

**INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087**

Vihar Lake Road, Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Admn/Rectt/2026/15

27 May 2026

Advertisement for Non-Teaching Positions on tenure/ deputation/contract 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 27.05.2026 to 16.06.2026. The details are as under:

Sr. No	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	Junior Assistant (Admin) 06 Post (4 UR, 1 OBC, 1 EWS) Pay Level –04 as per 7th CPC Age limit - Preferably below 30 years	<u>Qualification:</u> Graduation in any discipline from a recognized Institute/University with minimum 55% marks or equivalent grade, with a consistently good academic record. <u>Experience:</u> Presently working in Pay Level 04 or equivalent; <i>or</i> Minimum 02 years of relevant experience in Pay Level 03 or equivalent; <i>or</i> Minimum 04 years of relevant experience in Pay Level 02 or equivalent in Central/State Government Departments, Autonomous Bodies, Academic/Research Institutions, or other reputed organizations. <u>Desirable:</u> <ul style="list-style-type: none">▪ Proficiency in computer applications, office automation tools, ERP systems, and MS Office suite.▪ Good typing speed and ability to prepare drafts, reports, and records in English/Hindi.▪ Experience in institutes of repute like IIMs, IITs and/or other institutions of higher education/national importance will be preferred. <u>Job Description:</u> The incumbent will assist in day-to-day administrative and clerical functions of the Institute. Key responsibilities include maintaining office files, records, and registers, drafting routine correspondence, and ensuring proper filing of documents in both physical and digital formats. Duties also involve handling inward and outward correspondence, processing bills, vouchers, and procurement documents, maintaining stock and attendance registers, and assisting in data entry and report preparation using office software/ERP systems. Also, provide clerical support to officers, organize meetings, prepare agendas and minutes, and ensure smooth information flow across sections. The role also requires adherence to office procedures, compliance with confidentiality norms, and carrying out any additional tasks assigned by higher authorities from time to time.
2)	Junior Assistant (Program) 04 Post (2 UR, 1 OBC, 1 EWS) Pay Level –04 as per 7th CPC	<u>Qualification:</u> Graduation in any discipline from a recognized Institute/University with minimum 55% marks or equivalent grade, with a consistently good academic record. <u>Experience:</u> Presently working in Pay Level 04 or equivalent; <i>or</i> Minimum 02 years of relevant experience in Pay Level 03 or equivalent; <i>or</i> Minimum 04 years of relevant experience in Pay Level 02 or equivalent in

<p>Age limit - Preferably below 30 years</p>	<p>Central/State Government Departments, Autonomous Bodies, Academic/Research Institutions, or other reputed organizations.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Proficiency in computer applications, office automation tools, ERP systems, and MS Office suite. ▪ Good typing speed and ability to prepare drafts, reports, and records in English/Hindi. ▪ Experience in institutes of repute like IIMs, IITs and/or other institutions of higher education/national importance will be preferred. <p><u>Job Description:</u></p> <p>The incumbent will assist in daily administrative and clerical tasks, including maintaining files, records, and correspondence in physical and digital formats. Responsibilities include processing bills, vouchers, and procurement documents; handling data entry, reports, and ERP operations; maintaining attendance and stock registers; and providing clerical support for meetings and documentation. The role also involves ensuring compliance with office procedures, confidentiality norms, and performing other duties as assigned.</p>
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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 **16 June 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. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
7. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
8. 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.
9. 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.
10. Person working at IIM Mumbai will be considered as departmental candidates. There will be no age bar for departmental candidates.
11. 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.
12. 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.
13. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
14. The candidate may be hired for a lower post if deemed fit.
15. 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.
16. 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.
 17. 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.
 18. 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.
 19. 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.
 20. The Institute shall not entertain any interim correspondence or personal inquiries.
 21. 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.
 22. 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.
 23. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
 24. 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.
 25. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
 26. 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.
 27. 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.
 28. 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.
 29. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
 30. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
 31. 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.
 32. 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.
 33. 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.

34. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
35. For any technical assistance please contact on disc.website@iimmumbai.ac.in
36. Incomplete applications without proper supporting documents will be summarily rejected.
37. 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.

Sd/-
Chief Administrative Officer