

Advertisement for Fire and Safety Supervisor on contractual basis

Indian Institute of Management Mumbai, an Institute of National Importance and an autonomous Institution under the Ministry of Education, Government of India, invites applications from highly motivated, proactive, and dynamic professionals for engagement as **Fire and Safety Supervisor** on a contractual basis. The position is purely contractual in nature, initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbents and need of the Institute. The details are as under:-

Sr. No	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	Fire & Safety Supervisor 01 post (UR) Monthly Consolidated Emoluments: ₹ 60,000 + OCA fixed ₹ 10,000/- Total = ₹ 70,000/- Mobile reimbursement: ₹ 500 per month Age Limit: 40 years	<u>Minimum Qualifications & Experience:</u> Diploma (Govt. approved) in Fire & Safety Engineering (course duration not less than one year). <u>Experience:</u> • 05 years of relevant experience • Working experience with IIMs/IITs/NITs /an Institute of national importance or reputed organizations is preferred. <u>Job Responsibilities:</u> • To ensure and maintain safe & accident-free work environment. • Upkeep and maintenance of fire prevention & control equipment. Coordination for conducting safety awareness programmes and training programmes. • Responsible for preparing incident & accident reports and carrying investigation, conducting safety audit and safety inspection. • Coordinate with local government Fire & Rescue officials, organize mock drills, fire prevention awareness programmes for Institute staff as well as Campus residents. • Should ensure display of Safety warning & cautionary notices, signage at appropriate places in and around the institute. • Any other duties as deemed fit by the Competent Authority.

GENERAL CONDITIONS:

1. Only Indian citizens are eligible to apply.
2. The selected candidate will be engaged on contract basis initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbent & need of the Institute.
3. The above position is purely contractual in nature and thus candidate(s) will have no right to claim any regularization / absorption etc. in the Institute.
4. The Institute strives to promote gender balance and encourages applications from women candidates.
5. Agniveer applicants are encouraged to apply, subject to fulfilling the prescribed qualifications & experience.
6. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be

shortlisted for the Written Test / Skill Test/ Interview. The Institute reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a reasonable number based on higher qualifications and/or experience.

7. Candidates are required to mandatorily provide a valid and active email ID in the application form, as all communications related to the selection process will be made exclusively through email.
8. The date for the selection process will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their email regularly.
9. The Institute shall not be responsible for any delay or non-receipt of communication due to incorrect or inactive email ID provided by the candidate.
10. No rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
11. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
12. **Selection Process**-The selection shall be made through an interview, which may be conducted online, offline, or in multiple phases, as deemed appropriate by the Institute. Depending upon the number of applications received, the Institute may also conduct a Written Test and/or Skill Test as part of the selection process.
13. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational/professional qualifications, work experience, age, caste etc. for verification purposes at the time of the final selection process. Failure to do so may result in the cancellation of their candidature.
14. 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).
15. 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.
16. The panel of recommended candidates will be valid for one year from the date of approval of the Competent Authority and the Institute can make appointments in the future also by operating the panel within the validity period.
17. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
18. The number of posts may be increased or decreased as per need of the Institute.
19. The Institute reserves the right to modify, amend, or cancel the recruitment process, in part or in full, at any stage without assigning any reason. The Institute also reserves the right not to fill any or all of the advertised posts, as it may deem fit.
20. No interim correspondence will be entertained or replied to.
21. Canvassing in any form will be a disqualification.
22. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following link <https://iimmumbai.ac.in/careers> on or before **09 September 2026 (5:00 pm)**.

Sd-
Chief Administrative Officer