



भारतीय संस्थान प्रबंधन/INDIAN INSTITUTE OF MANAGEMENT

मुंबई -400087 / MUMBAI 400087

(महाराष्ट्र / MAHARASHTRA)

Vihar Lake Road. Powai, Mumbai – 400087

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Advt. No. Admn/Rectt/2024/25

April 13, 2024

ADVERTISEMENT FOR MANAGER (FINANCE & ACCOUNTS)
ON DEPUTATION / CONTRACT BASIS

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the post of Manager (Finance & Accounts) on deputation/contract basis initially for a period of 3 (three) years which may be extended upto 5 (five) years subject to performance and institutional requirements. The Online option will remain open from 13.04.2024 to 04.05.2024. The details are as under:

DETAILS OF ADVERTISEMENT

| Ser | Name of Position | Qualification & Experience | Experience / Desirable (if any) |
|-----|--|---|--|
| 1. | Manager Finance & Accounts – 1 Post (UR) Pay level as per 7th CPC : Level – 11: Entry pay: Rs. 67,700 Upper age Limit: 45 years | Graduate with professional qualification of CA / CMA/ from the Institute of Chartered Accountants of India or the Institute of Cost and Management Accounts of India OR MBA (Finance) from a reputed Institution / University. | Post qualification relevant experience of 08 years in IIT's/ IIM's/ NIT's/ CFTI's. |

Job Profile:

- Correspondence with the Income Tax Department regarding Exemption/ Returns.
- Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee and Board of Governors of the Institute.
- Regulation of the individual claims as per Central Government rules and orders (FRSR etc.).
- Payment of contractors / Service providers bills as per GFR 2017 and Central Government orders.
- Reconciliation of Academic Fee, income from MDP programs maintaining payroll, issue of form – 16, TDS calculation for salary, and honorarium to faculty and staff: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India.
- Reply to Audit queries and issue replies, securing audit reports each year from the Auditors and arranging submission of the same to the Ministry for placing it on the table of both houses of the Parliament.
- Maintenance of NPS accounts of the employees: Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules.
- Managing short-term and long-term investments of the Institute: Preparation of half-yearly accounts of the Institute: Ensuring timely conduct of internal audit and responding to audit queries.
- Any other duty assigned by CAO/ Director.

How to Apply:

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 **04th May 2024 (05:00 PM)**.
2. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Mumbai website on account of heavy load on the website during the closing days. Late applications/ other modes of applications will not be entertained.
3. The Institute does not accept any responsibility for the candidates being unable to submit their applications within the last date on account of the reasons mentioned above or for any other reason beyond the Institute's control.

4. After successfully submitting an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called by the institute committee or at the time of the interview.
5. The Institute will verify the information furnished by the candidates in their applications with the original documents during the Document Verification. During the verification of documents, if it is found that any information provided by the candidate in the application is wrong, their candidature will be rejected instantly. The candidates should ensure they have furnished the correct information in the application form.

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 closing date for receipt of the applications, i.e., **04th May 2024 (05:00 PM)**.
3. Applicants are advised to ensure their eligibility before applying for a post. No query as to eligibility will be entertained.
4. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same.
5. 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.
6. Qualifications prescribed for the post 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.
7. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
8. 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.
9. The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions. 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.
10. 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.
11. 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.
12. The Institute shall not entertain any interim correspondence or personal inquiries.
13. Candidates working in Government Institutions should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
14. 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.
15. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
16. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD/Ex-serviceman category, as per existing rules for which applicants must attach the requisite certificates.
17. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
18. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
19. 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.

20. 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.
21. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
22. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
23. 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.
24. Institute will only contact candidates shortlisted for the written test/ interview. No communication will be sent to rejected/non-shortlisted applicants. E-mails/Calls asking for status updates will not be entertained.
25. 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.
26. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
27. Exceptionally deserving selected candidates may have a contractual tenure of appointment as per the requirement of the Institute. Initial appointment will be on deputation/contract for a period of 3 (three) years which may be extended upto 5 (five) years subject to performance and institutional requirements. However, the total service period cannot exceed 5 (five) years.
28. For any technical assistance please contact on disc.website@iimmumbai.ac.in.

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Chief Administrative Officer (Offg.)