



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

No. Admn/EA/Rectt/2026

27 May 2026

NOTIFICATION

With reference to advertisement no Admn/Rectt/2026/13 dated 22 April 2026 for the position of Executive Assistant (on purely tenure/deputation/contract basis).

The list of Eligible/ Provisionally Eligible / Non-Eligible applicants is enclosed at **Annexure I & Annexure- II** respectively to this Notification.

Not Eligible Applicants: The applicants falling under this category may submit their valid concern in support of their candidature, if any, by the deadline mentioned below.

The deadline for submission of documents is 29 May 2026 by 06:00 PM. Applicants are required to submit their response with supporting documents (in a single PDF file) to E-mail id: career@iimmumbai.ac.in.

All applicants are requested to adhere to the deadlines mentioned above. Failure to do so may result in the disqualification of your application.

The tentative date for the Written Examination and/or CBT based Skill Test & Document Verification &/or interactive Professional Assessment Interface is 06th June 2026. Syllabus for same is at Annexure III.

Sdx

Chief Administrative Officer

Annexure I to Notification no. Admn/EA/Rectt/2026 dated 27 May 2026

LIST OF CANDIDATES ELIGIBLE	
No.	Application No
1.	IIMM-EXE-ASS-00009
2.	IIMM-EXE-ASS-00012
3.	IIMM-EXE-ASS-00014
4.	IIMM-EXE-ASS-00040
5.	IIMM-EXE-ASS-00084
6.	IIMM-EXE-ASS-00102

Annexure II to Notification no. Admn/EA/Rectt/2026 dated 27 May 2026

LIST OF CANDIDATES REJECTED WITH REASON(s)		
Ser.	Application No	Remarks
1.	IIMM-EXE-ASS-00004	Not Eligible - Less Experience
2.	IIMM-EXE-ASS-00005	Overage
3.	IIMM-EXE-ASS-00008	Not Eligible - Less Experience
4.	IIMM-EXE-ASS-00010	Overage
5.	IIMM-EXE-ASS-00015	Not Eligible - Less Experience
6.	IIMM-EXE-ASS-00023	Overage
7.	IIMM-EXE-ASS-00027	Overage
8.	IIMM-EXE-ASS-00029	Not Eligible - Less Experience
9.	IIMM-EXE-ASS-00038	Overage
10.	IIMM-EXE-ASS-00044	Overage
11.	IIMM-EXE-ASS-00048	Overage
12.	IIMM-EXE-ASS-00049	Overage
13.	IIMM-EXE-ASS-00050	Overage
14.	IIMM-EXE-ASS-00052	Overage
15.	IIMM-EXE-ASS-00059	Not Eligible - No Relevant exp
16.	IIMM-EXE-ASS-00062	Not Eligible - Less Experience
17.	IIMM-EXE-ASS-00063	Not Eligible - Less Experience
18.	IIMM-EXE-ASS-00074	Overage
19.	IIMM-EXE-ASS-00080	Overage
20.	IIMM-EXE-ASS-00085	Overage
21.	IIMM-EXE-ASS-00089	Not Eligible - Less Experience
22.	IIMM-EXE-ASS-00090	Not Eligible - Less Experience
23.	IIMM-EXE-ASS-00091	No Relevant experience
24.	IIMM-EXE-ASS-00092	No Relevant experience
25.	IIMM-EXE-ASS-00095	Not Eligible - No Relevant exp
26.	IIMM-EXE-ASS-00096	Not Eligible - Less Experience
27.	IIMM-EXE-ASS-00098	Not Eligible - Less Experience
28.	IIMM-EXE-ASS-00099	Not Eligible - Less Experience
29.	IIMM-EXE-ASS-00100	Overage
30.	IIMM-EXE-ASS-00101	Not Eligible - Less Experience
31.	IIMM-EXE-ASS-00105	No Relevant experience
32.	IIMM-EXE-ASS-00106	No Relevant experience

Name of Post – Executive Assistant
Examination Pattern

Examination Scheme & Syllabus

Post: Assistant (Program) | Pay Level 6 | IIM Mumbai

Mode: Written Test (Objective + Subjective) | Total Marks: 100 | Duration: 90 Minutes | Negative Marking: Nil

Section A — General (45 Marks)

English Language & Comprehension · Mathematics & Numerical Ability · General Awareness & Current Affairs · Logical Reasoning · Computer Proficiency

Section B — Post Related (45 Marks)

Service Rules · RTI Act 2005 · Accounts & GFR 2017 · Leave Rules / TA & LTC · Pay Fixation / NPS / Pension · Income Tax & GST · Store & Purchase Rules · Office procedures

Section C — Subjective (10 Marks)

Four questions of 2.5 marks each on: File Noting · Drafting · Email Writing · Précis Writing