

ADVERTISEMENT FOR CENTRE ATTENDANT FOR AIC-NIFIE, IIM MUMBAI

About IIM Mumbai

Indian Institute of Management Mumbai, erstwhile NITIE (National Institute of Industrial Engineering), was established by the Government of India in 1963 with the assistance of the United Nations Development Programme (UNDP) and the International Labour Organisation (ILO). IIM Mumbai has been consistently ranked among the top B-schools in India. IIM Mumbai is ranked 6th among Management Institutes in the National Institutional Ranking Framework (NIRF) rankings for 2025. IIM Mumbai is committed to developing skilled professionals across functional areas such as Operations Management, Analytics, Finance, Marketing, Project Management, HR, Information Technology, and Sustainability Management.

Located in the country's financial capital, IIM Mumbai has close interactions with leading corporate houses, giving it the added advantage of integrating classroom knowledge with practical inputs from industry professionals. IIM Mumbai's picturesque campus is surrounded by lakes on three sides. The lush greenery at the campus has earned it the moniker "God's Own Campus".

About AIC-NIFIE (an IIM Mumbai Incubator)

AIC - NIFIE is an umbrella organization at IIM Mumbai for fostering entrepreneurship and nurturing tech start-ups. It administers a business incubator which provides 'start to scale' support for technology-based entrepreneurship and facilitates the conversion of research activity into entrepreneurial ventures.

AIC - NIFIE is a Section 8 of the Companies Act 2013, the main objective of which is to nurture start-ups focusing on economic growth, strategic value and social relevance. In addition to IIM Mumbai, AIC – NIFIE is supported by Atal Incubation Centre, NITI Ayog, Govt. of India.

Applications are invited from eligible candidates for the following positions.

Sr. No.	Name of the Post	No. of Positions	Category	Remuneration
1	Centre Attendant	02 (Two)	UR	Rs 25,000/- to Rs 30,000/- pm

1. Centre Attendant

Job Title	Centre Attendant
Location of posting	Mumbai, Maharashtra
Number of posts	02 (Two)
Nature of post	The vacancy is to be filled on temporary basis initially for one year; however, it is extendable further subject to satisfactory performance. The maximum tenure for the post is 2 (two) years
Remuneration	Rs 25,000/- to Rs 30,000/- per Month
Process	Shortlisted candidates will be contacted for interview.
Role description	• Assist in the day-to-day operations and smooth functioning of the Incubation Centre. • Ensure cleanliness, upkeep and proper maintenance of workspaces, meeting rooms and common facilities. • Assist startups, visitors and stakeholders with routine facility-related requirements. • Coordinate with housekeeping, security, maintenance staff and service providers for day-to-day requirements. • Provide logistical support for meetings, workshops, events and incubation programmes. • Assist in maintaining inventory, facility records and other administrative documentation. • Report facility-related issues and support timely resolution. • Perform other duties as assigned by the Facility Administrator/CEO – Innovation, Incubation and Entrepreneurship.
Last date of Apply	11.09.2026

Eligibility Criteria

Education	1. Minimum 10 th Pass / Diploma
Experience	1. Minimum 5 years of relevant work experience. 2. Prior experience at an incubation centre, startup, co-working space, innovation centre or similar organisation will be preferred.
Age limit	Not more than 40 years as of the last date of submission of the application.
Other requirements	1. Good communication and interpersonal skills. 2. Good organisational and coordination skills. 3. Ability to work under pressure and meet deadlines. 4. Responsible, disciplined and service-oriented approach.

***Other Benefits: -**

- Leave Benefit: As per extant institute norms applicable to the contractual employees.
- No other allowances are admissible.
- Institute shall not provide any accommodation facility.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 1 year, extendable up to further two years, subject to satisfactory performance of the incumbent & need of the Institute.
2. The contract basis engagement for the selected candidate is for AIC-NIFIE and the contract will start only after the funds are released by Nayara Energy and received by AIC-NIFIE.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. 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 date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
5. 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 the interview, along with one set of photocopies of these documents.
6. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7. Selection Process- Through an interview, which may also be conducted through in person / online mode. Candidates are required to mandatorily mention their email ID in the application form.
8. 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).
9. 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 only on the Institute website.
10. The panel of selected waitlisted candidates will be valid for one year from the date of approval of the Competent Authority, and the Institute can also make appointments in future by operating the panel within the validity period.
11. The above position is of a purely contractual nature and thus candidate (s) will have no right to claim any regularisation/absorption, etc. in the Institute.
12. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
13. The Institute also reserves the right not to fill the post, if it so desires.
14. No interim correspondence will be entertained.
15. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
16. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.

17. The Institute follows the Reservation Policy of the Government of India.
18. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five Hundred Ninety only).
19. Candidates belonging to SC, ST and PwD are exempted from paying the applications fee.
20. All internal candidates are exempted from paying the applications fee.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following <https://iimmumbai.ac.in/careers> on or before **11.09.2026**.

No other mode of application will be entertained.

Chief Administrative Officer