

Advertisement for Various Non-Teaching Posts on 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 contract basis (Institute/Outsourcing agency). The Online option will remain open from 09.09.2026 to 29.09.2026. The details are as under:

Ser	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	Engineering Assistant (Civil) Monthly Emoluments: Rs. 45,000/- Per Month Other Benefits: • OCA: Rs. 4500/- Per Month • Mobile Reimbursement: Rs 500/- Per Month Age limit – 35 years No. of posts- 04	<u>Qualification & Experience</u> Bachelor's Degree or equivalent in Engineering (Civil) from a recognized university/Institute with at least 55% marks and with a minimum of two (02) years' post-qualification on-site experience in execution, maintenance of works, building construction, RCC and structural works, finishing works, roads, drainage, water-proofing and general civil maintenance of campus buildings. OR 03 years Diploma in Engineering (Civil) from a recognized university/Institute (after 10+2) with at least 60% marks and with a minimum of four (04) years' post-qualification on-site experience in execution, maintenance of works, building construction, RCC and structural works, finishing works, roads, drainage, water-proofing and general civil maintenance of campus buildings. Note: Candidates possessing a Master's degree in relevant engineering field shall be eligible to count the normal duration of the Master's programme towards the prescribed experience requirement. <u>Desirable:</u> • Experience of working in an educational institution, PSU, autonomous body, or with a Project Management Consultancy on large campus or infrastructure projects. • Exposure to the CPWD Works Manual, General Financial Rules, 2017, and GeM procurement. • Working knowledge of Marathi and Hindi in addition to English. <u>Job Profile:</u> • Supervision of related work during construction, renovation and maintenance works allotted in the respective discipline, including site inspection and quality checks. • Recording of measurements, verification of contractors' bills, and maintenance of measurement books and site records. • Assistance in preparation of estimates, specifications, BOQs, tender documents and comparative statements. • Coordination with the EPC (Engineering, Procurement, and Construction) Contractor, Project Management Consultant,

		statutory agencies and service providers. • Preparation of periodic progress reports, asset registers and maintenance schedules. • Compliance with safety, statutory and audit requirements, and any other duties assigned by the competent authority.
2)	Engineering Assistant (Electrical) Monthly Emoluments: Rs. 45,000/- Per Month Other Benefits: • OCA: Rs. 4500/- Per Month • Mobile Reimbursement: Rs 500/- Per Month Age limit – 35 years No. of posts- 02	<u>Qualification & Experience</u> Bachelor's Degree or equivalent in Engineering (Electrical) from a recognized university/Institute with at least 55% marks and with a minimum of two (02) years' post-qualification on-site experience in execution, maintenance of works, HT/LT distribution, substations, transformers, DG sets, UPS systems, internal and external electrification, street lighting, and energy management. A valid Electrical Supervisor Certificate of Competency is desirable OR 03 years Diploma in Engineering (Electrical) from a recognized university/Institute (after 10+2) with at least 60% marks and with a minimum of four (04) years' post-qualification on-site experience in execution, maintenance of works, HT/LT distribution, substations, transformers, DG sets, UPS systems, internal and external electrification, street lighting, and energy management. A valid Electrical Supervisor Certificate of Competency is desirable Note: Candidates possessing a Master's degree in relevant engineering field shall be eligible to count the normal duration of the Master's programme towards the prescribed experience requirement. <u>Desirable:</u> • Experience of working in an educational institution, PSU, autonomous body, or with a Project Management Consultancy on large campus or infrastructure projects. • Exposure to the CPWD Works Manual, General Financial Rules, 2017, and GeM procurement. • Working knowledge of Marathi and Hindi in addition to English. <u>Job Profile:</u> • Supervision of related work during construction, renovation and maintenance works allotted in the respective discipline, including site inspection and quality checks. • Recording of measurements, verification of contractors' bills, and maintenance of measurement books and site records. • Assistance in preparation of estimates, specifications, BOQs, tender documents and comparative statements. • Coordination with the EPC (Engineering, Procurement, and Construction) contractor, Project Management Consultant, statutory agencies and service providers. • Preparation of periodic progress reports, asset registers and maintenance schedules. • Compliance with safety, statutory and audit requirements, and any other duties assigned by the competent authority.

3)	Engineering Assistant (MEP) Monthly Emoluments: Rs. 45,000/- Per Month Other Benefits: • OCA: Rs. 4500/- Per Month • Mobile Reimbursement: Rs 500/- Per Month Age limit – 35 years No. of posts- 02	<u>Qualification & Experience</u> Bachelor's Degree or equivalent in Engineering (MEP) from a recognized university/Institute with at least 55% marks and with a minimum of two (02) years' post-qualification on-site experience in execution, maintenance of works, HVAC systems, water supply and plumbing, STP/WTP and pumping systems, fire detection and fire-fighting systems, lifts, and ELV/BMS systems, together with the related statutory inspections and clearances. OR 03 years Diploma in Engineering (MEP) from a recognized university/Institute (after 10+2) with at least 60% marks and with a minimum of four (04) years' post-qualification on-site experience in execution, maintenance of works, HVAC systems, water supply and plumbing, STP/WTP and pumping systems, fire detection and fire-fighting systems, lifts, and ELV/BMS systems, together with the related statutory inspections and clearances. Note: Candidates possessing a Master's degree in relevant engineering field shall be eligible to count the normal duration of the Master's programme towards the prescribed experience requirement. <u>Desirable:</u> • Experience of working in an educational institution, PSU, autonomous body, or with a Project Management Consultancy on large campus or infrastructure projects. • Exposure to the CPWD Works Manual, General Financial Rules, 2017, and GeM procurement. • Working knowledge of Marathi and Hindi in addition to English. <u>Job Profile:</u> • Supervision of related work during construction, renovation and maintenance works allotted in the respective discipline, including site inspection and quality checks. • Recording of measurements, verification of contractors' bills, and maintenance of measurement books and site records. • Assistance in preparation of estimates, specifications, BOQs, tender documents and comparative statements. • Coordination with the EPC (Engineering, Procurement, and Construction) contractor, Project Management Consultant, statutory agencies and service providers. • Preparation of periodic progress reports, asset registers and maintenance schedules. • Compliance with safety, statutory and audit requirements, and any other duties assigned by the competent authority.
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Essential Competencies (all disciplines):

Candidates must demonstrate working knowledge and hands-on experience of the following:

1. **Rate analysis** – CPWD DSR and Maharashtra PWD DSR/SSR, market rate analysis, and derivation of non-schedule item rates.
2. **BOQ preparation** – quantity take-off from drawings, preparation of detailed estimates, bills of quantities and abstract of cost.

3. **Tender preparation and evaluation** – assistance in preparation of NIT, technical specifications and tender documents, publication on GeM/CPP Portal, preparation of comparative statements, and technical and financial evaluation of bids.
4. **Work measurement and billing** – recording of measurements, maintenance of measurement books, checking and certification of running account and final bills, deviation statements, and extra/substituted item rates.
5. **Record keeping** – site order books, hindrance registers, material testing and quality records, as-built drawings, asset and maintenance registers, and documentation required for audit.
6. **Coordination** – with contractors, Project Management Consultants, architects, statutory authorities and internal user departments, together with preparation of progress reports and minutes of site meetings.
7. **Computer proficiency** – AutoCAD, MS Office (Word, Excel), and familiarity with project scheduling software.

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. No campus accommodation will be provided for the above positions.
4. The Institute strives to promote gender balance and encourages applications from women candidates.
5. Normal working hours for the contractual positions will be from 0900 to 1730 hrs. for 6 days in a week; Sundays will be a week 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. Candidates are required to fill their **exact percentage** of marks while filling online application form. Rounding off of percentage (%) is not allowed.
11. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
12. 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.
13. **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.
14. 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.

15. 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.
16. Selected candidates must join duties within the stipulated time, failing which the offer of appointment may be withdrawn.
17. 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).
18. 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.
19. No TA/DA or any other incidental expenses will be reimbursed to attend the selection process.
20. The number of posts may be increased or decreased as per need of the Institute.
21. 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.
22. No interim correspondence will be entertained or replied to.
23. Canvassing in any form will be a disqualification.
24. 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 **29 September 2026 (5:00 pm)**.

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Chief Administrative Officer