

Advertisement for Various Non-Teaching Posts on tenure/ contract/ fixed term basis

Indian Institute of Management Mumbai invites only the online applications from interested & eligible candidates for post of Manager (UG Program) and Associate Manager (UG Program) as per details given below purely on tenure/contract/ fixed term basis. The Online option will remain open from 15.09.2026 to 05.10.2026. The details are as under:

Ser	Name of Post	Level	No. of posts						
			UR	SC	ST	OBC	EWS	Total	PwBD
1.	Manager (UG Programs)	Pay Level-10	01	-	-	-	-	01	00
2.	Associate Manager (UG Programs)	Pay Level-08	01	-	-	-	-	01	00

Ser	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	Manager (UG Program) (01 UR) Pay Level 10 (56100 - 177500) (Gross Pay includes Basic Pay + Dearness allowance + House Rent Allowance + Transport Allowance + Dearness allowance on Transport allowance) Age limit - 45 years	<u>Qualification & Experience</u> - Applicant should have at least a Graduation degree, while those with a Master's degree will be preferred. - Minimum 6 years of overall experience, out of which minimum 3 years of relevant experience in academic administration or end-to-end programme administration in a reputed Higher Education/Management Institution. - Proficiency in MS Excel, Database Management & other MS Office tools is a must. - Ability to perform data analysis in MS Excel, including use of formulae, in-built functions, charts, etc., is required. - Experience of working at IIMs/IITs/NITs or any other premier Institution is desirable and will be given preference. - Quick learners from varied domains who are passionate about administrative fields and are ready to learn and adapt to the new ecosystem are also encouraged to apply. <u>Job Description:</u> - Coordinate and manage multiple degree granting programmes, including MBA, Executive MBA, Blended MBA, Doctoral programmes, as well as any new programme which will be introduced by the Institute in future. - Ensure the timely and effective execution of academic schedules, curricular requirements, and course offerings. - Efficient overall programme planning & execution, including but not limited to: (a) Scheduling & Calendar management (b) Faculty coordination (c) Resource management (d) Teaching & Training aids (e) E – resource management (f) LMS systems (g) Attendance management (h) Evaluation & Grading (i) Inbound & Outbound training facilities

		(j) Convocation & Valedictory functions (k) Documentation for Accreditation & Ranking Feedback management & timely corrective actions etc. (l) Coordinate and supervise the various programme coordinators. • Coordination with all stakeholders such as students, faculty, internal departments, and external agencies. • Time Management and planning to ensure the timely delivery of academic programmes/flawless execution of the Programme. • Maintaining the database & regular updates, and systematic filing of records. • Programme Budget Management- Timeliness and accuracy of budget proposals and utilization reports. • Preparation of letters such as invitation letters/bonafide based on the student's suitable requirements, verification of the student's academic credentials received from companies, prepare/verify expense bills and associated work etc., under the guidance of the department head. • Assistance in the preparation of Policies, SoPs, and manuals, etc. and development, revision, and implementation of academic policies and governance framework. • Process improvements and implementation of new systems or workflows. • In online Mode, proficiency in working on Moodle and other relevant academic and assessment software. • Assisting the Academic Office in its day-to-day operations/any other duty assigned by the department head related to academics as per the requirement, which may involve working on weekends if the need be.
2)	Associate Manager (UG Program) (01 UR) Pay Level - 08 (47600 - 151100) (Gross Pay includes Basic Pay + Dearness allowance + House Rent Allowance + Transport Allowance + Dearness allowance on Transport allowance) Age limit - 40 years	<u>Qualification & Experience</u> • Applicant should have at least a Graduation degree, while those with a Master's degree will be preferred. • Minimum 5 years of overall experience, out of which minimum 2 years of relevant experience in academic administration or end-to-end programme administration in a reputed Higher Education/Management Institution. • Proficiency in MS Excel, Database Management & other MS Office tools is a must. • Ability to perform data analysis in MS Excel, including use of formulae, in-built functions, charts, etc., is required. • Experience of working at IIMs/IITs/NITs or any other premier Institution is desirable and will be given preference. • Quick learners from varied domains who are passionate about administrative fields and are ready to learn and adapt to the new ecosystem are also encouraged to apply. <u>Job Description:</u> Responsible for coordinating and managing UG programmes, ensuring effective planning and timely execution of academic schedules, faculty coordination, resources, LMS, attendance, evaluation, budgeting, and programme activities. The role also involves stakeholder coordination, supervision of programme coordinators, maintenance of records and databases, student support, accreditation and ranking documentation, assistance in policy and SOP development, process improvement, and day-to-day support to the Academic Office as assigned.

How to Apply:

1. Candidates are required to apply online at the official website of IIM Mumbai, i.e.,

<https://iimmumbai.ac.in/careers>. The last date for submission of online applications is **15 October 2026 (05:00 PM)**.

2. Officers holding **analogous** posts on a regular basis in the parent cadre/department may also apply for appointment on deputation basis. The deputationist may be considered for absorption, subject to the requirement of the post, suitability of the officer, consent of the lending and borrowing organisations, and compliance with the applicable Government of India rules and norms governing absorption, as amended from time to time. Such consideration for absorption shall not confer any vested right on the deputationist.
3. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five hundred Ninety only). Candidates belonging to SC, ST and PwBD are exempted from paying the applications fee. All internal candidates are exempted from paying the applications fee.
4. Applicants must upload a latest photograph (not older than six months) and copies of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste/category, disability (if applicable), etc. Experience certificate(s) must be on the issuing organisation's letterhead, bearing the date of issue, specific period of work, designation, and pay drawn against each position, duly certified by the competent issuing authority.
 - a) Original certificates must be produced at the time of the selection process, and again at the time of joining, if selected.
 - b) EWS Reservation – applicable if the post is reserved for the EWS category: Persons not covered under the reservation scheme for SC, ST, and OBC, and whose family has a gross annual income below Rs. 8.00 lakh, are to be identified as Economically Weaker Sections (EWS) for the purpose of reservation. "Family" for this purpose includes the applicant, parents, siblings below the age of 18, spouse, and children below the age of 18. Income includes income from all sources – salary, agriculture, business, profession, etc. – for the financial year prior to the year of application. A person whose family owns or possesses any of the following assets shall be excluded from EWS identification, irrespective of family income: (i) 5 acres of agricultural land and above; (ii) residential flat of 1000 sq. ft. and above; (iii) residential plot of 100 sq. yards and above in notified municipalities; (iv) residential plot of 200 sq. yards and above in areas other than notified municipalities. Income and assets shall be certified by an Officer not below the rank of Tehsildar in the State/UT concerned. Candidates shortlisted for document verification shall be required to produce the requisite certificate, in the format prescribed by the Government of India, at the time of document verification.
 - c) Caste Validity (ST candidates): In respect of Scheduled Tribe candidates, the caste validity certificate issued by the Scheduled Tribe Certificate Scrutiny Committee of the respective State Government must be enclosed with the application.
 - d) Applicants seeking the benefit of reservation/fee concession applicable to SC/ST/OBC (NCL)/EWS/PwBD/Ex-servicemen categories must attach the relevant certificate(s) in the format prescribed by the Central Government in support of their claim. Applicants seeking OBC (NCL) reservation benefits must additionally attach a self-declaration, along with a certificate in the prescribed format issued by the Competent Authority, as per Annexure – II (applicable where the post is reserved for the OBC category).
 - e) PwBD (Persons with Benchmark Disabilities) Reservation: Reservation for PwBD candidates shall be provided as per the Rights of Persons with Disabilities Act, 2016 and Government of India orders issued thereunder, where the post is identified as suitable for PwBD candidates/reserved for the category. PwBD applicants must enclose a valid disability certificate issued by a competent medical authority in the prescribed format. Applicants seeking horizontal reservation and/or age relaxation under the PwBD category must submit the certificate at the time of application and produce the original at the time of document verification/joining.
5. A candidate applying for the above position must be a citizen of India.
6. Candidates are requested to check and ensure their eligibility before applying and a candidate can apply for one post only.
7. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
8. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
9. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same. 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 interview along with one set of photocopies of these documents.
10. Person working at IIM Mumbai will be considered as departmental candidates. There will be no age bar for departmental candidates.
 11. Qualifications prescribed for the posts cannot be relaxed. However, experience may be relaxed in respect of exceptionally outstanding candidates with demonstrated evidence of proven work of administrative nature as per suitability to the roles and responsibility of the posts, as per Institute requirements.
 12. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
 13. The candidate may be hired for a lower post if deemed fit.
 14. Accommodation at Institute campus/ leased accommodation will be provided to the selected candidates (Electricity & Water charges to be paid as actual). If such accommodation is provided, the candidate will not be eligible for the House Rent Allowance.
 15. Institute employees and their dependents shall be entitled to medical facilities as per Institute rules.
 16. Children Education Allowance shall be admissible at the applicable rate, for up to two children as per Central Government Norms.
 17. IIM Mumbai reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
 18. Agniveer applicants are encouraged to apply, subject to fulfilment of the prescribed qualifications, experience and other eligibility conditions. Educational qualifications, skill certifications and relevant service experience acquired during Agniveer engagement may be considered in accordance with the applicable Recruitment Rules and Government of India orders” As the first batch is expected to be released in December 2026, eligible candidates may apply for the same. The selected candidate shall be required to submit all relevant and applicable documents in support of their eligibility before joining the Institute.
 19. **Selection Process:** The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions.
 - a) Scrutiny/Screening of Applications: Applications received in response to this advertisement will be scrutinised, and only applicants clearing scrutiny will be called for the further selection process. The duly constituted Screening Committee will shortlist the candidates adopting suitable criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate. Merely fulfilling the qualification(s)/experience prescribed in the advertisement does not automatically entitle an applicant to be called for further stages. Where it is not possible or convenient to process all eligible applications, the Institute may restrict the number of applicants called for the next stage on the basis of qualifications and/or experience higher than the minimum prescribed.
 - b) The Institute may decide to conduct a written test and/or skill test and/or interview and/or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute. Candidates are required to mandatorily mention their email ID in the application form.
 - c) The Institute reserves the right not to fill any or all of the advertised post(s).
 - d) The decision of the Institute on all matters relating to eligibility of applicants, screening/written test, and selection shall be final and binding on all applicants.
 - e) No correspondence or personal inquiries shall be entertained from applicants regarding the conduct or result of the written test/selection process, or reasons for not being called.
 - f) In case of any inadvertent error detected at any stage of the selection process, including after issuance of an appointment letter, the Institute reserves the right to modify/withdraw/cancel the same without prior communication to the candidate.
 - g) The Institute reserves the right to reject the candidature of any applicant at any stage of the recruitment process, if found indulging in malpractice or not fulfilling the prescribed qualification, experience, or other eligibility conditions specified in the advertisement/recruitment guidelines. Such candidates shall be liable to disqualification, in addition to appropriate legal action as the Institute may deem fit.
 - h) In case of any dispute or ambiguity in the advertisement or in the selection process, the decision of the Institute shall be final.
 20. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be

- counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.
21. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
 22. The Institute shall not entertain any interim correspondence or personal inquiries.
 23. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
 24. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance, in respect of the candidates already in service at any time.
 25. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD/Ex-serviceman category, as per existing rules for which applicants must attach the requisite certificates. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
 26. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
 27. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand cancelled, and their services may be terminated.
 28. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
 29. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
 30. Institute will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
 31. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., www.iimmumbai.ac.in.
 32. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
 33. For any technical assistance please contact on disc.website@iimmumbai.ac.in
 34. Incomplete applications without proper supporting documents will be summarily rejected.
 35. Tenure appointment: Exceptionally deserving selected candidates may have a tenure/deputation of appointment as per requirement of the Institute. Initial appointment will be on tenure/deputation for a period of 5 years.

Sd/-
Chief Administrative Officer

DECLARATION

“I, son/daughter of Shri
..... resident of village/town/city
..... district state hereby declare that I
belong to the community, which is recognised as a backward class by the
Government of India for the purpose of reservation in services, as per orders contained in Department of
Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 8.9.1993. It is also
declared that I do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the above-referred Office Memorandum dated 8.9.1993, and its subsequent revisions vide
O.M. No. 36033/1/2013-Estt.(Res) dated 27.05.2013 and 13.09.2017.”

Signature of the Candidate

Name of the Candidate

Place:

Date: