



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

Admn/Rectt/2024/42

Dated : 09 August 2024

**ADVERTISEMENT FOR THE POST OF DRIVER & PANTRY ATTENDANT  
(ON OUTSOURCING BASIS)**

IM Mumbai invites applications from interested individuals with experience for the post of Drivers & Pantry Attendant on an outsourcing basis (through Institute agency). Details regarding the position are as follows:

Ser	Post/ Requirement/Age	Minimum qualification & Job responsibilities	Monthly Remuneration (all inclusive)
1.	<b>Driver (Electric Vehicle &amp; Staff Car)</b> (02) UR  Preferably below 35 years	<b><u>Qualification:</u></b> <ol style="list-style-type: none"><li>1. Minimum 12th Standard (10+2) in any discipline from a recognized Board with ability to speak in Hindi, English and conversant with local language.</li><li>2. Must have Government Valid Driving License from RTO of Light/Heavy Motor Vehicle.</li><li>3. Having accident-free record and ability to carry out minor repairs to the vehicle.</li><li>4. Willing to perform duties in shifts. Dress code is mandatory.</li><li>5. Knowledge of Tools/ Equipment in the vehicle and Basic technical check before the trip.</li><li>6. Minimum 2 years' experience as Driver in a similar Government Office / Autonomous Institute / reputed organization/ Driver duty to Government officials.</li></ol> <b><u>Job Responsibility</u></b> Driver duty on Institute official vehicle as assigned by Institute authority in/off-campus. <b><u>Selection Procedure:</u></b> Shortlisted applicants would be required to appear for skill test i.e. Driving.	Rs.15,000/- to Rs.20,000/-
2.	<b>Pantry attendant</b> (02) UR  Preferably below 40 years	<b><u>Qualification:</u></b> <ol style="list-style-type: none"><li>1. Minimum 08<sup>th</sup> Standard pass.</li><li>2. Willing to perform duties in shifts. Dress code is mandatory.</li><li>3. Minimum 2 years' experience in relevant field</li></ol> <b><u>Duties:</u></b> <ol style="list-style-type: none"><li>1. Maintaining pantry in clean and orderly condition</li><li>2. Prepare and serve beverages like tea and coffee to staff and guests.</li><li>3. Help in arranging and serving meals during meetings or events.</li><li>4. Keep an inventory of pantry items and notify the supervisor about low stock levels.</li></ol>	Rs. 15000/- (consolidated) per month

## **GENERAL CONDITIONS:**

1. The engagement shall be purely on outsource basis through Institute outsourcing agency of the Institute and period of engagement shall be purely dependent on the requirement of the Institute. The salary will be paid through manpower agency contracted by IIM Mumbai.
2. Please note that this is purely a temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range.
3. No claim for any service benefits like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
4. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large numberof applications.
5. For exceptionally deserving applicants Institute may consider relaxing the Criteria subject to the committee and Institute requirement.
6. Applicants not found suitable for the position applied for, may be considered for a lower position.
7. The Institute will communicate only with short-listed applicants.
8. Selected individuals will be required to join the duties with in **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 applicants 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 evenafter engagement process, the Institute reserves the right to modify, withdraw or cancel any communication made to the (Applicants).
12. Applicants are advised to visit the website of IIM Mumbai ([www.iimmumbai.ac.in](http://www.iimmumbai.ac.in)) regularly for anyupdates, amendments and corrigendum. It will be placed on the Institute website only.
13. The panel of selected / waitlisted applicants 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. Legal disputes if any will be restricted within the jurisdiction of Mumbai only.
20. Applicants who had applied for similar post earlier may apply again after the cooling period from date of last application.
21. The Institute reserves the right to increase or decrease the number of vacancies as per its requirements.
22. Institute may hire this position through existing housekeeping/labour contract.

The application is to be submitted to the **Admin Section, IIM Mumbai, Vihar Lake, Powai, Mumbai-400087** as per the format in Annexure-I along with supporting documents. Last date for submission of application is **29/08/2024** till **1700** hrs.

-Sd-

**Chief Administrative Officer**

## APPLICATION FORMAT

Name of the post applied for \_\_\_\_\_

Please paste a latest  
self attested colour  
photo of the  
candidate

1. Name of the candidate: \_\_\_\_\_

2. Date of birth (as per class 10<sup>th</sup> Mark sheet/Certificate): \_\_\_\_\_

3. Father's Name: \_\_\_\_\_

4. Category (SC/ST/OBC/GEN/PWD): \_\_\_\_\_

5. Sex (Male/Female): \_\_\_\_\_

6. Married/Un-Married: \_\_\_\_\_

Permanent Address : \_\_\_\_\_

PIN \_\_\_\_\_

District : \_\_\_\_\_ State : \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email \_\_\_\_\_

7. Permanent Address :  (Pl. mark  if same as permanent address)

PIN \_\_\_\_\_

District : \_\_\_\_\_ State : \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email \_\_\_\_\_

8. Educational Qualification:

Ser	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/ GPA	Subjects taken/ Specialization

9. Experience, if any (Starting from the present employment (Experience certificate needs to be attached):

Ser.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

**10. Declaration by Candidate**

I here declare that all the statement made by me in this application is true and complete to the best of my knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

**SIGNATURE OF THE CANDIDATE**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_