

**CIRCULAR-CUM-ADVERTISEMENT**

**Subject: Advertisement for promotional upgradation to the post of Executive Associate to Director (Level 08) from eligible internal Group B candidates (Level 06 and above) through promotion mode of selection.**

Applications are invited from eligible internal Group B (level 6 and above) employees of the Institute for promotional upgradation to the post of Executive Associate to Director (Pay Level 08), through the Promotion Mode of Selection. The details of the posts are as follows:

No. of posts: 01(One)

Candidates with the following qualifications and experience as per details given below may apply:

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification and Experience    | <p><b>Qualification:</b> Post-graduate degree in any discipline (10+2+3+2) from a recognized Institute/University with Minimum 50% marks or equivalent grade with consistently good academic record.</p> <p><b>Experience:</b> Minimum 08 years of relevant experience, out of which:</p> <ul style="list-style-type: none"><li>• At least 04 years should have been in Pay Level 06 or equivalent; or</li><li>• A combined relevant experience of 06 years in Pay Level 05 and Pay Level 06 or equivalent, in administration, establishment, or service-related functions in Government Departments/Autonomous Bodies/Academic or Research Institutions/other reputed organizations.</li></ul> <p>Candidates with sufficient exposure to Government rules &amp; regulations, Establishment and Service matters, Office Administration, Purchase &amp; Stores rules, and GFR will be preferred.</p> <p><b>Desirable:</b> Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University/Institute. Proficiency in computer operations. knowledge/experience of working with Office Management Software will be an added advantage. Proficiency in Stenography in English or Hindi with a minimum speed of 100 wpm. Experience as Stenographer or equivalent in Central/State Government Organisations/University Research Institution or Central/State autonomous Institution/reputed private institutions. Experience in institutes of repute like IIMs, IITs, IISERs etc. will be preferred.</p> |
| Computer Proficiency Test (CPT) | <p>Proficiency in the use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must; and/or</p> <p>Having typing speed of 40 wpm/35 wpm in English and Hindi respectively on computer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Mode of Selection:** The selection process may involve a written test and/or CPT.

**Last date of application:** 07.09.2026 till 05.30 PM

Candidates possessing the requisite qualification and experience to apply offline in the prescribed format attached at the Annexure I and submit the same to the Administration section. Also, a soft copy of the application in the prescribed format, duly filled in MUST be sent to [careers@iimmumbai.ac.in](mailto:careers@iimmumbai.ac.in)

This is issued with the approval of competent authority.

**Chief Administrative Officer**



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

Vihar Lake Rd, Powai, Mumbai - 400087

Ref. No. IIMM/OD/Cadre Review/2026/01/CA

August 31, 2026

**Annexure – I**

**Application for Promotional Upgradation to the Post of Executive Associate to Director (Pay Level 08)  
(For regular group B (level 6 and above) employees)**

Reference: Office 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 (as per records)     |                                         |
| 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:

(Signature of the Applicant)

Name:

Designation:

Employee Code: