INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087
Vihar Lake Road. Powai, Mumbai – 400087
Website: www.iimmumbai.ac.in

Advt. No. Admn/Rectt/2024/41(02)   07th November 2024

ADVERTISEMENT FOR HIRING OF NON-TEACHING STAFF ON CONTRACT (BASIS)

Indian Institute of Management Mumbai invites online applications from interested and eligible candidates for the positions mentioned below. These positions are purely temporary on a contract basis for an initial period of one year. The contract may be extended for up to an additional two years, subject to satisfactory performance and the needs of the Institute. The details are as follows:

DETAILS OF ADVERTISMENT

Ser	Name of Position	Qualification/ Job Profile	Experience / skills (if any)
1.	**Manager (Placement) 01 (UR)** **Monthly Remuneration (all inclusive):** ₹. 1,00,000/- to 1,20,000/- (Consolidated) Per month **Maximum Age Limit:** Preferably below 45 years	Full time MBA / PGDM from a reputed Institute preferably with NIRF ranking in Management discipline under Ministry of Education.	Minimum 5 years of experience in the relevant field. **Knowledge, Skills, and Abilities:** a) Excellent communication skill - Verbal and Written in Hindi and English b) Proficient in MS Excel, Word, PowerPoint, Outlook c) Ability to set up and prepare for meetings (online / face-to-face mode) at short notice. d) Ability to work for an extended period of time of the day, particularly during peak requirements of Placement process. e) Willingness to commute within Mumbai and sometimes out of Mumbai for meetings with Industry executives.
2	**IT Executive 02 (UR)** **Monthly Remuneration:** Rs. 40,000/- to 45,000/- (Consolidated) Per month **Maximum Age Limit:** Preferably below 30 years	First Class BE or BSc. Computer Science / IT	Minimum 02 years of similar experience working on placement software, python, Advance Excel, creating dashboards etc in reputed organisations/Universities.
3.	**Junior Engineer (PGP Hostel maintenance) 01 (UR)** **Monthly Remuneration:** Rs. 40,000/- to 45,000/- (Consolidated) Per month **Maximum Age Limit:** Preferably below 30 years	Diploma in Civil/ Electrical Engineering with 60% marks	At least 03 years of relevant experience in Civil/ Electrical building maintenance jobs in reputed organisations/Universities.

NAME OF POSITION	JOB DESCRIPTION
Manager (Placement)	The incumbent will be responsible for: a) Representing IIM Mumbai to prospective employers and seeking appropriate new placement opportunities both nationally and internationally. b) Coordinate between the students and organizations with respect to application process including, batch profile preparation, CV verification, application forms, assessment test, GDs, and interviews. c) Visiting different organizations if required, for pitching of placements. d) Continuous communication (verbal and written) with present / prospective organizations and recruiters as and when required. e) Gathering and analysing market information, trends and industry / sectorial developments in order to help the Placement Office for strategy formulation. f) Acquiring newer information related to Companies / Recruiters using online platforms like Linked-In, and other social media platforms. g) Providing inputs from time-to-time to the Faculty members involved in Placement activities based on the analysis done in points 5 and 6 above. h) Working closely with the student placement support team of the Institute. i) Any other student Placement related requirement as per need. j) Any other duties assigned by the Institute authorities.
IT Executive	The incumbent will be responsible for: a) The IT executive will look work on the Placement software and communication through the same with the participating batches. b) The IT executives will be responsible for Batch CV verification and Batch Profile verification through available digital platform c) The candidate shall be comfortable to talk to software vendors and resolve the issues pertaining to placement software. d) If required, the candidate is required to talk to company representatives over phone to explain the programs of IIM Mumbai and profile of IIM Mumbai students. e) The IT Executive will maintain a close liaison with students for the data and communication to be obtained and shared with them. f) He/She will maintain record of placement activities and all the reports generated through placement software or otherwise. g) The candidate will assist in schedule company for students' placement during placement season and collect results/feedback from the companies coming for placement and update same in the software on minute to minute basis h) The candidate is responsible for designing posters, brochures through various IT tools and softwares. i) The candidate will create a robust database of organization.
Junior Engineer (PGP Hostel maintenance)	The incumbent will be responsible for: a) JE(PGP Hostel Maintenance) will report to Chairperson (SW&HM). b) Weekly report of work done and monthly report to PGP Hostel Office. c) Follow up with Institute's Estate section for various PGP Hostel maintenance work. d) Identify the civil and Electrical maintenance requirements at PGP Hostels and put them up to Chairperson (SW&HM) through PGP Hostel office. e) Assist in procuring the required maintenance material through the local market as per Institute's rules and regulations. f) Ensure that all maintenance work services are carried out to specific standards. g) Make on-site visits to check the maintenance work under process. h) Put up proposals to improve interiors and facilities and maintain them throughout. i) Any other work services assigned by the Chairperson (SW&HM) from time to time

General Conditions:

1. A candidate applying for the above position must be a citizen of India.

2. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closingdate for receipt of the applications, i.e., 02nd September 2024 (05:00 PM).

3. The selected candidate (s) will be engaged on contract basis initially for a period of one year. The contract may be extended for up to an additional two years, subject to satisfactory performance and the needs of the Institute

4. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.

5. The Institute reserves the right to increase the number of vacancies as deemed necessary.

6. Candidates not found suitable for the position applied for may be considered for a lower position.

7. The Institute will communicate only with short-listed candidates.

8. The selected candidate (s) will be required to join the duties within one month.

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. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., www.iimmumbai.ac.in.

20. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.

21. For any technical assistance please contact on disc.website@iimmumbai.ac.in

22. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.

23. Incomplete applications will not be considered.

24. Selected candidates may be hired through an outsourcing agency empaneled with this Institute.

25. Candidates who have applied for similar posts may apply again after the cooldown period (6 months).

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 **28th Nov 2024 (05:00 PM).**

No other mode of application will be entertained.

Sd/-
Chief Administrative Officer