



भारतीय संस्थान प्रबंधन/INDIAN INSTITUTE MANAGEMENT  
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Advt. No. Admn/Rectt/2023/09

November 21, 2023

**ADVERTISEMENT FOR VARIOUS NON-TEACHING STAFF ON CONTRACTUAL BASIS**

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the posts as per details given below purely on contract basis. The Online option will remain open from 22.11.2023 to 12.12.2023. The details are as under:

Ser	Name of the Position	Pay Level As per 7 <sup>th</sup> CPC	No Of Vacancy					Total	Age Preferably below
			UR	SC	ST	OBC	EWS		
1	Manager (Finance & Accounts)	Level 11 (Rs.67700 -208700)	1	-	-	-	-	1	45
2	Manager HR	Level 11 (Rs.67700 -208700)	1	-	-	-	-	1	45
3	Administrative Officer	Level 10 (Rs.56100-177500)	-	-	-	1	-	1	45
4	Associate Manager (Executive Education)	Level 10 (Rs.56100-177500)	1	-	-	-	-	1	45
5	Associate Manager (System & Software)	Level 10 (Rs.56100-177500)	1	-	-	-	-	1	45
6	Associate Manager (Hostel)	Level 10 (Rs.56100-177500)	1	-	-	-	-	1	45
7	Assistant Administrative Officer	Level 8 (Rs.47600-151100)	2	-	-	-	-	2	40
8	Secretary to Director	Level 8 (Rs.47600-151100)	1	-	-	-	-	1	40
9	Assistant Manager (Placement)	Level 8 (Rs.47600-151100)	1	-	-	-	-	1	40
10	Duty Security Officer (DSO)	Level 8 (Rs.47600-151100)	1	-	-	-	-	1	40
11	Assistant Manager Executive Program (MDP)	Level 8 (Rs.47600-151100)	1	-	-	-	-	1	40
12	Assistant Manager (Online Executive Education)	Level 8 (Rs.47600-151100)	1	-	-	-	-	1	40
13	Assistant Manager (System & Software)	Level 8 (Rs.47600-151100)	2	-	-	-	-	2	40
14	Junior Program manager	Level 7 (Rs.44900-142400)	3	-	-	-	-	3	40
15	Junior. Assistant Manager (CDS)	Level 7 (Rs.44900-142400)	2	-	-	-	-	2	40
16	Junior Administrative Officer	Level 7 (Rs.44900-142400)	3	-	-	1	-	4	40
17	Junior Administrative Officer (Accounts)	Level 7 (Rs.44900-142400)	1	-	-	-	-	1	40
18	Junior Administrative Officer (Audit)	Level 7 (Rs.44900-142400)	1	-	-	-	-	1	40
19	Junior Assistant Grade I	Level 5 (Rs.29200-92300)	2	-	-	-	-	2	35

Ser	Name of the Position	Pay Level As per 7 <sup>th</sup> CPC	No Of Vacancy					Total	Age Preferably below
			UR	SC	ST	OBC	EWS		
20	Junior Assistant	Level 4 (Rs.25500-81100)	5	-	-	1	-	6	35
21	Security Supervisor	Level 4 (Rs.25500-81100)	2	-	-	-	-	2	35
22	Junior Executive Grade I	Level 3 (Rs.21700-69100)	5	-	-	1	-	6	35
23	Junior Executive	Level 2 (Rs.19900-63200)	5	1	-	2	-	8	30

### DETAILS OF ADVERTISEMENT

Ser	Name of Position	Qualification	Experience / Desirable (if any)
1	<b>Manager (Finance &amp; Accounts)</b>	Professional Chartered Accountant (CA) <b>OR</b> professional Cost Accountant (CMA) <b>OR</b> holding full time MBA (Finance) degree from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	A minimum of 10 years' post qualification work experience in Finance and Accounts, including 05 years' experience in immediate Lower pay Level-10 (7th CPC) or analogous post or equivalent. Should have functioned as Head of Finance & Accounts in Central/State Government organizations / PSUs / Autonomous bodies / Centrally Funded Institutions/Private Higher Education Institutes of national repute. Experience of finalization of Accounts, preparation of Balance Sheet is a must. Dealing with CAG Auditors will be an added advantages. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
2	<b>Manager HR</b>	Postgraduate in Management / MBA / PGDM (minimum two-year course) from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	At least 10 years of post-qualification experience in the field of HR (Personnel, Pay Roll, Vigilance, Administration, Legal, RTI etc.) Department including 05 years' experience in immediate Lower pay Level-10 (7th CPC) or analogous post or equivalent. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
3	<b>Administrative Officer</b>	Master of Business Administration (MBA) or equivalent Post Graduate Degree/Diploma in Management from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	Minimum 10 years inline experience out of which at least 5 years should have been in the Pay Level-7 or 7 Years in Pay Level-6 or equivalent in a Central/ State Government Departments/ Academic/ Research Institutions/other reputed institutions. Persons possessing master's degree in any subject (minimum of 60% marks) with required experience in administrative matters having thorough knowledge of Government rules & regulations will also be considered for the post. Candidates having sufficient exposure of Purchase & Stores rules, GFR etc. would be preferred. Knowledge of computer operations is essential. Experience in institutes of repute like IIMs, IIT etc. will be preferred.

Ser	Name of Position	Qualification	Experience / Desirable (if any)
4	<b>Associate Manager (Executive Education)</b>	Post-Graduation in any discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	Post qualification experience of minimum 10 years in Academic Administration, Executive Education space, Project coordination / Hospitality industry is preferred. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
5	<b>Associate Manager (System &amp; Software)</b>	ME/M.Tech (Computer Science & Engineering)/IT or MCA from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	Eight (08) years relevant experience with a minimum service of four (04) years in Pay Level 08 or combined relevant service of six (06) years in Pay Level-07 and Pay Level-08 or equivalent relevant service and pay. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
6	<b>Associate Manager (Hostel)</b>	Post-Graduation in any discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	At least 08 years of post-qualification work experience in Hostel Management in a IIMs/ Govt. university/ technological institution or an organization of repute out of which Five (05) years relevant experience in Pay Level 08 or equivalent relevant service and pay. Desirable: Education qualification in Hospitality Management or equivalent.
7	<b>Assistant Administrative officer</b>	Graduation in any discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. <b>Desirable:</b> Post-Graduate degree in any discipline (10+2+3+2) from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	Experience of at least 10 years in Administration, out of which 06 years independently handling establishment functions (at least Level 6 / Equivalent) OR combined relevant experience of 08 years in Pay Level-05 and Pay Level-06 of equivalent relevant service and pay. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
8	<b>Secretary to Director</b>	Post-graduate degree in any discipline (10+2+3+2) from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. <b>Desirable:</b> Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University / Institute is desirable. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage	Secretarial experience of at least 7 years in office work in Govt organisations / Institutions / Reputed private organisations. Strong written and verbal communications along with computer skills (MS Office) are essential (at least at level 6 / equivalent relevant service and pay). Experience in institutes of repute like IIMs, IIT etc. will be preferred.
9	<b>Assistant Manager (Placement)</b>	Post-Graduate degree in any discipline (10+2+3+2) from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	Experience of at least 7 years relevant experience, out of which 4 years independently handling establishment functions (at least level 6 / Equivalent) OR combined relevant experience of 06 years in Pay Level-05 and Pay Level-06 of equivalent relevant service and pay. Experience in institutes of repute like IIMs, IIT etc. will be preferred.

Ser	Name of Position	Qualification	Experience / Desirable (if any)
10	<b>Duty Security Officer (DSO)</b>	Graduation in any Discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. <b>Desirable:</b> Diploma in Fire safety & Security Management, Basic Knowledge of operating a computer. Should be able to monitor CCTV feeds.	At least 15-year experience in Defense/Para Military Forces/ Police/ PSU/ Industrial Organisation/ Educational Institution of which at least three years in Supervisory level in a large organisation where 70 or more security personnel were deployed out of which 04 years in Pay Level-06 and above OR combined relevant experience of 06 years in Pay Level-05 and Pay Level-06 of equivalent relevant service and pay. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
11	<b>Assistant Manager Executive Program (MDP)</b>	Post-Graduate degree in any discipline (10+2+3+2) from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. <b>Desirable:</b> Post-Graduate in Management (PGDM / MBA), Proficiency in computer operations (MS Windows & MS Office).	Experience of at least 7 years in Administration, out of which 4 years independently handling academics and training functions in industry/ Govt./Public Sector undertaking (at least level 6 / Equivalent) OR combined relevant experience of 06 years in Pay Level-05 and Pay Level-06 of equivalent relevant service and pay. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
12	<b>Assistant Manager (Online Executive Education)</b>	Post-Graduation in any discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	Experience of at least 7 years in Academic Administration, online Executive Education Space, Project Coordination / Hospitality Industry, out of which 4 years independently handling academics and training functions in Industry/ Govt./Public Sector undertaking (at least Pay Level 6 / Equivalent). Experience in institutes of repute like IIMs, IIT etc. will be preferred.
13	<b>Assistant Manager (System &amp; Software)</b>	BE/B Tech (Computer Science & Engg/ Information Technology) /MCA from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. <b>Desirable:</b> Postgraduate in Engineering / Tech (Computer Science & Engineering)/IT from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record	Officer-IT/Programmer, who have put three (03) years of service in Pay Level-06 of equivalent relevant service and pay. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
14	<b>Jr. Program Manager (for Academics)</b>	Post-Graduation in any discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. <b>Desirable:</b> Post-Graduate in Management (PGDM / MBA), Proficiency in computer operations (MS Windows & MS Office).	Experience of at least 05 years in Academic Administration, online Executive Education Space, Project Coordination / Hospitality Industry, out of which 03 years independently handling academics and training functions in industry/ Govt./Public Sector undertaking (at least level 5 / Equivalent). Experience in institutes of repute like IIMs, IIT etc. will be preferred.

Ser	Name of Position	Qualification	Experience / Desirable (if any)
15	<b>Jr. Assistant Manager (CDS)</b>	Graduation in any discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. <b>Desirable:</b> Post-Graduate in Management (PGDM / MBA), Proficiency in computer operations (MS Windows & MS Office) with at least 55% marks in qualifying degree or equivalent grade point average from a recognised reputed University or Institute and consistently good academic record.	Experience of at least 7 years' relevant experience, out of which 4 years independently handling establishment functions (at least level 5/ Equivalent). Experience in institutes of repute like IIMs, IIT etc. will be preferred.
16	<b>Jr. Administrative Officer</b>	Graduation in any discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record. <b>Desirable:</b> Post-Graduate degree in any discipline (10+2+3+2) with atleast 55% marks in qualifying degree or equivalent grade point average from a recognised reputed University or Institute and consistently good academic record.	Experience of at least 08 years in Administration, out of which 04 years independently handling establishment functions (at least level 5 / Equivalent). Experience in institutes of repute like IIMs, IIT etc. will be preferred.
17)	<b>Jr. Administrative Officer (Accounts)</b>	MBA(Finance)/M.Com/B.Com from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	Minimum 4 to 6 years of relevant experience in Industry/Govt. Institute/Central PSU/ out of which 3 years independently handling establishment functions (at least level 5 / Equivalent). Experience in institutes of repute like IIMs, IIT etc. will be preferred.
18)	<b>Jr. Administrative Officer (Audit)</b>	MBA(Finance)/M.Com/B.Com from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	Minimum 4 to 6 years of relevant experience in Industry/Govt. Institute/Central PSU/ out of which 3 years independently handling establishment functions (at least level 5 / Equivalent). Experience in institutes of repute like IIMs, IIT etc. will be preferred.
19)	<b>Jr. Assistant (Accounts) Grade I</b>	B.Com/ BBA/ Inter-CA/ Inter-ICWA from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record.	Junior Assistant (Accounts) who have put 05 year's service in Pay Level-04 / Equivalent as on the cut-off date. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
20)	<b>Jr. Assistant</b>	Graduation / Post Graduation in any discipline from a recognised Institute / University with minimum 55% marks or equivalent grade with consistently good academic record.	05 years relevant office clerical experience in Pay Level-03 or 08 years relevant office clerical experience in Pay Level-02 or equivalent relevant service and pay. Experience in institutes of repute like IIMs, IIT etc. will be preferred.
21	<b>Security Supervisor</b>	Graduation in any Discipline from a recognised Institute / University with minimum 55% marks or equivalent grade with consistently good academic record.	At least 08-year experience in Defense/Para Military Forces/ Police/ PSU/ Industrial Organisation/ Educational Institution. Should be able to write reports in English and good English communication Skills. Basic Knowledge of operating computer Should be able to monitor CCTV feeds.

Ser	Name of Position	Qualification	Experience / Desirable (if any)
22)	<b>Jr. Executives Grade I</b>	Graduation / Post Graduation in any discipline from a recognised Institute / University with minimum 55% marks or equivalent grade with consistently good academic record.	At least 02 years relevant experience in Pay Level-02 or combined relevant experience of 04 years in Pay Level-01 and Pay Level-02 or equivalent relevant service and pay
23)	<b>Jr. Executives</b>	Bachelor's degree in any discipline with minimum 50% of marks with proficiency in computer operations with minimum speed 35 w.p.m. in English or 30 w.p.m. in Hindi typing on computer.	At least 1-2 years relevant experience in the area of Administration / Accounts / Purchase/ Stores/ Academics affairs.

### **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 **12<sup>th</sup> December 2023 (05:00 PM)**.
2. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees **Five hundred Ninety** only). Please note that all female applicants are exempted from paying the application fee.
3. Candidates belonging to SC, ST and PWD are exempted from paying the applications fee.
4. All internal candidates are exempted from paying the applications fee.
5. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Mumbai website on account of heavy load on the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.
6. The Institute does not accept any responsibility for the candidates being unable to submit their applications with a fee within the last date on account of the reasons mentioned above or for any other reason beyond the Institute's control.
7. After successfully submitting an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called by the institute committee or at the time of the interview.
8. The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During the verification of documents, if it is found that any information provided by the candidate in the application is wrong, their candidature will be rejected instantly. The candidates should ensure they have furnished the correct information in the application form.

### **General Conditions:**

1. A candidate applying for the above position must be a citizen of India.
2. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications, i.e., 12 December 2023 (05:00 PM).
3. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same.
5. If a candidate is applying for more than one position, a separate application must be filled in by the candidate, along with a separate fee.
6. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written tests/interviews to a maximum of five or fewer.
7. 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.

8. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.

9. 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.
10. The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions. The duly constituted Screening Committee will shortlist the candidates adopting such 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.
11. 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.
12. 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.
13. The Institute shall not entertain any interim correspondence or personal inquiries.
14. 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.
15. 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.
16. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
17. 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.
18. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
19. 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.
20. 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.
21. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
22. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
23. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
24. 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.
25. 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](http://www.iimmumbai.ac.in).
26. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
27. For any technical assistance please contact on [disc.website@iimmumbai.ac.in](mailto:disc.website@iimmumbai.ac.in)

Sd/-  
**Chief Administrative Officer**