

WALK-IN INTERVIEW FOR THE POST OF SENIOR ADMIN ASSOICATE, ADMIN ASSOCIATES & JUNIOR ADMIN ASSOCIATES (ON CONTRACT)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Senior Admin Associate, Admin Associates & Junior Admin Associates** for various departments purely on contract basis initially for a period of six months extendable further up to six months, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

1) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Sr. Admin Associates –(No of Posts will be as per Institute Requirement)</p> <p>Stipend – A Consolidated Salary of Rs.60,000/- to 70,000/- per month</p> <p>Age Limit – upto 45 years</p>	<p><u>THE REQUIREMENT IS FOR :</u></p> <ul style="list-style-type: none"> • Executive Education & Online Education • Purchase Office • General Administration <p><u>MINIMUM QUALIFICATIONS & EXPERIENCE:</u></p> <ul style="list-style-type: none"> • Graduation in any discipline from a recognised Institute / University with minimum 60% marks or equivalent grade with consistently good academic record & at least 10 years of work experience in academic administration or relevant field in higher education institute or business school. • <u>Desirable:</u> Post-Graduate degree in any discipline (10+2+3+2) with at least 55% marks in qualifying degree or equivalent grade point average from a recognised reputed University or Institute & at least 7 years of work experience in Central Govt/State Govt/Autonomous bodies/PSUs/ Universities. <p><u>JOB PROFILE:</u></p> <ol style="list-style-type: none"> 1. <u>Executive Education & Online Education</u> <ul style="list-style-type: none"> ▪ Strategic Planning and Execution support to chairperson (Executive Education) on all matters pertaining to marketing, handling client relationships and delivery of executive education programs in the institute. ▪ Periodic assessment of emerging client requirements through personal discussions survey and providing the necessary inputs to the EEP team for designing new ad relevant programs ▪ Development of competent databases on client and contact persons for executive education and ensuring the upkeep of the same by continuous updating. ▪ Development of good systems for identification of new opportunities for Programmes expansion. ▪ Coordinating with Prospective Clients and Marketing Agencies. ▪ Build relationships with Learning & Development (L&D) professionals. ▪ Any other task in relevant department as assigned by the Competent Authority from time to time. 2. <u>Purchase Office</u> <ul style="list-style-type: none"> ▪ To assist the concerned officials of the general administration, purchase. ▪ Maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders ▪ Maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks, personnel administration etc. ▪ The candidate should be proficient in office management software with excellent typing and drafting skills. ▪ Candidates are expected to be fluent in communication skills both written and spoken. ▪ He/She will report to the respective officer of the departments and/or any other Official authorized by Director. ▪ Assisting in Purchase related matters like tendering, dealing with various Government portals etc. and be conversant with GFR

3. General Admin

- He/She shall help their respective department and department heads to ensure that the administrative operations of the institute run smoothly. The associate should have the ability to manage office operations, plan, schedule, and execute office-related events along with experience in handling confidential and sensitive information.
- 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 respective post. This may involve generating reports, preparing presentations, and organizing documentation.
- Records Management: Maintain and organize records and documentation in accordance with IIM's policies and guidelines.
- Project management: Excellent project management and scheduling skills to handle processes and regular operations of the department.
- Any other task in relevant department as assigned by the Competent Authority from time to time.

2) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Admin Associates – (No of Posts will be as per Institute Requirement)</p> <p>Stipend – A Consolidated Salary of Rs.40,000/- to 45,000/- per month</p> <p>Age Limit – 32 – 45 years</p>	<p><u>THE REQUIREMENT IS FOR :</u></p> <ul style="list-style-type: none"> • Admission and examination office • Placement office • Human Resource office • Executive Education & Online Education • Purchase Office • General Administration <p><u>MINIMUM QUALIFICATIONS & EXPERIENCE:</u></p> <ul style="list-style-type: none"> • Applicant should have a Post-Graduate Degree/Diploma with minimum 55% marks from a reputed institute/university, preferably in Management & at least 5 years of work experience in academic administration or relevant field in a higher education institute or a private business school. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Applicants possessing only Undergraduate degree in any discipline should have minimum 60% marks from a reputed institute/university & at least 8 years work experience in academic administration or relevant field in a higher education institute or a private business school. • Candidates who have worked in Central Govt/State Govt/Autonomous bodies/PSUs/ Universities shall be given preference. <p><u>JOB PROFILE:</u></p> <ul style="list-style-type: none"> • Admin Associates shall help their respective department and department heads to ensure that the administrative operations of the institute run smoothly. The associate should have the ability to manage office operations, plan, schedule, and execute office-related events along with experience in handling confidential and sensitive information. • 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 respective post. This may involve generating reports, preparing presentations, and organizing documentation. • Records Management: Maintain and organize records and documentation in accordance with IIM's policies and guidelines. • Project management: Excellent project management and scheduling skills to handle processes and regular operations of the department. • Any other task in relevant department as assigned by the Competent Authority from time to time.

3) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Jr. Admin Associates – (No of Posts will be as per Institute Requirement)</p> <p>Stipend – A Consolidated Salary of Rs.25,000/- to 30,000/- per month</p> <p>Age Limit – Upto 35 Years</p>	<p><u>THE REQUIREMENT IS FOR :</u></p> <ul style="list-style-type: none"> • Admission and examination office • Placement office • Human Resource office • Executive Education & Online Education • Purchase Office • General Administration <p><u>MINIMUM QUALIFICATIONS & EXPERIENCE:</u></p> <ul style="list-style-type: none"> • Applicants possessing only Undergraduate degree in any discipline should have minimum 55% marks from a reputed institute/university & at least 5 years work experience in academic administration or relevant field in a higher education institute or a private business school. • Candidates who have worked in Central Govt/State Govt/Autonomous bodies/PSUs/ Universities shall be given preference. <p><u>JOB PROFILE:</u></p> <ul style="list-style-type: none"> • Junior Admin Associates shall assist their respective department and department heads to ensure that the administrative operations of the institute run smoothly. The associate should have the ability to manage office operations, plan, schedule, and execute office-related events along with experience in handling confidential and sensitive information. • Correspondence and Communication: Assisting in handling incoming and outgoing correspondence, emails, and phone calls. Maintain effective communication with other departments, staff, and external stakeholders as required. • Documentation and Reporting: Assisting in Prepare and maintain various reports, documents, and files related to respective post. This may involve generating reports, preparing presentations, and organizing documentation. • Records Management: Assisting in maintain and organize records and documentation in accordance with IIM's policies and guidelines. • Project management: Assisting in excellent project management and scheduling skills to handle processes and regular operations of the department. • Any other task in relevant department as assigned by the Competent Authority from time to time.

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election Process:

1. Document verification
2. Computer proficiency/skill test in MS word, Excel, Power point, internet etc.
3. Interview

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 6 months, extendable up to further 6 months, subject to satisfactory performance of the incumbent & need of the Institute.
2. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
3. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
4. For exceptionally deserving candidates the Institute may consider relaxing the Criteria subject to the committee and Institute requirement.
5. Candidates not found suitable for the position applied for, may be considered for a lower position.
6. The Institute will communicate only with short-listed candidates.
7. Selected candidate will be required to join the duties with in **one month**.
8. Selected candidates may be hired through outsourcing agency empaneled with this Institute.
9. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted. 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.
10. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
11. 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).
12. 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.
13. 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.
14. 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.
15. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
16. The Institute also reserves the right not to fill the post, if it so desires.
17. No interim correspondence will be entertained.
18. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
19. 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 come along for interview with the application form, updated resume, recent passport size photograph, photocopy of Pan card, Aadhar card original certificates and one set of self-attested copies of all certificates to IIM Mumbai (earlier NITIE), Admin Block, Classroom no 11 on 1st February 2024, from 10:00 AM to 11:30 AM & 2:00 PM to 3:30 PM Respectively.

No other mode of application will be entertained.



Application format for Walk-in-Interview

(Should be submitted during attending for Walk-In-Interview. No need to apply through post or courier)

Name of the post applied for _____

1. Name of the candidate: _____

2. Date of birth (as per class 10th Mark sheet/Certificate): _____

3. Father's Name: _____

4. Category (SC/ST/OBC/GEN/PWD): _____

5. Sex (Male/Female): _____

6. Married/Un-Married: _____

7. Permanent Address :

_____ PIN _____

District: _____ State: _____

Mob. No. _____ Email _____

8. Correspondence Address (with PIN Code): (Pl. mark if same as permanent address)

_____ PIN _____

District: _____ State: _____

Mob. No. _____ Email _____

9. Educational Qualification (Starting from 10th onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/G PA	Subjects taken/ Specialization

10. Experience, if any (Starting from the present employment(Experience certificate needs to be attached):

S. N.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

Please paste a latest self attested colour photo of the candidate

11. Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark ✓ on documents attached & x on others)

1. Class 10th Marksheet
2. Class 10th Certificate
3. Class 12th Marksheet
4. Class 12th Certificate
5. Graduation/Diploma consolidated /final Marksheet
6. Graduation/Diploma certificate
7. Document in support of higher educational qualification
8. Documents in support of previous employment
9. Any other document (list them)

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12. Declaration by Candidate

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place: _____

Date: _____