

**Walk-In Interview for The Post of Admin Associate & Admin Trainee**

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the Admin Associate & Admin Trainee under on contract basis (Institute/ Outsourcing contract) initially for a period of Six months extendable further up to six months, subject to satisfactory performance of the incumbent & requirement of the Institute. The details are as below: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p><b>Admin Associate –</b> (No of Posts will be as per Institute Requirement)</p> <p><b>Remuneration–</b> A Consolidated Salary of Rs.35,000/- per month</p> <p><b>Age Limit – 30 Years</b></p>	<p><b><u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>Applicants possessing Graduate degree in any discipline should have minimum 60% marks from a reputed institute/university</li> </ul> <p><b><u>DESIRABLE:</u></b></p> <ul style="list-style-type: none"> <li>Applicants possessing Graduate degree in any discipline should have minimum 60% marks from a reputed institute/university with minimum 03 Year of experience.</li> </ul> <p><b><u>JOB PROFILE:</u></b></p> <ul style="list-style-type: none"> <li>Services of Admin Associate will be assigned as per the requirement in various departments. They shall coordinate and assist their respective department heads and faculties to ensure that the administrative operations of the institute run smoothly. They should have the ability to manage office operations, plan, schedule, and execute office-related events along with experience in handling confidential and sensitive information.</li> <li>Correspondence and Communication: Handle incoming and outgoing correspondence, emails, and phone calls. Maintain effective communication with other departments, staff, and external stakeholders as required.</li> <li>Documentation and Reporting: Prepare and maintain various reports, documents, and files related to respective departments. This may involve generating reports, preparing presentations, and organizing documentation and post for social media.</li> <li>Records Management: Maintain and organize records and documentation in accordance with IIM's policies and guidelines.</li> <li>Project management: Excellent project management and scheduling skills to handle processes and regular operations of the department.</li> <li>Event management co-ordination and record collection which includes photos, preparation and report.</li> <li>Any other task in relevant department assigned by the Competent Authority from time to time.</li> </ul> <p><b><u>Duty Timings</u></b></p> <ul style="list-style-type: none"> <li>6 days a week, including Saturdays and Sundays as per work requirements.</li> <li>Weekly off will be given on any other day as decided by the department.</li> <li>May be required to work beyond office hours or on holidays, if needed.</li> </ul>

<b>Name of Post &amp; Emoluments</b>	<b>Eligibility Criteria &amp; Job Requirement</b>
<p><b>Admin Trainee –</b> (No of Posts will be as per Institute Requirement)</p> <p><b>Remuneration–</b> A Consolidated Salary of Rs.25,000/- per month</p> <p><b>Age Limit – 27 Years</b></p>	<p><b><u>MINIMUM QUALIFICATIONS &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>• Applicants possessing Graduate degree in any discipline should have minimum 60% marks from a reputed institute/university</li> </ul> <p><b><u>DESIRABLE:</u></b></p> <ul style="list-style-type: none"> <li>• Applicants possessing Graduate degree in any discipline should have minimum 60% marks from a reputed institute/university with minimum 01 Year of experience.</li> </ul> <p><b><u>JOB PROFILE:</u></b></p> <ul style="list-style-type: none"> <li>• Services of Admin Trainee will be assigned as per the requirement in various departments. They shall coordinate and assist their respective department heads and faculties to ensure that the administrative operations of the institute run smoothly. They should have the ability to manage office operations, plan, schedule, and execute office-related events along with experience in handling confidential and sensitive information.</li> <li>• Correspondence and Communication: Handle incoming and outgoing correspondence, emails, and phone calls. Maintain effective communication with other departments, staff, and external stakeholders asrequired.</li> <li>• Documentation and Reporting: Prepare and maintain various reports, documents, and files related to respective departments. This may involve generating reports, preparing presentations, and organizing documentation and post for social media.</li> <li>• Records Management: Maintain and organize records and documentationin accordance with IIM's policies and guidelines.</li> <li>• Project management: Excellent project management and scheduling skills to handle processes and regular operations of the department.</li> <li>• Event management co-ordination and record collection which includes photos, preparation and report.</li> <li>• Any other task in relevant department assigned by the Competent Authority from time to time.</li> </ul> <p><b><u>Duty Timings</u></b></p> <ul style="list-style-type: none"> <li>• 6 days a week, including Saturdays and Sundays as per work requirements.</li> <li>• Weekly off will be given on any other day as decided by the department.</li> <li>• May be required to work beyond office hours or on holidays, if needed.</li> </ul>

**SELECTION PROCESS:**

1. Document verification.
2. Computer proficiency/skill test in MS word, Excel, Power point, internet etc.
3. Interview

**GENERAL CONDITIONS:**

1. The selected candidate (s) will be engaged **either through Institute contract or outsourcing agency** initially for a period of 6 months, extendable up to further 6 months, subject to satisfactory performance of the incumbent & need of theInstitute.
2. Selected candidate will be required to join the duties with in **one month**.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.

4. The Institute reserves the right to modify appropriate short-listing criteria in case of large number of applications.
5. For exceptionally deserving candidates the Institute may consider relaxing the experience Criteria subject to the committee and Institute requirement.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
7. Candidates are advised to visit the website of IIM Mumbai ([www.iimmumbai.ac.in](http://www.iimmumbai.ac.in)) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
8. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
9. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
10. The Institute also reserves the right not to fill the post, if it so desires.
11. No interim correspondence will be entertained.
12. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
13. Legal disputes if any will be restricted within the jurisdiction of Mumbai only.

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

#### **HOW TO APPLY**

Interested and eligible candidates may come along for interview with the application form, updated resume, recent passport size photograph, photocopy of Pan card, Aadhar card original certificates and one set of self-attested copies of all supporting documents to Room Classroom -11, 1<sup>st</sup> Floor, Admin Building, IIM Mumbai, on 07 July 2026, from 10:00 AM to 11:30 AM.

**No other mode of application will be entertained.**

## Application format for Walk-in-Interview

(Should be submitted during attending for Walk-In-Interview. No need to apply through post or courier)

Name of the post applied for \_\_\_\_\_

1. Name of the candidate: \_\_\_\_\_

2. Date of birth (as per class 10<sup>th</sup> Mark sheet/Certificate): \_\_\_\_\_

3. Father's Name: \_\_\_\_\_

4. Category (SC/ST/OBC/GEN/PWD): \_\_\_\_\_

5. Sex (Male/Female): \_\_\_\_\_

6. Married/Un-Married: \_\_\_\_\_

7. Permanent Address :

\_\_\_\_\_ PIN \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

8. Correspondence Address (with PIN Code):  (Pl. mark  if same as permanent address)

\_\_\_\_\_ PIN \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

9. Educational Qualification (Starting from 10<sup>th</sup> onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/G PA	Subjects taken/ Specialization

10. Experience, if any (Starting from the present employment(Experience certificate needs to be attached):

S. N.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

Please paste a latest self attested colour photo of the candidate

11. Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark ✓ on documents attached & x on others)

- |  |                          |
|--|--------------------------|
| 1. Class 10 <sup>th</sup> Marksheet                        | <input type="checkbox"/> |
| 2. Class 10 <sup>th</sup> Certificate                      | <input type="checkbox"/> |
| 3. Class 12 <sup>th</sup> Marksheet                        | <input type="checkbox"/> |
| 4. Class 12 <sup>th</sup> Certificate                      | <input type="checkbox"/> |
| 5. Graduation/Diploma consolidated /final Marksheet        | <input type="checkbox"/> |
| 6. Graduation/Diploma certificate                          | <input type="checkbox"/> |
| 7. Document in support of higher educational qualification | <input type="checkbox"/> |
| 8. Documents in support of previous employment             | <input type="checkbox"/> |
| 9. Any other document (list them)                          | <input type="checkbox"/> |

12. **Declaration by Candidate**

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

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