IIMs or IITs, those with an M.Tech degree, and individuals with exposure to large-scale projects, estate and maintenance management, and computer-based applications.</p> <p><u>Job Profile:</u></p> <ul style="list-style-type: none"> • The incumbent will assist in managing MEP and infrastructure projects, covering design, estimation, and execution in compliance with codes and safety standards. Responsibilities include monitoring progress, coordinating with architects and contractors, maintaining project records, and overseeing construction to handover. The role also supports mechanical, electrical, plumbing, HVAC, and maintenance operations, costing, and technical support for campus utilities.
6)	<p>Senior Hindi Translator</p> <p>01 Post (UR)</p> <p>Pay Level – 07 as per 7th CPC</p> <p>Age limit – preferably below 40 years</p>	<p><u>Qualification:</u> Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level AND Experience (Any one of the following): (a) Minimum two years' experience in translation work from English to Hindi and vice-versa in Central Government or State Government offices, including Government organizations or autonomous bodies; OR (b) Minimum two years' experience in terminological work in Hindi and</p>

		<p>translation work from English to Hindi or Hindi to English, preferably involving technical or scientific literature; OR (c) Experience in teaching, research, writing, or journalism in Hindi, involving regular use of Hindi and/or Hindi–English translation.</p> <p>The candidate should have knowledge of Hindi application software packages on computers.</p>
7)	<p>Junior Hindi Translator</p> <p>01 Post (UR) (Against lien vacancy)</p> <p>Pay Level – 06 as per 7th CPC</p> <p>Age limit – preferably below 35 years</p>	<p><u>Qualification:</u> Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking or in institutes of repute like IIMs, IITs and/or other institutions of higher education.</p> <p><u>Mode of Engagement:</u> 02 years on tenure/deputation/contract basis</p>

How to Apply:

1. Candidates are required to apply online at the official website of IIM Mumbai, i.e., <https://iimmumbai.ac.in/careers>. The last date for submission of online applications is **10 March 2026 (05:00 PM)**.
2. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five hundred Ninety only).
3. Candidates belonging to SC, ST and PwD are exempted from paying the applications fee.
4. All internal candidates are exempted from paying the applications fee.
5. A candidate applying for the above position must be a citizen of India.
6. Candidates applying for the post must ensure that they fulfil all the prescribed eligibility conditions. Admission to any stage of the selection process shall be purely provisional and subject to verification and confirmation of eligibility as per the notified criteria. Mere issue of a registration certificate and/or call letter to a candidate shall not be construed as confirmation of eligibility or acceptance of candidature. A candidate shall be permitted to apply for only one post under this recruitment advertisement; applications for multiple posts, if submitted, shall be liable to be rejected.
7. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.

8. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
9. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same. 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 purposes at the time of interview along with one set of photocopies of these documents.
10. If a candidate is applying for more than one position, a separate application must be filled in by the candidate, along with a separate fee.
11. Person working at IIM Mumbai will be considered as departmental candidates. There will be no age bar for departmental candidates.
12. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written tests/interviews to a maximum of five or fewer.
13. Qualifications prescribed for the posts cannot be relaxed. However, experience may be relaxed in respect of exceptionally outstanding candidates with demonstrated evidence of proven work of administrative nature as per suitability to the roles and responsibility of the posts, as per Institute requirements.
14. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
15. The candidate may be hired for a lower post if deemed fit.
16. Accommodation at the IIM Mumbai Campus may be provided subject to availability (Electricity & Water charges to be paid as actual).
17. IIM Mumbai reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
18. The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
19. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.
20. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
21. 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. Candidates are required to mandatorily mention their email ID in the application form.
22. The Institute shall not entertain any interim correspondence or personal inquiries.
23. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
24. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance, in respect of the candidates already in service at any time.
25. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
26. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD/Ex-serviceman category, as per existing rules for which applicants must attach the requisite certificates.
27. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
28. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
29. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police

verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand cancelled, and their services may be terminated.

30. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
31. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
32. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
33. Candidates are advised to apply for a maximum of two positions only. In case a candidate submits more than two applications, only the first two applications (based on the date and time of submission) will be considered. Any additional applications beyond the permissible limit will be summarily rejected without any further notice or clarification.
34. Institute will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
35. 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.
36. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
37. For any technical assistance please contact on disc.website@iimmumbai.ac.in
38. Incomplete applications without proper supporting documents will be summarily rejected.
39. Tenure appointment: Exceptionally deserving selected candidates may have a tenure/deputation of appointment as per requirement of the Institute. Initial appointment will be on tenure/deputation for a period of 5 years. The tenure/deputation may be extended annually. However, the total service period cannot exceed five years.

Sd/-
Chief Administrative Officer