



INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Advt/Rectt/2024/29

10 June, 2024

ADVERTISEMENT FOR THE POST OF SOCIAL MEDIA MANAGER

(ON CONTRACT BASIS)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Social Media Manager** purely on contract basis initially for a period of 1-year extendable further upto 1 year, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Social Media Manager - 01 post Monthly Emoluments –Rs. 50,000/- to Rs. 60,000/- (all - inclusive) with other Allowances*. Maximum Age Limit – Upto 50 years	<u>MINIMUM QUALIFICATIONS:</u> <ul style="list-style-type: none">▪ The candidate should be a Graduate, preferably in Journalism, New Media, or related discipline.▪ A master’s degree in the relevant field is desirable.▪ The candidate should have hands on experience in creating or sourcing content for websites/magazines/blogs.▪ Working knowledge of Drupal is desirable.▪ Familiarity with internet marketing, Search Engine Optimization (SEO) or web development is desirable. <u>EXPERIENCE:</u> Minimum 4 – 7 years communication, social media management and ORM experience.

***OTHER ALLOWANCES:**

- Out-of-Campus allowance: Employee not allotted an Institute quarter will be eligible for out of campus allowance of Rs. 4500, on submission of appropriate declaration to the effect.
- Mobile reimbursement of Rs 1000/- per month.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 1 year, extendable up to further 1 year, 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 mandatory.
3. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
4. Candidates not found suitable for the position applied for, may be considered for a lower position.
5. The Institute will communicate only with short-listed candidates.

6. Selected candidate will be required to join the duties with in **one month**.
7. Selected candidates may be hired through outsourcing agency empaneled with this Institute.
8. 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.
9. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
10. 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).
11. 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.
12. 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.
13. 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.
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.
19. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
20. Incomplete applications will not be considered.

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

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 1st July 2024 (05:00 PM).

No other mode of application will be entertained.

