



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

Vihar Lake Rd, Powai, Mumbai - 400087

Ref. No.: Admin/Cir/AO/2026

23.06.2026

**CIRCULAR-CUM-ADVERTISEMENT**

**Subject: Internal Advertisement for the Post of Administrative Officer through Promotion Mode of Selection - Regarding**

Reference: Approved Recruitment Rules for the post of Administrative Officer.

The Institute proposes to fill up one (01) post of Administrative Officer in Pay Level-10 of the 7<sup>th</sup> CPC Pay Matrix through Promotion Mode of Selection as per the approved Recruitment Rules. The selection criteria as per the approved Recruitment Rules for the post of Administrative Officer by promotion is as below:

Classification	Group 'A'	Number of Post	01
Age	No Age Limit	DPC	Not Applicable
Mode of Selection	Through Promotion (Failing which by Deputation/Transfer on Deputation/Contract, as per Recruitment Rules).		

Eligibility: Open to the Officer level staff of the Institute possessing a Post-Graduate degree in any discipline (10+2+3+2) from a recognized Institute/University or Master of Business Administration (MBA)/Equivalent Degree or Diploma in Management from a recognized Institute/University with Minimum 55% marks or equivalent grade ('A' in the UGC 7-point scale) with consistently good academic record.

Experience:

- Minimum 10 years of relevant administrative experience, out of which: at least 05 years should have been in Pay Level-7; or at least 07 years should have been in Pay Level-6 or equivalent in a Central/State Government Department/Academic/Research Institution/other reputed Institution.
- Experience in Government rules & regulations, Purchase & Stores rules, GFR, Establishment and Administration will be preferred.
- Knowledge of computer operations/ERP systems is essential.

Job Description:

The incumbent will manage administrative and personnel functions, including leave and service records, recruitment coordination, transport and facility supervision, and report preparation. The role involves liaising with external agencies, ensuring compliance with rules, supporting the Chief Administrative Officer in establishment and governance matters, and handling any other duties assigned by the Competent Authority of the Institute.

Selection Procedure: Examination and/or Presentation and Interview.

Period of Probation: 01 Year

Last Date of Application: 01<sup>st</sup> July 2026 till 05.30 PM

Candidates possessing the requisite qualifications and experience may submit their applications along with the Annexure-I in the prescribed format through proper channel. The duly filled-in application along with self-attested copies of educational qualifications, experience certificates, APARs for the preceding five years, Vigilance Clearance Certificate, Integrity Certificate and No Penalty Certificate, wherever applicable, must reach the Administration & HR Section, IIM Mumbai on or before the prescribed last date.

Applications received after the prescribed date and time or found incomplete in any respect shall not be considered.

This is issued with the approval of the Competent Authority.

  
Chief Administrative Officer

E-Distribution:

All Department Heads and Section Heads  
To be uploaded on the Institute Website

For information:

Director Office  
CAO Office

**Application for the Post of Administrative Officer (Pay Level 10) through Promotion Mode of Selection  
(For IIM Mumbai Employees)**

Reference: Office/Circular Order No. \_\_\_\_\_ dated \_\_\_\_\_.

Personal Details:

S. No.	Particulars	Details (to be filled by the applicant)
1.	Name of the Applicant	
2.	Employee Code	
3.	Designation	
4.	Email ID (official)	
5.	Present Pay Level and Cell	
6.	Department/Section	
7.	Date of Birth (DD/MM/YYYY)	
8.	Date of Appointment in IIM Mumbai (DD/MM/YYYY)	
9.	Nature of Appointment	
10.	Educational Qualifications	
11.	Training/Certification in Computer Applications	
12.	Contact No.	

Service Details:

Designation	Pay Level	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Length of Service (Years/Months)

Declaration by the Applicant

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that any false statement or suppression of fact will render my application liable for rejection and may attract disciplinary action as per Institute rules.

Date: \_\_\_\_\_

Place: Mumbai

(Signature of the Applicant)

Name:

Designation:

Employee Code: