

Walk-In Interview for The Post of Engineering Assistant posts

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the Engineering Assistant (Civil), Engineering Assistant (Electrical) & Engineering Assistant (MEP) under the Campus Development Division purely 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: -

1) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Engineering Assistant (Civil) (on contract basis) – 02 Post (UR) Monthly Emoluments – Rs. 35,000/- to Rs 40,000/- Maximum Age Limit – not more than 40 years as on last date for receipt of applications. Shift Duty - The incumbent shall be required to perform duties in shifts, including rotational/night shifts, weekends, and holidays, as per the operational requirements of the Institute.	<u>MINIMUM QUALIFICATIONS & EXPERIENCE:</u> B.Tech/ BE or equivalent degree with minimum 50% marks in Civil Engineering from a recognized Institute with minimum 01 year of experience in Civil construction & maintenance jobs. Knowledge of computer operations is essential. Candidates with higher qualifications will be given preference. OR Diploma in Civil Engineering with 50% marks from a recognized Institute with a minimum of 03 years relevant experience in civil construction & maintenance jobs in multi-storeyed institutional buildings in a reputed organizations preferably Central/State Govt. Undertakings. Knowledge of computer operations is essential. Knowledge of CPWD rules/manual is desirable.
<u>JOB RESPONSIBILITIES:</u> - Identify IIM Mumbai's requirements and put together feasibility reports and design proposals. - Will assist the designated representative as delegates as per the decision of the competent Authority. - Be in tune with project from start to finish to ensure high quality, innovative and functional design. - Develop ideas keeping in mind IIM Mumbai's need, building's usage and environmental impact. - Assess detailed blueprints and make any necessary corrections. - Compile projects specifications - Maintain the record of budgets and timeliness and appraise concerned authorities. - Ensure that all works are carried out to specific standards, building codes, guideline and regulations. - Make onsite visits to check on project status and report on project. - Cooperate and liaise with construction professionals. - Keeping record of processes related to assigned, pre-construction activities and planning, constructing activities, closing of works, handling over taking over activities and liaising with statutory authorities for said activities. - Liaise with civil and other government agencies for ensuring all maintenance related support. - Weekly report of work done (on Friday every week) and monthly report (before last day) to Competent Authority.	

2) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Engineering Assistant (Electrical) (on contract basis) - 02 post Monthly Emoluments- Rs. 35,000/- to Rs 40,000/- Maximum Age Limit – not more than 35 years as on last date for receipt of applications. Shift Duty - The incumbent shall be required to perform duties in shifts, including rotational/night shifts, weekends, and holidays, as per the operational requirements of the Institute.	<u>MINIMUM QUALIFICATIONS & EXPERIENCE:</u> Bachelor's degree in electrical engineering with 50% marks from a recognized Institute with a minimum of 01 years' relevant experience in electrical maintenance & other related jobs in multi-storeyed institutional campus in a in reputed organizations. Knowledge of computer operations is essential. Knowledge of CPWD rules/manual is desirable. OR Diploma in Electrical Engineering with 50% marks from a recognized Institute with a minimum of 3 years' relevant experience in electrical maintenance & other related jobs in multi-storeyed institutional campus in reputed organizations. Knowledge of computer operations is essential. Knowledge of CPWD rules/manual is desirable.
<u>JOB RESPONSIBILITIES:</u> • Identify the Institute's electrical infrastructure requirements and prepare feasibility reports, technical specifications, and design proposals. • Assist the designated representative and perform duties as delegated by the Competent Authority. • Manage and oversee the operation, maintenance, and execution of Electrical works, including HT/LT systems, transformers, substations, DG sets, UPS, electrical panels, internal and external electrification, street lighting, earthing, and backup power systems. • Ensure preventive and breakdown maintenance of electrical installations and coordinate with civil, MEP, and other agencies for uninterrupted services. • Prepare estimates, cost calculations, BOQs, measurements, and billing as per scheduled/non-scheduled rates. • Supervise electrical contractors, monitor project execution, ensure quality standards, and verify compliance with relevant electrical codes and safety regulations. • Coordinate with statutory authorities, utility providers, and consultants for approvals, inspections, and compliance related to electrical installations. • Conduct regular site inspections, identify operational risks, and implement corrective and preventive measures. • Maintain records of electrical assets, maintenance activities, energy consumption, and statutory inspections. • Submit a weekly progress report (every Friday) and a monthly report (before the last working day of the month) to the Competent Authority.	

3) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Engineering Assistant (MEP) (on contract basis) - 02 post Monthly Emoluments- Rs. 35,000/- to Rs 40,000/- Maximum Age Limit – not more than 35 years as on last date for receipt of applications. Shift Duty - The incumbent	<u>MINIMUM QUALIFICATIONS & EXPERIENCE:</u> Bachelor's degree in electrical engineering with 50% marks from a recognized Institute with a minimum of 01 years' relevant experience in electrical maintenance & other related jobs in multi-storeyed institutional campus in a in reputed organizations. Knowledge of computer operations is essential. Knowledge of CPWD rules/manual is desirable. OR Diploma in Electrical Engineering with 50% marks from a recognized Institute with a minimum of 3 years' relevant experience in electrical maintenance & other related jobs in multi-storeyed institutional campus in reputed organizations. Knowledge of computer operations is essential.

shall be required to perform duties in shifts, including rotational/night shifts, weekends, and holidays, as per the operational requirements of the Institute.	Knowledge of CPWD rules/manual is desirable.
<u>JOB RESPONSIBILITIES:</u> • Supervise day-to-day MEP works at site (Electrical, Plumbing, Fire Fighting, HVAC, etc.). • Ensure work is executed as per approved drawings and technical specifications. • Coordinate with civil team, contractors, and consultants for smooth execution. • Monitor material usage and ensure proper handling at site. • Check quality of work and ensure compliance with safety standards. • Maintain daily progress reports and update reporting manager. • Ensure timely completion of work as per project schedule. • Handle manpower planning and allocation at site. • Attend site meetings and coordinate with client / consultant when required. • Support testing, commissioning, and handover activities. • Weekly report of work done (on Friday every week) and monthly report (before last day) to Competent Authority.	

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 the Institute.
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) 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, 1st Floor, Admin Building, IIM Mumbai, on 10 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 10th 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 10th 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 th Marksheet | ☐ |
| 2. Class 10 th Certificate | ☐ |
| 3. Class 12 th Marksheet | ☐ |
| 4. Class 12 th Certificate | ☐ |
| 5. Graduation/Diploma consolidated /final Marksheet | ☐ |
| 6. Graduation/Diploma certificate | ☐ |
| 7. Document in support of higher educational qualification | ☐ |
| 8. Documents in support of previous employment | ☐ |
| 9. Any other document (list them) | ☐ |

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: _____