

Advertisement for Professionals On Contract Basis
Tejas – Talent, Empowerment & Journey Advancing Startups

Indian Institute of Management Mumbai invites only the online applications from interested & eligible candidates for Professionals On Contract Basis for Tejas – Talent, Empowerment & Journey Advancing Startups as per details given below purely on contract basis (Institute/Outsourcing agency). The Online option will remain open from 21.09.2026 to 11.10.2026. The details are as under:

Ser	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	Project Associate - Ecosystem & Community - Tejas Remuneration - Rs. Rs 8 Lakh Per Annum Age limit – 40 years No. of posts- 01 Contractual; initial term of 03 (Three) years, renewable as per terms of the offer of appointment	<u>Qualification & Experience</u> • Bachelor's degree in any discipline from a recognised University/Institution. • A Master's degree in Management, Communication, Social Sciences or an allied discipline shall be preferred. • Minimum 05 (five) years of post-qualification professional experience in community engagement, ecosystem or partnership management, programme or event management, or student, alumni and corporate relations. • Experience within a startup, incubator, higher educational institution, industry association or comparable ecosystem organisation. • Demonstrated ability in written and oral communication, stakeholder coordination and relationship management. <u>Desirable:</u> • Experience in digital and social media outreach, content development and community communication. • Experience of managing mentor, alumni or volunteer networks. • Experience of organising innovation challenges, masterclasses, demo days and networking events. • Working knowledge of CRM, database and engagement-analytics tools. <u>Job Profile:</u> • Lead student and founder outreach, engagement and community building. • Manage applicant communication and the initial founder engagement journey. • Identify, onboard and maintain relationships with mentors, experts and ecosystem partners. • Coordinate workshops, networking sessions, masterclasses, innovation challenges and community events. • Build strong engagement with students, alumni, faculty, corporates and external ecosystem stakeholders. • Connect founders with relevant mentors, experts, corporates, investors and opportunities. • Maintain regular communication with the TEJAS community.

		• Ensure that founders and participants have a clear point of contact throughout their engagement with TEJAS. • Support startup selection and screening activities. • Maintain founder and mentor databases and engagement records. • Support communication, social media and outreach initiatives. • Assist the Head/CEO in institutional and corporate engagement. • Support TEJAS events, broadcasting and external outreach activities. • Track community participation and engagement metrics. • Undertake other incubation and entrepreneurship-related responsibilities assigned by the Head/CEO.
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Employment Benefits and Conditions of Engagement

- The appointment shall be on a purely contractual basis, subject to applicable institutional policies.
- Provident Fund contributions and deductions shall be applicable as per prevailing statutory rules and institutional policy.
- Medical allowance and medical benefits shall be applicable as per the approved TEJAS / institutional policy.
- TA/DA shall be admissible for approved official travel as per institutional rules.
- Leave, working hours and other conditions of employment shall be governed by applicable institutional policies.
- Performance-linked review shall form an integral part of contract renewal.
- The two positions are expected to operate as one integrated lean team, with responsibilities overlapping where required, so as to ensure a seamless founder experience.
- The engagement shall not confer any right or claim whatsoever to regular appointment, absorption or continuation in the service of the Institute.

GENERAL CONDITIONS:

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 11 October 2026 (05:00 PM).
2. Only Indian citizens are eligible to apply.
3. The above positions are purely contractual in nature and thus candidate(s) will have no right to claim any regularization / absorption etc. in the Institute.
4. No campus accommodation will be provided for the above positions.
5. The Institute strives to promote gender balance and encourages applications from women candidates.
6. Normal working hours for the contractual positions will be from 0900 to 1730 hrs. for 6 days in a week; Sundays will be a week off. Working hours are subject to change, as per need of the Institute. However, in exigencies of the work, the incumbent may be required to work beyond office hours and/or on holidays. No extra allowance or remuneration for such work is admissible.
7. 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.
8. 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.
9. 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.
10. 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.
11. Candidates are required to fill their **exact percentage** of marks while filling online application form. Rounding off of percentage (%) is not allowed.

12. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
13. The age limit is relaxable to candidates belonging to SC/ST/OBC/PwBD category as per Central Government rules for which applicants have to attach the necessary certificate(s) as prescribed by the Government of India.
14. **Selection Process-** The selection process may include one or more stages such as a written test, skill/competency test, and/or personal interview, or any other mode of assessment, as deemed appropriate by the Competent Authority depending upon the requirements of the post, number of applications received, and prevailing circumstances.
15. The Competent Authority reserves the right to modify, add, dispense with, or adopt any stage of the selection process, wholly or partially, at any stage, without assigning any reason. The assessment, wherever conducted, may evaluate the candidate's domain knowledge, aptitude, general ability, and suitability for the position.
16. 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.
17. Selected candidates must join duties within the stipulated time, failing which the offer of appointment may be withdrawn.
18. 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).
19. 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.
20. No TA/DA or any other incidental expenses will be reimbursed to attend the selection process.
21. The number of posts may be increased or decreased as per need of the Institute.
22. 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.
23. No interim correspondence will be entertained or replied to.
24. Canvassing in any form will be a disqualification.
25. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.

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Chief Administrative Officer