



**ADVERTISEMENT FOR ENGAGEMENT OF VARIOUS NON TEACHING STAFF  
(ON CONTRACT BASIS)**

Indian Institute of Management, Mumbai invites applications from interested & eligible candidates for engagement of various non-teaching positions purely on contract basis initially for a period of three year which may be extended subject to performance and institutional requirements with a mandatory commitment of one year. The details are as under: -

<b>1) Name of Post &amp; Emoluments</b>	<b>Eligibility Criteria &amp; Job Requirement</b>
<p><b>Manager (Admission) - 01</b> post (contractual)</p> <p><b>Monthly Emoluments -</b> Consolidated Pay between ₹ 1,00,000/- to 1,20,000/- per month with additional out of campus allowance of Rs 15,000/- per month</p> <p><b>Upper Age limit - 45 years</b></p>	<p><b><u>Qualification:</u></b></p> <ul style="list-style-type: none"><li>➤ Postgraduate degree with a minimum of 55% marks from a recognized University/ Institute.</li><li>➤ MBA or equivalent qualification will be preferred.</li></ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"><li>a) A minimum of 5 to 7 years of experience in handling admissions or related administrative roles in a reputed educational institution or university.</li><li>b) Proven experience in managing end-to-end admission processes, including application management, candidate communication, and coordination with departments.</li><li>c) Strong knowledge of admission policies, Government regulations, and compliance procedures related to academic institutions.</li><li>d) Experience in handling data analysis, reporting, and familiarity with latest admission software/tools will be an added advantage.</li><li>e) Candidates with leadership and team management experience will be given preference.</li><li>f) Experience of working in Institutes of repute like IIMs, IIT, IISER etc. will be preferred.</li></ul>
<p><b><u>Job Profile:</u></b></p> <ul style="list-style-type: none"><li>• The role involves overseeing the entire admissions process, from the initiation of applications to the smooth and timely execution of all admission-related activities, including conducting admission committee meetings and preparing minutes.</li><li>• A key focus is on driving student enrolment by working closely with stakeholders, including marketing and advertising teams, to promote the institution's programs through digital and print media, online campaigns, social media, and other promotional channels.</li><li>• The individual will also be responsible for responding to RTIs related to admissions and ensuring that all relevant information is promptly published on the Institution's website in compliance with Government regulations.</li><li>• Furthermore, coordinating with the CAT conducting agency to facilitate a seamless examination process is essential.</li><li>• The individual will maintain accurate records of applicant data, generate reports on admission trends, and perform any other admission-related duties as assigned by senior officials.</li><li>• The position requires effective coordination with faculty, alumni, industry partners, and student bodies to ensure alignment on admission events and activities. Additionally, the role involves managing logistics for the Personal Interview (PI) process, such as identifying and booking venues or accommodations.</li></ul>	

2) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p><b>Manager (Accreditation) - 01</b> post (contractual)</p> <p><b>Monthly Emoluments -</b> Consolidated Pay between ₹ 1,00,000/- to ₹ 1,20,000/- per month with additional and out of campus allowance of Rs 15,000/- per month</p> <p><b>Upper Age limit - 40 years</b></p>	<p><b><u>Qualification:</u></b></p> <ul style="list-style-type: none"> <li>➤ Postgraduate degree with a minimum of 55% marks from a recognized University / Institute.</li> <li>➤ MBA or equivalent qualification will be preferred.</li> </ul> <p><b><u>Essential Requirements:-</u></b></p> <ul style="list-style-type: none"> <li>(a) Minimum of 1 to 2 years of relevant experience in accreditation processes, quality assurance, or educational administration.</li> <li>(b) Proven track record in managing accreditation-related projects and liaising with accreditation bodies.</li> <li>(c) Experience in developing and implementing quality improvement initiatives within educational institutions.</li> <li>(d) Strong understanding of accreditation standards and frameworks, preferably in higher education system.</li> <li>(e) Experience in data analysis and report preparation related to accreditation and institutional effectiveness.</li> <li>(f) Proficient in using standard office software (Microsoft office , Google Workspace, etc.)</li> <li>(g) Demonstrated ability to work collaboratively with diverse stakeholders, including faculty, administration, and external agencies.</li> </ul> <p><b><u>Desirable Requirements: -</u></b></p> <ul style="list-style-type: none"> <li>(a) Advanced degree in education, business, or a related field.</li> <li>(b) Extensive experience in international accreditation processes, preferably with EQUIS, AACSB, AMBA, or other relevant accrediting bodies.</li> <li>(c) Proven track record of successful accreditation applications and renewals.</li> <li>(d) Strong understanding of Assurance of Learning (AoL), quality assurance and improvement in higher education.</li> </ul>
<p><b><u>Job Profile:</u></b></p> <ul style="list-style-type: none"> <li>(a) Guide the institution through the accreditation process, ensuring compliance with international standards.</li> <li>(b) Collaborate with faculty and staff to develop and implement quality improvement initiatives.</li> <li>(c) Stay abreast of changes in accreditation criteria and communicate updates to the relevant stakeholders.</li> <li>(d) Prepare and submit accreditation documentation and reports in a timely manner.</li> <li>(e) Foster a culture of continuous improvement in all aspects of the institution.</li> <li>(f) Exceptional communication and interpersonal skills to engage with stakeholders at all levels.</li> <li>(g) Ability to lead and coordinate the accreditation process, working collaboratively with faculty, administrators, and external evaluators.</li> <li>(h) Any other duty as assigned by CAO / Dean's / Director.</li> </ul>	

3) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p><b>Manager – Executive Education</b> - 01 post (contractual)</p> <p><b>Monthly Emoluments</b> – Rs. 1,00,000/- to Rs 1,20,000/- per month with additional Out of campus allowance of Rs 15,000/- per month</p> <p><b>Maximum Age Limit</b> – Below 45 years as of the date of application.</p>	<p><b><u>Minimum Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>➤ Postgraduate degree with a minimum of 55% marks from a recognized University/ Institute.</li> <li>➤ MBA or equivalent qualification will be preferred.</li> <li>➤ Candidate with higher qualifications will be given preference.</li> </ul> <p><b><u>Experience:</u></b></p> <p>At least 5 to 7 years of relevant experience in executive education, professional development, or educational administration.</p> <p>Should have knowledge about key management areas (Marketing, HR, Finance, Operations, Strategy, etc.). Should possess excellent verbal and written communication and presentation skills. The incumbent should be ready to travel across the country in case of need.</p> <ul style="list-style-type: none"> <li>➤ Manager shall evaluate Institute’s performance in Executive Education and leads the marketing team in creating excellent web and social media presence that enables the awareness of the business/brand to spread virally.</li> <li>➤ Strategic Planning and Execution support to Chairperson (Executive Education) on all matters pertaining to marketing,</li> </ul>
<p><b><u>Job Profile:</u></b></p> <ul style="list-style-type: none"> <li>(a) The Manager shall oversee and is accountable for all activities and performance of the EEP department including performance marketing, growth metrics, brand building and brand reputation.</li> <li>(b) Support in developing an annual MDPs and Customized Training Program plan by providing inputs on the market requirement.</li> <li>(c) handling client relationships and delivery of executive education programs in the institute.</li> <li>(d) 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</li> <li>(e) Development of competent databases on client and contact persons for executive education and ensuring the upkeep of the same by continuous updating.</li> <li>(f) Development of good systems for identification of new opportunities for Programmes expansion.</li> <li>(g) Coordinating with Prospective Clients and Marketing Agencies.</li> <li>(h) Build relationships with Learning &amp; Development (L&amp;D) professionals.</li> </ul>	

## **GENERAL CONDITIONS:**

1. The selected candidate(s) will be engaged on a contract basis initially for a period of three years, which may be extended based on the requirements of the Institute.
2. The candidate must be a citizen of India.
3. All educational qualifications must be from a recognized Board/University/Institute only. The prescribed qualifications are minimum and unless specified, those are required for consideration for the post, even if the higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for selection procedures.
4. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
5. Applicants are advised to ensure before applying, that they possess the minimum essential qualification and experience laid down for the advertised post. Eligibility in terms of age, qualification and experience of an applicant for the post applied shall be considered as on the last date of closing of online application.
6. The experience required may be relaxed at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe if, at any stage of selection, the Competent Authority is of the opinion that a sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
7. The Institute reserves the right to restrict the number of candidates for written / skill tests/interviews to a reasonable limit based on qualifications, level, and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor.
8. Calling a candidate for a test/interview merely indicates that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.
9. The prescribed Essential Qualification and Experience indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test[s] and/or Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test[s] and/or Personal Interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test[s] and/or Personal Interview to a reasonable limit, on the basis of Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above [if any] the minimum qualifications prescribed along with documentary evidence.
10. Candidates will be short-listed for a Test/Interview based on the information provided by them in their online applications. They must ensure that such information is true. If at the time of the Test/Interview or any subsequent stage or any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
11. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
13. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
14. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reasons. Also, any consequential vacancies arising during the selection process may be filled by the available candidates. The number of posts is tentative only
15. The Institute strives to have a workforce that reflects gender balance, and women candidates are

encouraged to apply.

16. Relaxation in age to Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL) candidates only in respect of vacancies reserved for them as per Government of India rules.
17. Relaxation in age to PwD /Ex-Servicemen is as per Government of India rules.
18. Candidates must upload the valid Prescribed Certificate duly signed by an Authorized/Competent Authority for availing reservation, age relaxation, fee exemption, any other concession, etc.
19. The appointment of the selected candidates is subject to medical fitness as per the Institute norms.
20. The decision of the Institute in all matters relating to the candidate's eligibility, screening/skill/written test, and selection would be final and binding on all the candidates.
21. After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.
22. The applicant[s] selected against one position mentioned above may be assigned/transferred to any other position/office/department as per the requirement of the Institute [any time during their service period] without assigning any reason from time to time.
23. In case of any dispute/ ambiguity arising out of the recruitment, the decision of the Institute shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of IIM Mumbai only.
24. No interim correspondence/queries should be entertained.

#### **OTHER INSTRUCTIONS TO THE APPLICANTS:**

1. Candidates should apply online only on the IIM Mumbai website.
2. Candidates should follow the prescribed procedure for submission of online applications.

The candidates shall upload the following relevant documents:

  - Please provide certificates and/or mark sheets of educational qualifications, including SSLC, Intermediate, Diploma, UG Degree, PG Degree, and PhD, along with the consolidated mark sheet of the minimum educational qualification prescribed for the post applied.

Note: The candidate is required to mention the percentage of marks obtained under the educational qualification details while applying online and in cases where University/Institute/Board does not award percentage marks and allot cumulative grade point average (CGPA or equivalent); the University/Institute/Boards defined criteria for conversion of CGPA into the percentage of marks, will be accepted on the production of documentary proof for the same. However, where the University/Institute/Board does not define criteria for conversion of CGPA into the percentage of marks, the decision of the Institute for such undefined parameter(s) would be considered final.

  - Birth Certificate (issued by competent Authorities under law) or High School certificate clearly indicating date of Birth.
  - Valid Category certificate (SC/ST/OBC-NCL/EWS/PwD/Ex-servicemen etc.), if applicable.
  - NOC from current employer, if applicable.
  - Certificates of experience in chronological order and should be in proper format i.e. it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties, and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
  - Salary certificates towards their experiences. In the salary certificate, the breakup of gross salary should be indicated clearly viz Pay, DA, HRA, and any other allowances. Salary certificates obtained from private companies/parties with consolidated amount will not be considered. These Certificates should contain a breakup of the salary so as to enable us to compare with the scales and pay of the Government indicated against each post wherever required.
  - Certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.
3. All the details furnished in the online application will be treated as final and no changes shall be

entertained thereafter and the same will be taken into consideration for the whole recruitment process.

4. Candidates are advised to fill in their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule and requirements concerning copies of certificates to be submitted in respect of claims made in the online application will be informed by e-mail in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.
5. Addendum/corrigendum if any, in respect of this advertisement shall be published only on Institute website
6. After successful online submission of the application, a printout of the application form must be obtained and submitted when called for a test/interview. It will be required at the time of document verification/test/interview. A hard copy of the application is NOT to be sent to the Institute.
7. Application forms incomplete in any way or not having required educational/experience certificates/without prescribed application fee or the latest photograph are liable to be rejected without any intimation.
8. Candidates attending the Screening Tests, such as the written test, trade test, or skill test, will not receive TA/DA.
9. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.
10. Candidates who face any technical problems while applying for the online application form may send their queries to the e-mail address provided below. It will be available till the closing date of the application only [disc.website@iimmumbai.ac.in](mailto:disc.website@iimmumbai.ac.in)
11. Canvassing in any form will be a disqualification.
12. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of the online 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 10<sup>th</sup> October 2024 (05:00 PM).

No other mode of application will be entertained.