

**Advertisement for Non-Faculty Positions on contractual basis**

Indian Institute of Management Mumbai, an Institute of National Importance and an autonomous Institution under the Ministry of Education, Government of India, invites applications from highly motivated, proactive, and dynamic professionals for engagement in various positions on a contractual basis. The positions are purely contractual in nature, initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbents and need of the Institute.

The details of the positions are as under:

Sr. No	Name of Post & Emoluments	Eligibility Criteria & Job Requirement												
1)	<p><b>Management Trainee</b></p> <p><b>Monthly Stipend -</b> ₹ 35,000 - 45,000/-</p> <p><b>Other Benefits:</b></p> <ul style="list-style-type: none"> <li>• <b>Housing Allowance:</b> ₹ 8,000/- per month</li> <li>• <b>Travelling Allowance:</b> ₹ 2,000/- per month</li> <li>• <b>Mobile reimbursement:</b> ₹ 500/- per month</li> </ul> <p><b>Age limit -</b> 32 years, however, for Ph.D. candidates or candidates with relevant experience, the age limit can be extended up to 35 years.</p>	<p><b><u>No. of posts:</u></b></p> <table border="1" data-bbox="603 730 1386 1028"> <thead> <tr> <th>Area</th> <th>No. of Posts</th> </tr> </thead> <tbody> <tr> <td>• Analytics &amp; Decision Science</td> <td>01</td> </tr> <tr> <td>• Operations &amp; Supply Chain</td> <td>01</td> </tr> <tr> <td>• Sustainability Management</td> <td>01</td> </tr> <tr> <td>• OBHR Management</td> <td>01</td> </tr> <tr> <td>• Marketing</td> <td>02</td> </tr> </tbody> </table> <p><b><u>Minimum Qualification &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Candidates should possess a strong academic background with a Master's degree in the Area they have applied, with 60% marks or above, or a B.Tech or equivalent professional degree from a recognized institution.</li> <li>• Preference will be given to candidates who are pursuing or intending to pursue doctoral (Ph.D.) studies.</li> <li>• Prior experience in higher education institutions, EdTech organizations, academic research, admissions, counselling, or student support services will be considered an added advantage.</li> </ul> <p><b><u>Skills &amp; Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Strong communication, interpersonal, and coordination skills.</li> <li>• Proficiency in MS Office, internet applications, and ERP systems.</li> <li>• Good command over written and spoken English and Hindi.</li> <li>• Ability to multitask, work under timelines, and maintain confidentiality.</li> <li>• Adaptability and flexibility during examinations and institutional events.</li> </ul> <p><b><u>Job Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Assist in scheduling classes, examinations, and academic activities.</li> <li>• Prepare and circulate timetables, notices, and official communications.</li> <li>• Maintain academic records, attendance, files, and documentation.</li> <li>• Support faculty in course administration, grading support, and academic coordination.</li> <li>• Coordinate meetings, workshops, seminars, and guest lectures.</li> <li>• Assist in examination processes, invigilation, and handling of examination materials.</li> <li>• Address routine student queries related to academics and examinations.</li> <li>• Support organization in institutional events and academic programmes.</li> <li>• Perform additional duties assigned by the Institute.</li> </ul>	Area	No. of Posts	• Analytics & Decision Science	01	• Operations & Supply Chain	01	• Sustainability Management	01	• OBHR Management	01	• Marketing	02
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<p>2)</p> <p><b>Management Trainee (Admin)</b></p> <p><b>No. of posts: 04</b></p> <p><b>Monthly Stipend - ₹ 35,000 - 45,000/-</b></p> <p><b>Other Benefits:</b></p> <ul style="list-style-type: none"> <li>• <b>Housing Allowance:</b> ₹ 8,000/- per month</li> <li>• <b>Travelling Allowance:</b> ₹ 2,000/- per month</li> <li>• <b>Mobile reimbursement:</b> ₹ 500/- per month</li> </ul> <p><b>Age limit - 32 years, however, for Ph.D. candidates or candidates with relevant experience, the age limit can be extended up to 35 years.</b></p>	<p><b><u>Minimum Qualification &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Candidates should possess a strong academic background with a Master's degree with 60% marks or above, or a B.Tech or equivalent professional degree from a recognized institution.</li> <li>• Preference will be given to candidates who are pursuing or intending to pursue doctoral (Ph.D.) studies.</li> <li>• Prior experience in higher education institutions, EdTech organizations, academic research, admissions, counselling, or student support services will be considered an added advantage.</li> </ul> <p><b><u>Skills &amp; Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent communication, interpersonal, and coordination skills.</li> <li>• Proficiency in MS Office, internet applications, and ERP systems.</li> <li>• Good command over written and spoken English and Hindi.</li> <li>• Ability to work in a dynamic environment with flexibility during academic events and examinations.</li> </ul> <p><b><u>Job Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Assist in scheduling classes, examinations, and academic activities.</li> <li>• Prepare and circulate timetables, notices, and official communications.</li> <li>• Maintain academic records, attendance, files, and documentation.</li> <li>• Support examination processes, invigilation, and handling of examination materials.</li> <li>• Coordinate classroom and logistical requirements for academic activities.</li> <li>• Address routine student queries related to academics and examinations.</li> <li>• Prepare reports, presentations, correspondence, and administrative documents.</li> <li>• Assist in organizing workshops, seminars, conferences, orientation programs and institutional events.</li> <li>• Perform additional duties assigned by the Institute from time to time.</li> </ul>
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**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 weekend 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. No rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
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](http://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 **16 June 2026 (5:00 pm)**.

*Sd-*

**Chief Administrative Officer**