

ADVERTISEMENT FOR NON-TEACHING STAFF FOR WEEKEND MBA PROGRAM

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the positions of Coordinator – Weekend MBA, Assistant – Weekend MBA & Technical Support Staff – Weekend MBA on contract basis initially for 01 year and extendable as per the Institute requirement. The details are as below:

Sr. No.	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1.	Coordinator – Weekend MBA – 01 post Monthly Emoluments - ₹70,000 per month (consolidated). Out of Campus Allowance (OCA) - ₹4500 per month Mobile reimbursement ₹ 500 per month Age - Upto 40 years (preferably)	<u>Educational Qualification</u> Postgraduate degree in Management/MBA or an equivalent qualification from a recognised university or institution. 2–3 years of relevant professional experience in programme coordination, academic administration, executive education or a similar role. Experience in an IIM, reputed business school or higher educational institution shall be preferred. Strong coordination, planning, communication, problem-solving and stakeholder-management skills. Proficiency in MS Office and familiarity with digital tools and learning management systems. Willingness to work on weekends and during programme hours, as required. <u>Duties and Responsibilities</u> Role: Overall coordination, administration, monitoring and smooth functioning of the Weekend MBA (Executive MBA) Programme. 1. Programme Coordination: Coordinate the overall functioning of the Programme in accordance with the directions of the Competent Authority and the Institute's established procedures. 2. Academic Scheduling: Coordinate with the concerned faculty members and academic departments for preparation and finalisation of the programme schedule, including class sessions, examinations, guest lectures and other academic activities, as approved by the competent authorities. 3. Faculty Coordination: Act as the primary administrative point of contact for faculty members and coordinate matters relating to academic sessions, teaching requirements, schedules and programme delivery. 4. Admissions Coordination: Coordinate the admission and enrolment process in consultation with the concerned departments and authorities, ensuring that prescribed procedures and timelines are followed. Admission decisions shall remain with the designated authority. 5. Student Administration: Oversee programme-related student administration, including enrolment status, attendance monitoring, academic calendar communication and resolution or referral of administrative concerns to the appropriate authority. 6. Programme Monitoring and Reporting: Monitor the

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		implementation of the approved programme schedule, maintain oversight of programme records and prepare or review periodic reports for submission to the competent authorities. 7. Examination Coordination: Coordinate examination schedules, arrangements and related administrative requirements with the concerned faculty members and departments. Academic evaluation and decisions shall remain the responsibility of the designated faculty or authority. 8. Weekend Operations: Oversee the overall operational readiness of programme sessions conducted on weekends, ensuring that administrative, logistical and technical requirements are coordinated in advance. 9. Interdepartmental Coordination: Liaise with the concerned sections, including IT, infrastructure, security, housekeeping and other support services, for programme-related requirements and follow-up. 10. Supervision of Administrative Work: Allocate, guide and monitor the work assigned to the Assistant, ensuring timely completion and accuracy of administrative tasks. 11. Events and Special Activities: Coordinate guest lectures, orientation sessions, programme events and other approved activities, including planning, resource coordination and liaison with stakeholders. 12. Issue Escalation and Compliance: Identify operational issues, facilitate their resolution and escalate matters requiring policy decisions, approvals or intervention to the competent authority. 13. Process Improvement: Suggest improvements in programme administration, coordination and service delivery. 14. Perform any other duties related to programme coordination and administration assigned by the competent authority.
2.	Assistant – Weekend MBA – 02 post Monthly Emoluments - ₹45,000 per month (consolidated). Out of Campus Allowance (OCA) - ₹4500 per month Mobile reimbursement ₹ 500 per month Age - Upto 35 years (preferably)	<u>Educational Qualification</u> Postgraduate degree in any discipline from a recognised university or institution. Relevant experience in office administration, academic support, student services or programme administration shall be desirable. Good written and verbal communication skills, organisational abilities and attention to detail. Proficiency in MS Office and commonly used digital tools. Willingness to work on weekends and during programme hours, as required. <u>Duties and Responsibilities</u> Role: Execution of routine administrative, student-support and logistical tasks under the supervision of the Coordinator. 1. Student Records: Maintain and update student records, enrolment details, attendance registers, contact information and other prescribed programme records. 2. Admissions Documentation: Receive, compile, verify for completeness and organise admission-related documents as per the prescribed checklist and instructions. Refer discrepancies or eligibility-related matters to the Coordinator. 3. Routine Student Communication: Respond to routine administrative queries from students and circulate approved notices, schedules, instructions and announcements. Refer academic, policy-related or unresolved matters to the

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		Coordinator. 4. Schedule Circulation: Circulate the approved timetable, examination schedule, session changes and other programme communications to students and faculty members, as instructed. 5. Session Administration: Make physical arrangements for scheduled sessions, including classroom seating, stationery, printed materials, attendance sheets and other non-technical requirements. 6. Faculty Administrative Support: Coordinate the routine administrative requirements of faculty members, such as distribution of approved teaching materials, attendance documentation and communication of session-related logistics. 7. Weekend On-site Support: Attend to routine administrative and logistical requirements during weekend sessions and report operational issues to the Coordinator. 8. Examination Logistics: Assist with examination-related administrative arrangements, including attendance sheets, seating arrangements, distribution and collection of documents, and other tasks assigned by the Coordinator. Do not undertake evaluation or academic assessment. 9. Event Logistics: Support approved events through participant registration, preparation of attendance lists, distribution of materials, coordination of refreshments and other assigned logistical arrangements. 10. Data Entry and Reports: Enter and compile programme-related data, maintain files and correspondence, and prepare routine statements and reports for review by the Coordinator. 11. Facility-related Follow-up: Report issues relating to housekeeping, classroom facilities, security or other physical arrangements to the Coordinator and follow up with the concerned section as instructed. 12. Task Tracking: Maintain a record of assigned administrative tasks and bring pending matters to the attention of the Coordinator. 13. Confidentiality: Maintain the confidentiality and accuracy of student information, official correspondence and programme records. 14. Perform any other administrative or logistical duties related to the Programme assigned by the Coordinator or competent authority.
3.	Technical Support Staff – Weekend MBA – 02 post Monthly Emoluments - ₹40,000 per month (consolidated). Out of Campus Allowance (OCA) - ₹4500 per month Mobile reimbursement ₹ 500 per month Age - Upto 35 years (preferably)	<u>Educational Qualification:</u> Bachelor's degree in Computer Science, Information Technology, Computer Applications, Electronics or an equivalent relevant discipline from a recognised university or institution. <u>Desirable Additional Qualification:</u> Relevant certification in networking, audio-visual systems, multimedia or IT support. <u>Experience:</u> Relevant experience in IT support, audio-visual operations, video conferencing, live streaming or technical support in an educational institution, corporate training environment or similar organisation would be desirable. <u>Desirable Experience and Skills:</u> • Relevant experience in IT support, audio-visual systems, live

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		streaming, video conferencing or hybrid classroom operations, preferably in an educational institution or corporate training environment. • Working knowledge of platforms such as Zoom, Microsoft Teams or Google Meet, along with the ability to troubleshoot routine hardware, software, connectivity and audio-visual issues. • Basic knowledge of recording, editing and uploading video content and digital learning materials. • Good communication and coordination skills, with a willingness to work on weekends as required.

Work Schedule and Leave Benefits:

- Work Schedule: Six days per week (Saturday, Sunday, and four weekdays)
- Sunday Off in Lieu: One day off in lieu of Sunday (to be availed on Tuesday/Wednesday/Thursday of the following week)
- Casual Leave: 8 days per annum
- Restricted Holiday: 2 days per annum

GENERAL CONDITIONS:

1. The selected candidate(s) will be engaged on contract **through outsourcing agency** initially for a period of initially for 01 year and extendable as per the Institute requirement, subject to satisfactory performance of the incumbent & need of the Institute.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
3. The selected candidate will be appointed on a fixed-term contract, subject to satisfactory performance, reviewed annually. Performance will also be evaluated after three months of joining, and continuation in the role will depend on meeting performance benchmarks.
4. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
5. Shortlisted candidates will be informed about the selection process separately.
6. 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 purpose at the time of interview along with one set of photocopies of these documents.
7. Selection Process will be through Interview or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute.
8. The Institute reserves the right to modify, withdraw or cancel the process of selection at any stage even after issue of appointment letter.
9. Any updates, amendments and corrigendum's will be published on Institute website only. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly.
10. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
11. Based on the number and quality of applications received the Institute may decide to conduct a skill test and /or interview and /or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute.
12. The decision of IIM Mumbai would be final and binding to the candidates.
13. The Institute also reserves the right not to fill the post, if it so desires.
14. No accommodation would be provided
15. The Institute reserves the right to accept or reject any or all applications without assigning any reason.
16. Incomplete application without proper supporting documents will be summarily rejected.
17. The number of posts may be increased or decreased as per the requirement of the Institute.
18. Candidates who are not found suitable for the position may be considered for a lower position on an appropriate consolidated salary.
19. No interim correspondence will be entertained.
20. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
21. Candidates belonging to NC OBC, SC/ST, and PwD categories need to produce valid Caste/ Category certificate(s) in support of their reservation category. For the purpose of being considered for reservations, the applicable Central Government list as on the last date of application shall be binding and the candidates are required to upload the valid documents signed by the competent authority to ascertain the eligibility status to apply under the reserved category (NC-OBC/SC/ST/PwD). No request for a change in the category applied

- for will be entertained in any case.
22. 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.
 23. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
 24. For any technical assistance please contact on disc.website@iimmumbai.ac.in
 25. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
 26. Incomplete applications will not be considered.
 27. Selected candidates may be hired through an outsourcing agency empaneled by the Institute.

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 12 November 2026 (5:00 pm).

No other mode of application will be entertained.

**Sd/-
Chief Administrative Officer**