

ADVERTISEMENT FOR JUNIOR SPORTS ASSOCIATE

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the post of Junior Sports Associate. The selected candidate will be engaged on a fixed-term contractual basis through a Institute contract/ Institute empaneled outsourcing agency, with a consolidated monthly remuneration. The details are as below:

Sr. No.	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1.	Junior Sports Associate – 02 post Monthly Emoluments - ₹30,000 - ₹35,000 per month (consolidated). Out of Campus Allowance (OCA) - ₹ 3,500 per month Mobile reimbursement ₹ 350 per month Age - Upto 45 years (preferably)	<u>Minimum Qualifications & Experience:</u> • Bachelor's Degree in any discipline from a recognized University/Institution. • Diploma in Sports Management or related field will be desirable. • Candidates with relevant experience in sports activities, event coordination or sports administration will be preferred. <u>Desired Qualification:</u> • Participation/experience in organizing sports events, tournaments or competitions. • Working knowledge of MS Office, Excel and other basic computer applications. • Basic knowledge of social media and digital communication platforms. <u>Experience:</u> • Preference will be given to persons with work experience in the relevant field. • Strong written and verbal communication skills. • Experience in any Government/ Semi-Government/ Autonomous/PSU/Private sector in the sporting domain shall be considered. • Candidates who have participated in national and international level Olympic Sports Disciplines would be given preference. • Knowledge of IT, software applications and social media. <u>Job Description/Responsibilities:</u> • Assist in the day-to-day conduct of sports and fitness activities of the Institute. • Assist in organizing intra-institute sports events, tournaments and competitions. • Coordinate with students and participants regarding sports schedules, registrations and event requirements. • Assist coaches and sports personnel in conducting training sessions and sports programmes. • Assist in maintaining sports equipment, facilities and inventory records. • Support arrangements for transportation, venues, equipment and other logistics for sports events. • Maintain attendance, participation records and basic documentation related to sports activities. • Assist in preparation of reports, schedules, notices and other sports-related documents. • Assist in promoting sports activities through appropriate communication and social media platforms. • Perform any other duties related to sports activities as assigned by the Institute.

- 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: 1.5 days per Month
- Working Hours: 0600 Hrs to 1200 Hrs / 1630 Hrs to 2230 Hrs (Shift Duty)

GENERAL CONDITIONS:

1. The selected candidate(s) will be engaged on contract through a Institute contract/ Institute empaneled 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. The Institute reserves the right to accept or reject any or all applications without assigning any reason.
15. Incomplete application without proper supporting documents will be summarily rejected.
16. The number of posts may be increased or decreased as per the requirement of the Institute.
17. No interim correspondence will be entertained.
18. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
19. 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.
20. 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.
21. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
22. For any technical assistance please contact on disc.website@iimmumbai.ac.in
23. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
24. Incomplete applications will not be considered.
25. 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 16 November 2026 (5:00 pm).

No other mode of application will be entertained.

Sd/-
Chief Administrative Officer