INDIAN INSTITUTE OF MANAGEMENT, MUMBAI 400087
An autonomous institute under the Ministry of Education, Govt. of India.
Vihar Lake Road. Powai, Mumbai – 400087

Advt. No. Admin/Rectt./2023/13   December 22, 2023

ADVERTISEMENT FOR THE POST OF
ASSISTANT OFFICER (ADMINISTRATION) ON CONTRACT BASIS

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Assistant Officer (Administration)** purely on contract basis initially for a period of one year extendable further up to two years, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

Name of Post &Emoluments	Eligibility Criteria & Job Requirement
Assistant Officer (Administration) **No. of Post** – As per Institute Requirement **Monthly Emoluments** – A Consolidated Salary of Rs. 60000/- to 70,000/- **Maximum AgeLimit –** Not exceeding the age of 55 years as on last date of application.	**MINIMUM QUALIFICATIONS & EXPERIENCE** • Candidate must have a minimum Master's Degree with 55% of aggregate marks in any discipline plus 15 years of Work Experience in Central Govt/State Govt/Autonomous bodies/PSUs/Universities and having knowledge of GoI Rules and procedures • A candidate retired from Govt / Semi Govt/ PSU/ Central Education Institutions/ IIMs/IITs/Centrally funded Institution will be preferred. **JOB PROFILE:** • Administrative Support: Provide administrative support to the administration department of the IIM, which may include tasks such as filing, record-keeping, data entry, and maintaining office supplies. • Event Coordination: Assist in the planning and coordination of various events and meetings, including workshops, seminars, conferences, and other administrative events. This may involve logistical arrangements, scheduling, and ensuring that necessary resources are available. • Correspondence and Communication: Handle incoming and outgoing correspondence, emails, and phone calls. Maintain effective communication with other departments, staff, and external stakeholders as required. • Documentation and Reporting: Prepare and maintain various reports, documents, and files related to administrative functions. This may involve generating reports, preparing presentations, and organizing documentation. • Vendor Management: Assist in managing relationships with vendors and suppliers. This may include procurement, contract management, and ensuring the timely delivery of goods and services. • Budget and Financial Support: Assist in budget management, expense tracking, and financial reporting related to the administration department's activities. • Personnel and HR Support: Assist in the recruitment and onboarding process for administrative staff when necessary. Support HR-related functions such as leave management and attendance tracking. • Facilities Management: Oversee the maintenance and management of facilities, including office spaces, equipment, and infrastructure. Coordinate with relevant departments to ensure a conducive working environment. • Compliance and Regulations: Ensure that the administrative activities comply with relevant laws, regulations, and IIM policies. Stay updated on any changes in regulations and help implement necessary changes. • Security and Safety: Take measures to ensure the safety and security of the premises and staff. This may involve coordinating with security personnel and implementing safety protocols. • Travel and Accommodation Arrangements: Assist in making travel arrangements and accommodations for staff members or guests as needed. • Records Management: Maintain and organize records and documentation in accordance with IIM's policies and guidelines. • Handling of Personnel/HR related matters like recruitment, promotion, leave, LTC, MHRD queries etc. and be conversant with CCS/CCA Rules

	or
	• Supervising in Academic Administration activities like registration, admission of students, preparing of class schedule and examination schedule, coordination with faculty and students, grading of results, convocation etc. and other such academic activities or • Supervising in Purchase related matters like tendering, dealing with various Government portals etc. and be conversant with GFR or • Handling of General Administrative functions like Estate & Maintenance, Medical, Transport, Hostel, Security, Facility management etc. • Any other relevant jobs in Administration as assigned by the Competent Authority from time to time.

Other Benefits:
1. Out of Campus Allowance (OCA) of Rs 4,500/- per month.
2. Mobile reimbursement of Rs 12,000/- per annum.

GENERAL CONDITIONS:
1. The selected candidate (s) will be engaged on a contract basis initially for a period of 1 year and may be extended by mutual agreement.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
3. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
4. 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 purpose at the time of interview along with one set of photocopies of these documents.
5. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. Selected candidate will be required to join the duties with in **one month.**
7. Selection Process- Through Interview, which may also be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
8. 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).
9. Candidates are advised to visit the website of IIM Mumbai (career@iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
10. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
11. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
12. The relaxation in age to candidates belonging to SC/ ST/ OBC/ PwD/ Ex-Servicemen candidates will be as per Government of India rules.
13. SC/ ST/ OBC/ PwD/ Ex-Servicemen candidates are required to produce the relevant certificate as per the format prescribed by the GOI, at the time of interview.
14. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
15. The Institute also reserves the right not to fill the post, if it so desires.
16. No interim correspondence will be entertained.
17. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
18. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category **(**General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

HOW TO APPLY
Interested and eligible candidates may submit their form online by submitting on the following https://iimmumbai.ac.in/careers or before **January 05, 2024 (5:00 pm)**:

No other mode of application will be entertained.