

Advertisement for Various Non-Teaching Posts on tenure/ deputation/contract basis

Indian Institute of Management Mumbai invites only the online applications from interested & eligible candidates for various non-teaching posts as per details given below purely on tenure/deputation/contract basis. The Online option will remain open from 09.09.2026 to 29.09.2026. The details are as under:

Ser	Name of Post	Level	No. of posts						
			UR	SC	ST	OBC	EWS	Total	PwBD
1.	Deputy General Manager (Academics)	Pay Level-12	01	-	-	-	-	01	00
2.	Manager (Academics/General Admin)	Pay Level-10	02	-	-	01	-	03	01*
3.	Assistant Manager	Pay Level-08	01	-	-	-	-	01	00
4.	Executive Associate to Director	Pay Level-08	01	-	-	-	-	01	00
5.	Junior Assistant (Admin)	Pay Level-04	02	-	-	-	01	03	00
6.	Junior Assistant (Program)	Pay Level-04	02	-	-	01	01	04	00

*PwBD categories : PwBD – 01- VH (Blind and Low vision)

Ser	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	Deputy General Manager (Academics) (01 UR) Pay Level 12 (78800 - 209200) (Gross Pay includes Basic Pay + Dearness allowance + House Rent Allowance + Transport Allowance + Dearness allowance on Transport allowance) Age limit - Not exceeding 45 years as on the closing date of application (for direct	<u>Qualification:</u> Master's degree with minimum 60% marks or its equivalent grade 'A' in the UGC 7 - point scale from a recognized University/Institute with overall good academic records. <u>Experience:</u> Minimum 10 years of administrative experience with sound knowledge of academic administration, programme management, examination systems, evaluation, and student records management in higher educational institutions, out of which: - at least 03 years' experience in the immediate lower Pay Level i.e. Pay Level 11 or equivalent, <i>or</i> 05 years' relevant experience in a post carrying Pay Level 10 or equivalent in IIMs/IITs/CFTIs/Government Educational Institutions etc. <u>Desirable:</u> - MBA/PGDM from a recognized University/Institute, preferably with specialization in Academic Administration, HR, or Education Management. Additional qualification in Law/Engineering/IT will be an added advantage. Experience in academic administration, programme coordination, examination systems, and student affairs in reputed educational institutions. Proven ability in policy formulation, governance support, and ERP-based academic process automation. - Knowledge of UGC/AICTE/NEP guidelines, accreditation processes, and e-governance systems. - Experience in institutes of repute like IIMs, IITs and/or other

	recruitment); age not a bar for deputation, subject to the deputation period not exceeding the prescribed limit. Age relaxation as per Government of India norms for reserved categories/departmental candidates, where applicable.	institutions of higher education/national importance will be preferred. <u>Job Description:</u> The incumbent will oversee academic and examination operations, including programme administration, exam scheduling and evaluation, result declaration, and student records management. Responsibilities include ensuring regulatory compliance, ERP-based process automation, coordination with faculty/students, support for convocation and committees, and supervision of section staff, along with other duties assigned by the Institute.
2)	Manager (Academics/General Administration) Pay Level 10 (56100 - 177500) (Gross Pay includes Basic Pay + Dearness allowance + House Rent Allowance + Transport Allowance + Dearness allowance on Transport allowance) Age limit - 45 years	<u>Qualification:</u> Post-Graduate degree in any discipline (10+2+3+2) from a recognized Institute/University or Master of Business Administration (MBA)/Equivalent Degree or Diploma in Management from a recognized Institute/University with Minimum 60% marks or equivalent grade ('A' in the UGC 7-point scale) with consistently good academic record. <u>Experience:</u> Minimum 10 years of relevant administrative experience, out of which: ▪ At least 05 years should have been in Pay Level 07; or ▪ At least 07 years should have been in Pay Level 06 or equivalent in a Central/State Government Department/Academic/Research Institution/other reputed Institution. Candidates with sufficient exposure to Government rules & regulations, Purchase & Stores rules, GFR, Establishment and Administration will be preferred. Knowledge of computer operations/ERP systems is essential. Experience in Institutes of repute like IIMs, IITs, Central Universities, CFTIs will be preferred. <u>Desirable:</u> MBA/PGDM from a recognized University/Institute, preferably in Academic Administration/HR/Education Management; additional qualification in Law/Engineering/IT desirable. Experience in academic administration, programme coordination, examinations, and student affairs in reputed institutions. Proven skills in policy formulation, governance support, ERP-based process automation, and knowledge of UGC/AICTE/NEP guidelines, accreditation, and e-governance systems. Applicants should have proven knowledge and working experience of computer office applications, applicable Government/Institute rules and practices (Fundamental Rules, Supplementary Rules, General Financial Rules 2017, CCS Rules, etc.) and academic/administrative processes of a higher educational institution. Applicants should further possess leadership qualities and requisite experience in one or more of the following areas, as relevant to the post: a) Accounting, auditing and financial procedures OR b) Administrative matters including legal, recruitment and establishment OR c) Academic matters such as conduct of examinations, maintenance of students' records, award of scholarships, degrees, etc. OR

		d) Material management, procurement/distribution of material, import procedures, stores accounting, stock verification, infrastructure and estate management, etc. Practical experience of using relevant software in the related area is essential. <u>Job Description:</u> The incumbent shall be responsible for managing one or more functional areas of the Institute, including General Administration, Academic Administration, Admissions, Examinations, and Student Affairs, depending upon the organizational requirements. The responsibilities may include administration of recruitment and establishment matters, maintenance of leave and service records, personnel administration, transport and facility management, liaison with Government and external agencies, preparation of reports and MIS, implementation of Institute policies, and ensuring compliance with applicable rules and regulations. In the academic domain, the incumbent may oversee programme administration, admission processes, academic scheduling, conduct of examinations, evaluation, declaration of results, maintenance of student records, ERP-based academic process automation, coordination with faculty, students and academic committees, accreditation-related activities, and convocation. The incumbent shall supervise staff, support governance and institutional initiatives, facilitate process improvements through digital and e-governance systems, ensure effective record management and statutory compliance, and perform such other duties as may be assigned by the Competent Authority from time to time. ▪ Note : The one vacancy for PwBD is reserved for Visually Handicap (Minimum 40% disability).
3)	Assistant Manager 01 Post (UR) Pay Level – 08 as per 7th CPC Age limit - 40 years	<u>Qualification:</u> Post-Graduation in any discipline from a recognized Institute/University with a minimum of 55% marks or equivalent grade, along with a consistently good academic record <i>or</i> Graduation in any discipline from a recognized Institute/University with a minimum of 60% marks or equivalent grade, along with a consistently good academic record. <u>Experience:</u> Minimum 08 years of relevant administrative experience, out of which: ▪ At least 04 years should have been in Pay Level 06 or equivalent, <i>or</i> ▪ A combined relevant experience of 06 years in Pay Level 05 and Pay Level 06 or equivalent in administration, establishment, or service-related functions in Government Departments/Autonomous Bodies/Academic or Research Institutions/other reputed organizations. Candidates with sufficient exposure to Government rules & regulations, Establishment and Service matters, Office Administration, Purchase & Stores rules, and GFR will be preferred. <u>Desirable:</u> ▪ A Post-Graduate degree in any discipline (10+2+3+2) from a recognized Institute/University with a minimum of 60% marks or equivalent grade will be preferred. ▪ Proficiency in computer applications, ERP systems, and e-governance

		tools along with strong communication and organizational skills will be considered desirable. Experience in institutes of repute like IIMs, IITs and/or other institutions of higher education/national importance will be preferred. <u>Job Profile:</u> The incumbent will be responsible for handling HR, Academic, Purchase, or General Administrative functions such as recruitment, admissions, tendering, estate management, and facility operations. Should be familiar with CCS/CCA Rules and GFR. Any other administrative duties may be assigned by the Competent Authority.
4)	Executive Associate to Director 01 Post (UR) Pay Level – 08 as per 7th CPC Age limit - 40 years	<u>Qualification:</u> Post-graduate degree in any discipline (10+2+3+2) from a recognized Institute/University with Minimum 50% marks or equivalent grade with consistently good academic record. <u>Experience:</u> Minimum 08 years of relevant experience, out of which: • At least 04 years should have been in Pay Level 06 or equivalent; or • A combined relevant experience of 06 years in Pay Level 05 and Pay Level 06 or equivalent, in administration, establishment, or service-related functions in Government Departments/Autonomous Bodies/Academic or Research Institutions/other reputed organizations. Candidates with sufficient exposure to Government rules & regulations, Establishment and Service matters, Office Administration, Purchase & Stores rules, and GFR will be preferred. <u>Desirable:</u> Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University/Institute. Proficiency in computer operations. knowledge/experience of working with Office Management Software will be an added advantage. Proficiency in Stenography in English or Hindi with a minimum speed of 100 wpm. Experience as Stenographer or equivalent in Central/State Government Organisations/University Research Institution or Central/State autonomous Institution/reputed private institutions. Experience in institutes of repute like IIMs, IITs, IISERs etc. will be preferred. <u>Job Profile:</u> Responsible for overall supervision of the Director's Secretariat, including managing the Director's schedule, meetings, and correspondence. Key duties include organizing appointments, conferences, and travel; handling confidential documents; maintaining records and filing systems; preparing minutes, reports, and presentations; and coordinating with visitors and stakeholders. The incumbent must ensure smooth office operations and be available beyond normal office hours when required.
5)	Junior Assistant (Admin) 03 Post (2 UR, 1 EWS) Pay Level –04 as per 7th CPC	<u>Qualification:</u> Graduation in any discipline from a recognized Institute/University with minimum 55% marks or equivalent grade, with a consistently good academic record. <u>Experience:</u> Presently working in Pay Level 04 or equivalent; <i>or</i> Minimum 02 years of relevant experience in Pay Level 03 or equivalent; <i>or</i> Minimum 04 years of relevant experience in Pay Level 02 or equivalent in

	Age limit - Preferably below 30 years	Central/State Government Departments, Autonomous Bodies, Academic/Research Institutions, or other reputed organizations. <u>Desirable:</u> ▪ Proficiency in computer applications, office automation tools, ERP systems, and MS Office suite. ▪ Good typing speed and ability to prepare drafts, reports, and records in English/Hindi. ▪ Experience in institutes of repute like IIMs, IITs and/or other institutions of higher education/national importance will be preferred. <u>Job Description:</u> The incumbent will assist in day-to-day administrative and clerical functions of the Institute. Key responsibilities include maintaining office files, records, and registers, drafting routine correspondence, and ensuring proper filing of documents in both physical and digital formats. Duties also involve handling inward and outward correspondence, processing bills, vouchers, and procurement documents, maintaining stock and attendance registers, and assisting in data entry and report preparation using office software/ERP systems. Also, provide clerical support to officers, organize meetings, prepare agendas and minutes, and ensure smooth information flow across sections. The role also requires adherence to office procedures, compliance with confidentiality norms, and carrying out any additional tasks assigned by higher authorities from time to time.
6)	Junior Assistant (Program) 04 Post (2 UR, 1 OBC, 1 EWS) Pay Level –04 as per 7th CPC Age limit - Preferably below 30 years	<u>Qualification:</u> Graduation in any discipline from a recognized Institute/University with minimum 55% marks or equivalent grade, with a consistently good academic record. <u>Experience:</u> Presently working in Pay Level 04 or equivalent; <i>or</i> Minimum 02 years of relevant experience in Pay Level 03 or equivalent; <i>or</i> Minimum 04 years of relevant experience in Pay Level 02 or equivalent in Central/State Government Departments, Autonomous Bodies, Academic/Research Institutions, or other reputed organizations. <u>Desirable:</u> ▪ Proficiency in computer applications, office automation tools, ERP systems, and MS Office suite. ▪ Good typing speed and ability to prepare drafts, reports, and records in English/Hindi. ▪ Experience in institutes of repute like IIMs, IITs and/or other institutions of higher education/national importance will be preferred. <u>Job Description:</u> The incumbent will assist in daily administrative and clerical tasks, including maintaining files, records, and correspondence in physical and digital formats. Responsibilities include processing bills, vouchers, and procurement documents; handling data entry, reports, and ERP operations; maintaining attendance and stock registers; and providing clerical support for meetings and documentation. The role also involves ensuring compliance with office procedures, confidentiality norms, and performing other duties as assigned.

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 **29 September 2026 (05:00 PM)**.

2. Officers holding **analogous** posts on a regular basis in the parent cadre/department may also apply for appointment on deputation basis. The deputationist may be considered for absorption, subject to the requirement of the post, suitability of the officer, consent of the lending and borrowing organisations, and compliance with the applicable Government of India rules and norms governing absorption, as amended from time to time. Such consideration for absorption shall not confer any vested right on the deputationist.
3. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five hundred Ninety only). Candidates belonging to SC, ST and PwBD are exempted from paying the applications fee. All internal candidates are exempted from paying the applications fee.
4. Applicants must upload a latest photograph (not older than six months) and copies of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste/category, disability (if applicable), etc. Experience certificate(s) must be on the issuing organisation's letterhead, bearing the date of issue, specific period of work, designation, and pay drawn against each position, duly certified by the competent issuing authority.
 - a) Original certificates must be produced at the time of the selection process, and again at the time of joining, if selected.
 - b) EWS Reservation – applicable if the post is reserved for the EWS category: Persons not covered under the reservation scheme for SC, ST, and OBC, and whose family has a gross annual income below Rs. 8.00 lakh, are to be identified as Economically Weaker Sections (EWS) for the purpose of reservation. “Family” for this purpose includes the applicant, parents, siblings below the age of 18, spouse, and children below the age of 18. Income includes income from all sources – salary, agriculture, business, profession, etc. – for the financial year prior to the year of application. A person whose family owns or possesses any of the following assets shall be excluded from EWS identification, irrespective of family income: (i) 5 acres of agricultural land and above; (ii) residential flat of 1000 sq. ft. and above; (iii) residential plot of 100 sq. yards and above in notified municipalities; (iv) residential plot of 200 sq. yards and above in areas other than notified municipalities. Income and assets shall be certified by an Officer not below the rank of Tehsildar in the State/UT concerned. Candidates shortlisted for document verification shall be required to produce the requisite certificate, in the format prescribed by the Government of India, at the time of document verification.
 - c) Caste Validity (ST candidates): In respect of Scheduled Tribe candidates, the caste validity certificate issued by the Scheduled Tribe Certificate Scrutiny Committee of the respective State Government must be enclosed with the application.
 - d) Applicants seeking the benefit of reservation/fee concession applicable to SC/ST/OBC (NCL)/EWS/PwBD/Ex-servicemen categories must attach the relevant certificate(s) in the format prescribed by the Central Government in support of their claim. Applicants seeking OBC (NCL) reservation benefits must additionally attach a self-declaration, along with a certificate in the prescribed format issued by the Competent Authority, as per Annexure – II (applicable where the post is reserved for the OBC category).
 - e) PwBD (Persons with Benchmark Disabilities) Reservation: Reservation for PwBD candidates shall be provided as per the Rights of Persons with Disabilities Act, 2016 and Government of India orders issued thereunder, where the post is identified as suitable for PwBD candidates/reserved for the category. PwBD applicants must enclose a valid disability certificate issued by a competent medical authority in the prescribed format. Applicants seeking horizontal reservation and/or age relaxation under the PwBD category must submit the certificate at the time of application and produce the original at the time of document verification/joining.
5. A candidate applying for the above position must be a citizen of India.
6. Candidates are requested to check and ensure their eligibility before applying and a candidate can apply for one post only.
7. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
8. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
9. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same. 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 purposes at the time of interview along with one set of photocopies of these documents.

10. Person working at IIM Mumbai will be considered as departmental candidates. There will be no age bar for departmental candidates.
11. 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.
12. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
13. The candidate may be hired for a lower post if deemed fit.
14. Accommodation at Institute campus/ leased accommodation will be provided to the selected candidates (Electricity & Water charges to be paid as actual). If such accommodation is provided, the candidate will not be eligible for the House Rent Allowance.
15. Institute employees and their dependents shall be entitled to medical facilities as per Institute rules.
16. Children Education Allowance shall be admissible at the applicable rate, for up to two children as per Central Government Norms.
17. 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.
18. Agniveer applicants are encouraged to apply, subject to fulfilment of the prescribed qualifications, experience and other eligibility conditions. Educational qualifications, skill certifications and relevant service experience acquired during Agniveer engagement may be considered in accordance with the applicable Recruitment Rules and Government of India orders” As the first batch is expected to be released in December 2026, eligible candidates may apply for the same. The selected candidate shall be required to submit all relevant and applicable documents in support of their eligibility before joining the Institute.
19. **Selection Process:** The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions.
 - a) Scrutiny/Screening of Applications: Applications received in response to this advertisement will be scrutinised, and only applicants clearing scrutiny will be called for the further selection process. The duly constituted Screening Committee will shortlist the candidates adopting suitable 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. Merely fulfilling the qualification(s)/experience prescribed in the advertisement does not automatically entitle an applicant to be called for further stages. Where it is not possible or convenient to process all eligible applications, the Institute may restrict the number of applicants called for the next stage on the basis of qualifications and/or experience higher than the minimum prescribed.
 - b) The Institute may decide to conduct a written test and/or skill test and/or interview and/or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute. Candidates are required to mandatorily mention their email ID in the application form.
 - c) The Institute reserves the right not to fill any or all of the advertised post(s).
 - d) The decision of the Institute on all matters relating to eligibility of applicants, screening/written test, and selection shall be final and binding on all applicants.
 - e) No correspondence or personal inquiries shall be entertained from applicants regarding the conduct or result of the written test/selection process, or reasons for not being called.
 - f) In case of any inadvertent error detected at any stage of the selection process, including after issuance of an appointment letter, the Institute reserves the right to modify/withdraw/cancel the same without prior communication to the candidate.
 - g) The Institute reserves the right to reject the candidature of any applicant at any stage of the recruitment process, if found indulging in malpractice or not fulfilling the prescribed qualification, experience, or other eligibility conditions specified in the advertisement/recruitment guidelines. Such candidates shall be liable to disqualification, in addition to appropriate legal action as the Institute may deem fit.
 - h) In case of any dispute or ambiguity in the advertisement or in the selection process, the decision of the Institute shall be final.
20. 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.
21. 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.
 22. The Institute shall not entertain any interim correspondence or personal inquiries.
 23. 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.
 24. 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.
 25. 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. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
 26. 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.
 27. 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.
 28. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
 29. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
 30. 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.
 31. 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.
 32. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
 33. For any technical assistance please contact on disc.website@iimmumbai.ac.in
 34. Incomplete applications without proper supporting documents will be summarily rejected.
 35. Tenure appointment: Exceptionally deserving selected candidates may have a tenure/deputation of appointment as per requirement of the Institute. Initial appointment will be on tenure/deputation for a period of 5 years.

Sd/-
Chief Administrative Officer

DECLARATION

“I, son/daughter of Shri
..... resident of village/town/city
..... district state hereby declare that I
belong to the community, which is recognised as a backward class by the
Government of India for the purpose of reservation in services, as per orders contained in Department of
Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 8.9.1993. It is also
declared that I do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the above-referred Office Memorandum dated 8.9.1993, and its subsequent revisions vide
O.M. No. 36033/1/2013-Estt.(Res) dated 27.05.2013 and 13.09.2017.”

Signature of the Candidate

Name of the Candidate

Place:

Date: