

Advertisement for Executive Assistant on tenure/ contract/ fixed term basis

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the post of Executive Assistant as per details given below purely on tenure/ contract/ fixed term. The Online option will remain open from 18.09.2026 to 08.10.2026. The details are as under:

Sr. No	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	Executive Assistant 02 Post (UR) Pay Level – 06 as per 7th CPC Age limit - 35 years as on the closing date for receipt of online applications.	<u>Qualification:</u> Bachelor's Degree in any discipline from a recognised University or Institute. <u>Experience:</u> Five (05) years' relevant experience after the qualifying degree. <u>Desirable:</u> Experience in one or more of the following will be an advantage: ▪ Relevant experience in excess of eight (08) years. ▪ Master's Degree in any discipline from a recognised University or Institute. ▪ Secretarial or administrative support in an IIM, IIT, CFTI or other institution of national importance. ▪ Working knowledge of e-Office, GeM and the Central Public Procurement Portal. ▪ Familiarity with FR / SR, GFR 2017, CCS Rules and the Right to Information Act, 2005. ▪ Shorthand in English. ▪ Working knowledge of Marathi and Hindi. <u>Job Profile:</u> The Executive Assistant will provide secretarial and administrative support to the office to which posted, and will be responsible for: – Maintaining the diary, calendar and appointment schedule of the officer, and arranging meetings and engagements. – Receiving, registering, distributing and tracking incoming and outgoing correspondence and dak. – Drafting routine correspondence, notes, office orders, circulars and minutes in English, and processing files for orders. – Maintaining files and records, both physical and electronic, in accordance with the Institute's record retention and confidentiality requirements. – Operating the e-Office system and other institutional software, and generating reports and statements as required. – Making travel, accommodation and logistics arrangements, and processing the related claims. – Coordinating with departments, sections, centres and external agencies for information, compliance and follow-up on pending matters. – Supporting the conduct of meetings of Institute committees, including circulation of agenda, preparation of minutes and follow-up on decisions. – Attending to visitors, telephone calls and enquiries with courtesy and

		discretion. – Maintaining confidentiality in respect of all matters coming to knowledge in the course of duty. – Undertaking such other duties as may be assigned by the competent authority.
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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 **08 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 – I (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

ANNEXURE – I

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: