

ADVERTISEMENT FOR MANAGER (IT) & MANAGER (CDS)
ON TENURE/DEPUTATION/CONTRACT BASIS

Indian Institute of Management, Mumbai invites applications from interested & eligible candidates for post of Manager (IT) & Manager (CDS) purely on Tenure/Deputation/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:

| 1) Name of Post & Emoluments | Eligibility Criteria & Job Requirement |
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| <p>Manager (IT) – 01(UR) post</p> <p>Monthly Emoluments - Pay Level - 10 (as per 7th CPC)</p> <p>Upper Age limit - 45 years</p> | <p><u>Qualification:</u> B.E/B.Tech in Computer Engineering/Computer Technology/Computer Science & Engineering/Information Technology/ECE or MCA/M.Sc. in Computer Science with at least 60% marks or its equivalent grade along with consistently good academic record.</p> <p><u>Desirable Qualifications:</u> Postgraduate in Engineering/Tech (Computer Science & Engineering)/IT from a recognised Institute/ University, Certifications such as ERP (SAP/Oracle/PeopleSoft), ITIL, CCNA, Red Hat/Linux, AWS, Azure, or MCSE. Experience in implementation and management of ERP, LMS, e-Governance systems, database management, and enterprise-wide IT applications. Familiarity with cybersecurity, data privacy, server and network management, cloud technologies, and disaster recovery planning.</p> <p><u>Experience:</u> Minimum 10 years of relevant administrative experience, out of which:</p> <ul style="list-style-type: none"> ▪ At least 05 years should have been in Pay Level 07 <i>or</i> ▪ At least 07 years should have been in Pay Level 06 <i>or</i> <p>Presently working in similar profile in Level 10 or equivalent in a Central/State Government Department/ Academic/Research Institution/other reputed Institution. Strong understanding of the executive MBA landscape, including the needs and expectations of senior-level executives and employers.</p> <p><u>Job Description:</u> The incumbent will manage the Institute's ERP systems, IT infrastructure, and digital applications, ensuring smooth integration of academic, administrative, and financial functions. Responsibilities include ERP planning and maintenance, process automation, IT security, vendor coordination, MIS reporting, staff supervision, and user support. The role also contributes to digital transformation through process optimization and adoption of emerging technologies.</p> |

| 2) Name of Post & Emoluments | Eligibility Criteria & Job Requirement |
|--|---|
| <p>Manager (CDS) – 01(UR) post</p> <p>Monthly Emoluments - Pay Level - 10 (as per 7th CPC)</p> <p>Upper Age limit - 45 years</p> | <p><u>Qualification:</u> Postgraduate degree in Management (MBA/PGDM) or equivalent qualification in management from a recognised institution with 60% marks along with consistently good academic record.</p> <p><u>Desirable Qualifications:</u></p> <ul style="list-style-type: none"> ▪ Excellent communication, networking, and relationship-building skills; Ability to collaborate effectively with diverse stakeholders, including students, alumni, faculty, and employers; ▪ Strategic mind-set with a focus on achieving 100% placements and driving continuous improvement. ▪ Ability to work independently, prioritize tasks, and meet placement timelines. <p>Excellent speaking and writing proficiency in English.</p> <p><u>Experience:</u> Minimum 10 years of relevant administrative experience, out of which:</p> <ul style="list-style-type: none"> ▪ At least 05 years should have been in Pay Level 07 <i>or</i> ▪ At least 07 years should have been in Pay Level 06 <i>or</i> <p>Presently working in similar profile in Level 10 or equivalent in a Central/State Government Department/Academic/Research Institution/other reputed Institution. Strong understanding of the executive MBA landscape, including the needs and expectations of senior-level executives and employers.</p> <p><u>Job Description:</u> The incumbent will lead the Career Services Office, overseeing placements and internships through corporate outreach, alumni engagement, and business development. Responsibilities include expanding recruiter networks, enhancing brand visibility, and aligning strategies with market trends. The role also focuses on student readiness, outcome tracking, and continuous process improvement.</p> |

GENERAL CONDITIONS:

1. 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 Feb 2026 (05:00 PM)**.
2. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five hundred Ninety only).
3. Candidates belonging to SC, ST and PwD are exempted from paying the applications fee.
4. All internal candidates are exempted from paying the applications fee.
5. A candidate applying for the above position must be a citizen of India.
6. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
7. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
8. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same. 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 purposes at the time of interview along with one set of photocopies of these documents.
9. Person working at IIM Mumbai will be considered as departmental candidates. There will be no age bar for departmental candidates.

10. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written tests/interviews to a maximum of five or fewer.
11. Qualifications prescribed for the posts cannot be relaxed. However, experience may be relaxed in respect of exceptionally outstanding candidates with demonstrated evidence of proven work of administrative nature as per suitability to the roles and responsibility of the posts, as per Institute requirements.
12. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
13. The candidate may be hired for a lower post if deemed fit.
14. IIM Mumbai reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
15. The Institute reserves the right to revise its criteria for shortlisting candidates for the advertised position. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
16. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.
17. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
18. The Institute may decide to conduct a written test and/or skill test and/or interview and/or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute. Candidates are required to mandatorily mention their email ID in the application form.
19. The Institute shall not entertain any interim correspondence or personal inquiries.
20. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
21. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance, in respect of the candidates already in service at any time.
22. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
23. The Institute follows the Reservation Policy as per Govt. of India rules. Therefore, candidates applying under SC/ST/OBC-NCL/EWS/PWD category are required to select respective category while applying and to submit relevant latest valid certificate issued by the Government of India in the prescribed format along with the application form in support of their claim for the category in the event of their shortlisting / selection.
24. The Institute reserves the right to cancel or not fill the advertised position without assigning any reason.
25. This position requires a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
26. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand cancelled, and their services may be terminated.
27. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

28. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
29. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
30. Institute will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
31. 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.
32. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
33. For any technical assistance please contact on disc.website@iimmumbai.ac.in
34. Incomplete applications without proper supporting documents will be summarily rejected.
35. Tenure appointment: Exceptionally deserving selected candidates may have a tenure/deputation of appointment as per requirement of the Institute. Initial appointment will be on tenure/deputation for a period of 3 years. The tenure/deputation may be extended annually. However, the total service period cannot exceed five years.

Sd/-

Chief Administrative Officer