

EXPRESSION OF INTEREST (EOI)

Subject: Engagement of Fixed-Term Consultants (Project), Approval of Terms of Reference, KPI & Incentive Framework, and Advertisement

1. Background and Context

As an Institution of National Importance under the IIM Act, 2017, IIM Mumbai is continuously expanding its academic, executive education, placement, alumni engagement, and institutional outreach activities. The Institute offers MBA programmes in Operations and Supply Chain Management, General Management, Sustainability Management, BS in Data Science and Business Management, Doctoral Programme in Management, Executive Education Programmes, and various industry-focused academic initiatives.

In order to strengthen institutional engagement with industry, recruiters, alumni, and external stakeholders, IIM Mumbai proposes to engage the following Consultants on a fixed-term consultancy basis:

Sr. No.	Role	Functional Reporting Link	Monthly Retainer
1	Business Development Consultant – Industry Programmes / APS / Executive Education	Dean – SRIC	₹2,00,000 per month
2	Corporate Relations Consultant – Placements	Chairperson CDS	₹2,00,000 per month
3	Alumni Engagement & International Collaboration Consultant	Dean – Alumni & International Affairs	₹2,00,000 per month

Accordingly, IIM Mumbai invites applications through this Expression of Interest (EOI) for engagement of the above consultants to support the Institute's strategic objectives in their respective domains.

2. Position Details

2.1 Business Development Consultant – Industry Programmes / APS / Executive Education

The Consultant shall be responsible for generating and converting business opportunities from corporate organisations for Executive Education Programmes, Management Development Programmes (MDPs), Executive Development Programmes (EDPs), Academic Partnership Scheme (APS), sponsored research, consultancy projects, and other industry-focused academic offerings.

2.2 Corporate Relations Consultant – Placements

The Consultant shall be responsible for expanding the Institute's recruiter base, strengthening industry engagement, supporting internship and placement activities, and enhancing placement opportunities across academic programmes.

2.3 Alumni Engagement & International Collaboration Consultant

The Consultant shall be responsible for strengthening alumni engagement, database management, event coordination, Fundraising initiatives, international outreach, and related administrative functions, developing city chapters, facilitating mentorship programmes, enhancing alumni participation, supporting fundraising initiatives, and promoting international collaborations and partnerships.

3. Terms of Engagement

3.1 Scope of Work and Key Duties

A. Business Development Consultant – Industry Programmes / APS / Executive Education

The Consultant shall:

- a) Identify and engage potential corporate clients across priority sectors.
- b) Generate and maintain a pipeline of qualified corporate leads.
- c) Facilitate programme contracts, MoUs, sponsored programmes, and institutional partnerships.
- d) Promote and operationalise the Academic Partnership Scheme (APS).
- e) Identify opportunities for sponsored research and consultancy assignments.
- f) Facilitate industry engagement and institutional visibility.
- g) Maintain a structured database of corporate contacts and engagements.
- h) Submit Monthly Activity Reports covering meetings, proposals, and business development activities.

B. Corporate Relations Consultant – Placements

The Consultant shall:

- a) Identify and onboard new corporate recruiters across sectors.
- b) Strengthen engagement with HR leaders, recruiters, and talent acquisition teams.
- c) Facilitate internships, live projects, PPO opportunities, and placement engagements.
- d) Support placement-related outreach initiatives and events.
- e) Track recruitment trends, salary benchmarks, and sectoral opportunities.
- f) Maintain recruiter databases and engagement records.
- g) Support placement planning and execution activities.
- h) Submit Monthly Activity Reports covering recruiter engagement and outreach activities.

C. Alumni Engagement & International Collaboration Consultant

The Consultant shall:

- a) Develop and maintain a comprehensive alumni database.
- b) Establish and support alumni city chapters.
- c) Design and operationalise alumni mentorship programmes.
- d) Organise and co-ordinate alumni events and engagement initiatives.
- e) Facilitate alumni participation as mentors, speakers, recruiters, and collaborators.

- f) Support alumni fundraising and donor engagement initiatives.
- g) Facilitate and enhance international outreach and related administrative.
- h) Submit Monthly Activity Reports covering alumni engagement and collaboration activities.

4. Eligibility Criteria

A. Business Development Consultant – Industry Programmes / APS / Executive Education

- a) MBA / PGDM / equivalent qualification; or B.E./B.Tech. with strong relevant experience.
- b) Minimum 8–15 years of experience in corporate training sales, executive education, learning and development, or institutional partnerships.
- c) Demonstrated network of corporate decision-makers.
- d) Prior experience in executive education or B-school business development preferred.
- e) Excellent communication and stakeholder management skills.
- f) Age: The maximum age limit, as on the application closing date is 60 years.

B. Corporate Relations Consultant – Placements

- a) MBA / PGDM / equivalent qualification; or strong HR / talent acquisition background.
- b) Minimum 5–10 years of experience in placements, talent acquisition, HR business development, or corporate recruitment.
- c) Demonstrated network of recruiters and HR professionals.
- d) Prior experience in a B-school placement office shall be desirable.
- e) Strong communication and relationship management skills.
- f) Age: The maximum age limit, as on the application closing date is 60 years.

C. Alumni Engagement & International Collaboration Consultant

- a) MBA / PGDM / equivalent qualification.
- b) Minimum 5–10 years of experience in alumni relations, fundraising, community engagement, institutional partnerships, CSR, or related areas.
- c) Strong interpersonal and networking skills.
- d) Experience in CRM/database management and stakeholder engagement.
- e) Prior experience in a university or B-school alumni office shall be desirable.
- f) Age: The maximum age limit, as on the application closing date is 60 years.

5. Remuneration and Other Conditions

5.1 Remuneration

Particulars	Amount
Monthly Retainer	₹2,00,000 + GST
Annual Retainer	₹24,00,000 + GST

5.2 Other Conditions

- a) Retired Government Officials: Fixed remuneration as per DoPT guidelines (Last Pay Drawn minus Pension).
- b) GST shall be reimbursable against valid tax invoices. TDS shall be deducted at applicable rates under the Income Tax Act, 1961.
- c) No PF, ESI, gratuity, HRA, or travelling allowance shall be admissible.
- d) Performance incentive shall be payable only for measurable institutional outcomes beyond prescribed floor targets.
- e) Medical Benefits: Health insurance premium up to ₹10,000/- for a family of up to four (self, spouse and two dependent children) shall be reimbursed on yearly basis.
- f) Annual Increment: As per Institute norms.

6. Performance Review and Renewal

- a) Annual performance assessment by a Review Committee comprising Director / CAO / Concerned Reporting Authority.
- b) The KPI will be discussed at a later stage by the Institute.
- c) Threshold for renewal: Minimum 70% of annual KPIs achieved.
- d) Engagement beyond Year 3 shall require a fresh EOI and selection process.

7. Selection Process

Applications shall be evaluated by a Selection Committee comprising the Director (or nominee), CAO, and a Dean on the following basis:

Criteria	Weightage
Relevant experience and track record	30%
Quality and feasibility of Concept Note	25%
Industry / recruiter / alumni network strength	25%
Interview performance	20%

Candidates scoring 60 or above (out of 100) shall be considered for empanelment. The Institute reserves the right not to fill the position without assigning reasons. Final selection shall be approved by the Director.

8. Application Process

Interested candidates may submit:

1. Detailed Curriculum Vitae in attached format (Annexure-I).
2. Cover Letter.
3. Concept Note outlining strategy relevant to the applied position.
4. Documentary evidence supporting qualifications and experience.

Applications should email the documents to email Career@iimmumbai.ac.in on or before the last date notified on the Institute website.

9. General Conditions

- a) The Consultant shall maintain strict confidentiality regarding institutional strategies, stakeholder interactions, proposals, negotiations, and official information.
- b) No commitments, assurances, financial representations, or policy positions shall be communicated on behalf of IIM Mumbai without proper authorisation.
- c) The Consultant shall disclose any actual or potential conflict of interest immediately in writing.
- d) The Consultant shall comply with all applicable Government guidelines, institutional policies, and statutory requirements.
- e) All institutional contacts, databases, proposals, stakeholder records, reports, and materials developed during the engagement shall vest exclusively with IIM Mumbai.
- f) The decision of IIM Mumbai in all matters relating to this EOI shall be final and binding.

Sd/-

Chief Administrative Officer



INDIAN INSTITUTE OF MANAGEMENT, MUMBAI

**Vihar Lake Road, Powai,
Mumbai, Maharashtra, 400087**

ANNEXURE - I

APPLICATION FOR THE POST OF FIXED-TERM CONSULTANTS

(PROJECTS) ADVERTISEMENT NO. Admin/2026 dated

17 June 2026

Last Date to apply: 08 July 2026

Affix your
recent
photograph

PERSONAL INFORMATION:

Name: _____
FIRST MIDDLE LAST

Father's Name: _____

Date of Birth: _____(DD/MM/YYYY); Completed Years _____ as on date of application.

Marital Status: Single Married Any other

Category: Unreserved NC-OBC SC ST EWS

Whether belongs to PWD Category: Yes No

Gender: Male Female Transgender

Address for Communication: _____

Mobile No. _____ Email: _____

EDUCATIONAL/ PROFESSIONAL QUALIFICATION: (Class 10th onwards)

Sr. No.	Name of Degree/ Certificate/Diploma	School/College/Board/ University	Year of Passing	Marks Obtained/ Total Marks	Division & Percentage
1.					
2.					
3.					
4.					
5.					

EMPLOYMENT DETAILS: (Start with recent employment)

Sr. No.	Company Name & Location	Position	Nature of Job Contractual/ Permanent	Duties	Total Monthly Emoluments	From (DD/MM/YYYY)	To (DD/MM/YYYY)	No. of Years
1.								
2.								
3.								
4.								

DECLARATION:

I certify that the particulars furnished above by me are true and complete to the best of my knowledge and belief. I understand that if any particulars found to be false at a later date my candidature shall be liable to be cancelled without assigning any reason.

Date: _____

Signature: _____

Place: _____

Name: _____

 Checklist: Documents to be attached with the Annexure-I: Application for the post of **Fixed-Term Consultants** Projects against Admin/2026 dated 17 June 2026.

Sr. No.	Particulars	Yes/No
1.	Academic certificates from Class 10 th onwards;	
2.	Experience/Service certificates;	
3.	No Objection Certificate (NOC), if applicable;	
4.	Latest salary slip or salary certificate;	
5.	Category/PwD certificate, if applicable;	
6.	Copy of Aadhar card/PAN card; and/or	
7.	Any other relevant supporting documents.	