

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 19.06.2026 to 09.07.2026. The details are as under:

Ser	Name of the Position	Pay Level	Total	Category		Age Preferably Below
				UR	OBC	
1.	Deputy General Manager (System & Software)	Level 12	01	01	-	45
2.	Manager (CDS)	Level 10	01	01	-	45
3.	Manager (Executive Education)	Level 10	01	01	-	45
4.	Manager (Networking & Hardware)	Level 10	01	01	-	45
5.	Assistant Manager (IT/System Analyst)	Level 6	04	03	01	35
6.	Assistant Manager (MEP)	Level 6	01	01	-	35
7.	Assistant	Level 6	02	02	-	35

Sr. No	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	<p>Deputy General Manager (System & Software)</p> <p>01 Post (UR)</p> <p>Pay Level – 12 as per 7th CPC</p> <p>Age Preferably Below – 45 years</p>	<p><u>Qualification</u> B.E/B.Tech in Computer Science or Electronics/Electrical/Communication Engineering with specialization in Computers or MCA/M.Sc. in Computer Science with at least 60% marks or its equivalent grade along with consistently good academic record.</p> <p><u>Desirable:</u> Postgraduate in Engineering (Computer Science/IT) from a recognised Institute / University, Professional certifications such as CISSP, CISA, CISM, CCNP, AWS, or Azure. Experience in ERP/LMS platforms, IT infrastructure, cybersecurity, cloud technologies, database management, virtualization, and disaster recovery. Prior experience in reputed institutions like IIMs, IITs, Central Universities, or CFTIs will be preferred.</p> <p><u>Experience:</u> Minimum 10 years of post-qualification experience in maintaining and supporting large-scale networks, hardware, software, internet, e-mail systems, websites, ERP, and related services, along with experience in team management., out of which:</p> <ul style="list-style-type: none"> At least 03 years' experience in the immediate lower Pay Level i.e. Pay Level 11 or equivalent; <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> 05 years' relevant experience in a post carrying Pay Level 10 as per

		<p>7th CPC or equivalent in IIMs/IITs/ CFTIs/Government Educational Institutions, etc.</p> <p>Job Profile: The incumbent will manage and enhance the Institute’s IT systems, software, and digital infrastructure to support academic and administrative functions. Responsibilities include overseeing ERP, LMS, and e-governance platforms; ensuring cybersecurity, data privacy, and disaster recovery; managing IT assets and vendors; leading projects and budgets; ensuring compliance with Government IT policies; providing technical support; supervising IT staff; and driving digital transformation initiatives.</p>
2)	<p>Manager (CDS) – 01 Post (UR)</p> <p>Pay Level - 10 (as per 7th CPC)</p> <p>Upper Age limit - 45 years</p>	<p>Qualification: Postgraduate degree in Management (MBA/PGDM) or equivalent qualification in management from a recognised institution with 60% marks along with consistently good academic record.</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> ▪ Excellent communication, networking, and relationship-building skills; Ability to collaborate effectively with diverse stakeholders, including students, alumni, faculty, and employers; ▪ Strategic mind-set with a focus on achieving 100% placements and driving continuous improvement. ▪ Ability to work independently, prioritize tasks, and meet placement timelines. <p>Excellent speaking and writing proficiency in English.</p> <p>Experience: Minimum 10 years of relevant administrative experience, out of which:</p> <ul style="list-style-type: none"> ▪ At least 05 years should have been in Pay Level 07 <i>or</i> ▪ At least 07 years should have been in Pay Level 06 <i>or</i> <p>Presently working in similar profile in Level 10 or equivalent in a Central/State Government Department/Academic/Research Institution/other reputed Institution. Strong understanding of the executive MBA landscape, including the needs and expectations of senior-level executives and employers.</p> <p>Job Description: The incumbent will lead the Career Services Office, overseeing placements and internships through corporate outreach, alumni engagement, and business development. Responsibilities include expanding recruiter networks, enhancing brand visibility, and aligning strategies with market trends. The role also focuses on student readiness, outcome tracking, and continuous process improvement.</p>
3)	<p>Manager (Executive Education) – 01 Post (UR)</p> <p>Pay Level - 10 (as per 7th CPC)</p> <p>Upper Age limit - 45 years</p>	<p>Qualification: Post-Graduate degree in any discipline (10+2+3+2) from a recognized Institute/University or Master of Business Administration (MBA)/PGDBM (at least 2 years) from a recognized Institute/University with a minimum of 60% marks or equivalent grade ('A' in the UGC 7-point scale), with a consistently good academic record.</p> <p>Desirable Qualifications: MBA/PGDM from a recognized University/Institute, preferably in Management, Education Management, HR, or Operations.</p> <ul style="list-style-type: none"> • Certification/training in Project Management, Digital Learning, or Programme Management. • Knowledge of ERP, LMS, CRM, online learning platforms, UGC/AICTE/NEP guidelines, and e-Governance systems. • Additional qualification in IT, or Data Analytics will be an added

		<p>advantage.</p> <p><u>Experience:</u> Minimum 10 years of experience in executive education, academic administration, programme management, corporate training, consultancy, or higher education administration, out of which:</p> <ul style="list-style-type: none"> • At least 05 years in Pay Level-07; or • At least 07 years in Pay Level-06 or equivalent in a Central/State Government Department/Academic/Research Institution/other reputed Institution. <p>Preference will be given to candidates having experience in Executive Education, Online Executive Programmes, Management Development Programmes (MDPs), Faculty Development Programmes (FDPs), Executive Degree Programmes, Customized Corporate Training, corporate liaison, ERP/LMS-based programme management, and business development. Experience in IIMs, IITs, Central Universities, or other Institutes of National Importance will be preferred.</p> <p><u>Job Description:</u> The incumbent will coordinate sponsored research, consultancy, and related academic activities, including programme administration, examinations, and record management. The role involves ensuring compliance, supporting ERP-based automation, coordinating with faculty and departments, assisting in policy implementation, and supervising section staff and assigned tasks.</p>
4)	<p>Manager (Networking & Hardware) – 01 Post (UR)</p> <p>Pay Level - 10 (as per 7th CPC)</p> <p>Upper Age limit - 45 years</p>	<p><u>Qualification:</u> B.E/B.Tech in Computer Engineering/Computer Technology/Computer Science & Engineering/Information Technology/ECE or MCA/M.Sc. in Computer Science with at least 60% marks or its equivalent grade along with consistently good academic record.</p> <p><u>Desirable Qualifications:</u> Postgraduate in Engineering/Technology (Computer Science & Engineering/Information Technology/Electronics & Communication Engineering) from a recognised Institute/University. Certifications such as CCNA/CCNP, Red Hat/Linux, AWS, Azure, ITIL, or equivalent networking and system administration certifications will be preferred. Experience in design, implementation, and management of campus-wide networking infrastructure, data centers, server administration, virtualization, and IT hardware systems. Familiarity with enterprise network architecture, cybersecurity frameworks, firewall and security appliance management, cloud and hybrid infrastructure, disaster recovery planning, structured cabling systems, and vendor management for IT infrastructure projects.</p> <p><u>Experience:</u> Minimum 10 years of relevant administrative experience, out of which:</p> <ul style="list-style-type: none"> ▪ At least 05 years should have been in Pay Level 07 <i>or</i> ▪ At least 07 years should have been in Pay Level 06 <i>or</i> <p>Presently working in similar profile in Level 10 or equivalent in a Central/State Government Department/ Academic/Research Institution/other reputed Institution. Strong understanding of the executive MBA landscape, including the needs and expectations of senior-level executives and employers.</p> <p><u>Job Description:</u></p> <ol style="list-style-type: none"> 1. The incumbent will manage the Institute’s networking infrastructure, IT hardware systems, and data center operations, ensuring secure, reliable, and high-performance connectivity across the campus. 2. Responsibilities include planning, design, implementation, and

		<p>maintenance of LAN/WAN/Wi-Fi networks, server and storage systems, virtualization environments, and data center infrastructure. The role also includes network security management, firewall configuration, monitoring of IT systems, and ensuring uptime of critical services through redundancy and disaster recovery mechanisms.</p> <p>3. The incumbent will be responsible for vendor coordination, procurement support including technical specification preparation, AMC/SLA management, troubleshooting of network and hardware issues, and supervision of technical staff. The role also involves maintaining IT asset inventory, network documentation, performance monitoring, and supporting institutional applications by ensuring robust underlying infrastructure.</p> <p>4. The position contributes to the Institute's digital infrastructure development through adoption of emerging technologies such as cloud computing, network automation, cybersecurity solutions, and scalable enterprise networking systems.</p>
5)	<p>Assistant Manager (IT/System Analyst) – 04 (03 UR,01 OBC) post</p> <p>Pay Level - 6 (as per 7th CPC)</p> <p>Upper Age limit - 35 years</p>	<p>Qualification: B.E./B. Tech./MCA/M.Sc. with at least 55% marks <i>or</i> Diploma in Computer Science with 60% marks.</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Post-Graduate degree in Computer Science/IT/Computer Applications (MCA/M.Sc. IT/M.Tech) or Diploma in Networking/Systems from a recognized Institute/University. • Professional certifications such as CCNA, Red Hat/Linux, AWS, Azure, MCSE, or equivalent. Familiarity with network administration, cybersecurity practices, cloud platforms, and backup management. • Experience in institutes of repute like IIMs, IITs and/or other institutions of higher education/national importance will be preferred. <p>Experience:</p> <ul style="list-style-type: none"> ▪ Candidates with B.E./B.Tech./MCA/M.Sc. must have at least 02 years of relevant experience. ▪ Candidates with a Diploma must have at least 05 years of relevant experience. <p>Job Description: The Assistant Manager (IT/System Analyst) will support the Institute's IT systems and infrastructure, including hardware/software installations, troubleshooting, server/ERP/LMS maintenance, and ensuring data security through backups and updates. Responsibilities include providing user support and training, coordinating with vendors for AMC, repairs, and procurement, maintaining documentation, generating MIS reports, and assisting digital initiatives. The role may also involve supervising junior IT staff and performing other duties assigned by the Institute.</p>
6)	<p>Assistant Manager (MEP) – 01 Post (UR)</p> <p>Pay Level - 6 (as per 7th CPC)</p> <p>Upper Age limit - 35 years</p>	<p>Qualification: Bachelor's Degree or equivalent in Engineering (MEP) from a recognized university/Institute with at least 55% marks; <i>or</i> 03 years Diploma in Engineering (MEP) from a recognized university/Institute (after 10+2) with at least 60% marks.</p> <p>Desirable Qualifications:</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</p>

		<p>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>Experience:</u></p> <ul style="list-style-type: none"> ▪ 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><u>Job Description:</u></p> <p>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.</p>
7)	<p>Assistant</p> <p>02 Post (UR)</p> <p>Pay Level – 06 as per 7th CPC</p> <p>Age limit - Preferably below 35 years</p>	<p><u>Qualification:</u></p> <p>Graduate from a recognized Institute/University with a minimum of 55% marks.</p> <p><u>Experience:</u></p> <p>Minimum 04 years of relevant office/clerical experience in Pay Level 04 or equivalent <i>or</i> Presently working in Pay Level 06 or equivalent in Central/State Government Departments, Autonomous Bodies, Academic/Research Institutions, or other reputed organizations of national repute.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Post-graduate in Hotel Management/hospitality management from a recognized university with experience in supervising hostel and security administration along with proficiency in using various computer applications. <p>Experience in institutes of repute like IIMs, IITs and/or other institutions of higher education/national importance will be preferred.</p> <p><u>Job Profile:</u></p> <p>The incumbent will assist in the administration and management of student hostels, ensuring smooth day-to-day operations and supporting in maintaining a safe, hygienic, and student-friendly residential environment.</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 **09 July 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. Candidates who have not applied for a similar post within the preceding one year from the date of this advertisement are eligible to apply.
5. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
6. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
7. 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.
8. 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.
 9. 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.
 10. 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.
 11. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
 12. The candidate may be hired for a lower post if deemed fit.
 13. Accommodation at the IIM Mumbai Campus may be provided (Electricity & Water charges to be paid as actual).
 14. 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.
 15. 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.
 16. 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.
 17. 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.
 18. 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.
 19. The Institute shall not entertain any interim correspondence or personal inquiries.
 20. 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.
 21. 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.
 22. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
 23. 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.
 24. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
 25. 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.
 26. 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.
27. 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.
 28. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
 29. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
 30. 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.
 31. 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.
 32. 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.
 33. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
 34. For any technical assistance please contact on disc.website@iimmumbai.ac.in
 35. Incomplete applications without proper supporting documents will be summarily rejected.
 36. 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