

ADVERTISEMENT FOR THE POST OF ACADEMIC ASSOCIATE(S)
(ON CONTRACTUAL BASIS)

Indian Institute of Management Mumbai invites applications from motivated and academically strong candidates for the position of Academic Associates on a purely contractual basis, to support teaching, research and academic administration across the Institute's Academic Areas and Programmes. The details are as under:-

<u>No. of Post & Emoluments</u>	<u>Eligibility Criteria & Job Requirement</u>																										
<u>No. of posts - 15</u> <u>Stipend -</u> • Post-Graduates: ₹45,000/- to ₹55,000/- per month • Ph.D. degree holders: ₹60,000/- to ₹70,000/- per month <u>Other Benefits -</u> • Housing Allowance: ₹8,000/- per month • Travelling Allowance: ₹2,000/- per month • Mobile reimbursement: ₹500/- per month <u>Maximum Age Limit -</u> 32 years as on the last date of application. However, for Ph.D. holders or candidates with relevant experience, the age limit can be extended up to 35 years.	<u>Area-wise posts:</u> <table data-bbox="580 651 1366 1012"> <tr> <th>Area/ Programme</th><th>No. of Posts</th></tr> <tr> <td>• Analytics & Decision Science</td><td>02</td></tr> <tr> <td>• Operations & Supply Chain Management</td><td>05</td></tr> <tr> <td>• Sustainability Management</td><td>02</td></tr> <tr> <td>• OBHR Management</td><td>01</td></tr> <tr> <td>• Marketing</td><td>02</td></tr> <tr> <td>• Finance, Economics & Strategy</td><td>02</td></tr> <tr> <td>• Public Policy</td><td>01</td></tr> </table> <u>Minimum Qualification:</u> • Master's Degree/MBA/2 years Post Graduate Diploma in a relevant/allied discipline from a recognized University/Institution, with a minimum of 60% marks throughout academic years or equivalent CGPA. • The qualification should be in a discipline relevant to the academic area for which the Academic Associate is being engaged. The relevant disciplines for the respective academic areas may include, but are not limited to, the following: <table data-bbox="549 1317 1461 2098"> <tr> <th>Area</th><th>Relevant Educational Backgrounds/Disciplines</th></tr> <tr> <td>Analytics & Decision Science</td><td>Business Analytics, Data Science, Statistics, Mathematics, Operations Research, Information Systems, Computer Science, Artificial Intelligence/Machine Learning, Economics, Engineering.</td></tr> <tr> <td>Operations & Supply Chain Management</td><td>Operations Management, Operations & Supply Chain Management, Supply Chain Management, Logistics, Operations Research, Industrial Engineering, Production/Manufacturing Engineering, Business Analytics, Mathematics, Statistics, Economics.</td></tr> <tr> <td>Sustainability Management</td><td>Sustainability Management, Sustainable Development, Environmental Management, Environmental Science, Climate Change, Energy Management, Renewable Energy, Natural Resource Management, Economics, Development Studies, Public Policy, Environmental Engineering.</td></tr> <tr> <td>OBHR Management</td><td>Human Resource Management, Organizational Behaviour, Psychology, Industrial/Organizational Psychology, Labour Studies, Industrial Relations, Sociology, Social Work, Organizational Studies.</td></tr> </table>	Area/ Programme	No. of Posts	• Analytics & Decision Science	02	• Operations & Supply Chain Management	05	• Sustainability Management	02	• OBHR Management	01	• Marketing	02	• Finance, Economics & Strategy	02	• Public Policy	01	Area	Relevant Educational Backgrounds/Disciplines	Analytics & Decision Science	Business Analytics, Data Science, Statistics, Mathematics, Operations Research, Information Systems, Computer Science, Artificial Intelligence/Machine Learning, Economics, Engineering.	Operations & Supply Chain Management	Operations Management, Operations & Supply Chain Management, Supply Chain Management, Logistics, Operations Research, Industrial Engineering, Production/Manufacturing Engineering, Business Analytics, Mathematics, Statistics, Economics.	Sustainability Management	Sustainability Management, Sustainable Development, Environmental Management, Environmental Science, Climate Change, Energy Management, Renewable Energy, Natural Resource Management, Economics, Development Studies, Public Policy, Environmental Engineering.	OBHR Management	Human Resource Management, Organizational Behaviour, Psychology, Industrial/Organizational Psychology, Labour Studies, Industrial Relations, Sociology, Social Work, Organizational Studies.
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	Marketing	Marketing, Marketing Management, Consumer Behaviour, Advertising, Brand Management, Business Analytics, Economics, Psychology, Statistics, Communications/Media Studies.
	Finance, Economics & Strategy	Finance, Economics, Financial Economics, Accounting, Econometrics, Statistics, Mathematics, Business Economics, Strategy, Management.
	Public Policy	Public Policy, Economics, Development Studies, Political Science, Governance, Public Administration, International Relations, Sociology, Social Sciences, Law, Environmental Policy.

- Candidates pursuing or having completed a Ph.D. in Management or in a relevant/allied discipline corresponding to the concerned academic area may also be considered, subject to fulfilment of the prescribed requirements.
- The educational qualification and suitability of the candidate shall be assessed with reference to the specific academic area, nature of work and requirements of the concerned faculty/area.

Work Experience:

- **Desirable Experience:** A relevant experience of minimum one year is desirable.
- **Preferable Experience:** Experience of working as an Academic Associate at a management institute ranked among the top 50 in the latest NIRF rankings.

Skills & Competencies:

- Strong communication, interpersonal, and coordination skills.
- Proficiency in MS Office, internet applications, and ERP systems.
- Good command over written and spoken English and Hindi.
- Ability to multitask, work under timelines, and maintain confidentiality.
- Adaptability and flexibility during examinations and institutional events.

Job Responsibilities:

- Assist in scheduling classes, examinations, and academic activities.
- Prepare and circulate timetables, notices, and official communications.
- Maintain academic records, attendance, files, and documentation.
- Support faculty in course administration, grading support, and academic coordination.
- Coordinate meetings, workshops, seminars, and guest lectures.
- Assist in examination processes, invigilation, and handling of examination materials.
- Address routine student queries related to academics and examinations.
- Support organization in institutional events and academic programmes.
- Perform additional duties assigned by the Institute.

General Conditions:

1. Only Indian citizens are eligible to apply.
2. 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.
3. The selected candidate will be offered a fixed-term appointment for a period of up to two years on a consolidated monthly stipend. The contract may be extended based on performance and the Institute's requirements; however, the total tenure of engagement with the Institute shall not exceed four years.
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 weekend 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. No rounding off of percentage (%) is allowed. Candidates are required to fill their exact percentage of marks while filling online application form.
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.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following link <https://iimmumbai.ac.in/careers> on or before **13 October 2026 (5:00 pm)**.

Sd-
Chief Administrative Officer