

Advt. No. Admn/Rectt/2024/31

June 21<sup>st</sup>, 2024

**ADVERTISEMENT FOR NON-TEACHING STAFF**

1. Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the posts as per details given below purely on on Deputation/Contract basis only.
2. **Tenure:** Initial appointment will be for a period of 3 years. The contract may be extended annually based on the Institute's need and candidate's performance. The total service period on deputation / contract will be governed as per extant guidelines of the Government / Institute.
3. The Online option will remain open from 21.06.2024 to 12.07.2024. The details are as under:

<b><u>Ser</u></b>	<b><u>Name of the Position</u></b>	<b><u>Pay Level As per 7<sup>th</sup> CPC</u></b>	<b><u>No of posts</u></b>	<b><u>Age Preferably below</u></b>
1	Senior Executive Officer (Admin & HR)	Level 12 (Rs.78,800 -209200)	1 (UR)	45
2	Senior Executive Officer (Finance & Accounts)	Level 12 (Rs.78,800 -209200)	1 (UR)	45
3	Secretary to Director	Level 8 (Rs. 47,600-1,15,100)	1 (UR)	40

**DETAILS OF ADVERTISEMENT**

<b>Ser</b>	<b>Name of Position</b>	<b>Qualification &amp; Experience / Desirable (if any)</b>
1	<b>Senior Executive Officer (Admin &amp; HR)</b>  <b>Post (UR)</b>  <b>Pay Level -12</b> (Rs.78,800 - 209200)	<p><b><u>Qualification:</u></b> A Postgraduate degree with at least 55% marks or its equivalent.</p> <p><b><u>Experience:</u></b> 05 years administrative experience in a post carrying Pay Level-10 as per 7th CPC or equivalent in IIMs/IITs/CFTIs/ Government Educational Institution etc.</p> <p><b><u>Desirable:</u></b></p> <p>Proven ability in administration, preferably in a large educational or research institution, financial or personnel management with the capacity to lead administration in a residential educational institution.</p> <p>Additional Degree in Management or LLB/LLM, Knowledge of Computer, experience of e-governance etc.</p> <p>Experience in handling Administrative/Legal/Finance/Store &amp; Purchase/ Establishment matters.</p>

Ser	Name of Position	Qualification & Experience / Desirable (if any)
2	<p><b>Senior Executive Officer (Finance &amp; Accounts)</b></p> <p><b>Post (UR)</b></p> <p><b>Pay Level -12</b> (Rs.78,800 - 209200)</p>	<p><b>Qualification:</b> The applicant should be possessing ACA/AICWA or Master of Business Administration (Finance)/M. Com with minimum 55% of marks.</p> <p><b>Experience:</b> Minimum 10 years' experience with sound knowledge of Central Govt. rules relating to Accounts/Audit, Service conditions, Treasury and Finance, with at least 3 years' experience in the immediate lower Pay Level i.e. Pay Level-11 or equivalent or 05 years relevant experience in a post carrying Pay Level-10 as per 7th CPC or equivalent in IIMs/IITs/CFTIs/ Government Educational Institution etc.</p> <p><b>Job Responsibility:</b> The job among other things requires Financial / Budgetary planning and control, Resources Generation, Control of Accounts, Investment Planning Management Reporting and Audit Expertise in using computer systems for processing/retrieval of accounts/finance related data. Any other job as assigned by the higher officials.</p>
4	<p><b>Secretary to Director</b></p> <p><b>Post (UR)</b></p> <p><b>Pay Level 8</b> (Rs. 47,600- 1,15,100)</p>	<p><b>Qualification:</b> Post-graduate degree in any discipline (10+2+3+2) with minimum 55% Marks.</p> <p><b>Experience:</b> Post qualification 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 for two years at level 5-6 / Equivalent. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.</p> <p><b>Desirable:</b></p> <p>Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University / Institute is desirable. Proficiency in computer operations (MS Windows &amp; MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.</p> <p><b>Job Profile:</b></p> <p>To perform secretarial and related functions for the Director's office and to assist him in day-to-day activities. Dealing with enquiries, appointments and planning Director's diary. Organizing and attending meetings; taking note of minutes. replying to the mails, travel arrangements and accommodation when necessary. Organizing and maintain Director's Office system. Any other related works of the Director's Office assigned time to time. The candidate should be proficient in office management software with excellent computer skills in MS Office and the ability to take dictation and conduct meetings.</p>

### **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> July 2024 (05:00 PM)**.
2. All candidates must pay a non-refundable application processing fee of Rs.590 (Rupees Five Ninety only). Please note that all female applicants are exempted from paying the application fee.
3. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), and persons with Disabilities (PwD) must pay a non-refundable application processing fee of Rs.295 (Rupees Two Ninety-Five only)
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<sup>th</sup> July 2024 (05:00 PM). Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
3. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
  10. The Institute shall not entertain any interim correspondence or personal inquiries.
  11. 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.
  12. 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.
  13. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
  14. 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.
  15. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
  16. 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.
  17. 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 canceled, and their services may be terminated.
  18. All appointments shall be subject to the satisfactory completion of the probation period. Further, 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.
  19. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
  20. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
  21. 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.
  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](http://www.iimmumbai.ac.in).
  23. Application of those candidates who have successfully submitted their applications online and paid the requisite fees (as applicable) will be considered for next stage of process. Incomplete application will be summarily rejected, and application received after last date shall not be entertained and the Institute will not be responsible for any delay. Keep a printout of online application form for future reference.
  24. For any technical assistance please contact on [disc.website@iimmumbai.ac.in](mailto:disc.website@iimmumbai.ac.in)

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**Chief Administrative Officer**