



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर  
**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS**  
**B-1, Institutional Area, Sector -62, NOIDA -201307**

Advt. No. IIML/PERS/2021/01  
22 November, 2021

**ADVERTISEMENT FOR THE CONTRACTUAL POSITION**

Indian Institute of Management Lucknow Noida Campus invites applications from interested and eligible candidates for the following position purely on contract basis initially for a period of one year, which may be extendable upto further two years, subject to satisfactory performance of the incumbent & need of the Institute. Posting place will be at Indian Institute of Management Lucknow Noida Campus, but it may be transferred to Lucknow Campus. The details are as under: -

Sr No.	Name & Classification of Post	No. of vacancy	Monthly Emolument:	Eligibility Criteria & Job Requirement
1.	<b>Programme Assistant</b> (purely on contract basis)	01 <b>(vacancy reserved for OBC)</b>	Rs. 25,000/- to Rs.30,000/- (all inclusive)	<b>Essential Qualifications:-</b> Graduation with at least 50% marks or its equivalent in the UGC from a recognized University/Institute of repute and consistently good academic records. Preference will be given to candidates possessing B. Tech or MBA or BCA/MCA. <b>Experience:</b> At least 1 year of relevant post qualification work experience. <b>Desirable Qualifications:-</b> Knowledge of MS Office and other computer related tasks. Candidate should have experience in making class lecture schedules of educational programmes or professional services to clients or education programme execution. Managing the program activities starting from the commencement to the final convocation. Coordinating with faculties for class schedules and travels. Procurement and distribution of books and case material before the term registration. Verification and submission of bills. Conducting examinations and preparing the results. Exposure to digital marketing & social media will be preferred <b>Other Requirements:</b> Good correspondence skills, Excellent communication skills and strong telephone manner, good attention to details, confident and self-motivated friendly personality. <b>Age-</b> Not exceeding 35 years (to be reckoned as on last date) on receipt of application.

## **GENERAL CONDITIONS:**

1. The selected candidate (s) will be engaged on contract basis initially for a period of 1 year, extendable upto further two years, subject to satisfactory performance of the incumbent & need of the Institute.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written/Skill Test/Interview. 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.
3. The date for Written/Skill Test/Interview will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their emails regularly.
4. 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 purpose at the time of Written/Skill Test/Interview along with one set of photocopies of these documents.
5. No Rounding off of percentage (%) is allowed. Candidates are required to fill their exact percentage of marks while filling online application form.
6. Crucial date for determining the age limit shall be the closing date for the receipt of applications i.e. 22<sup>nd</sup> December 2021.
7. **Selection Process**-The process of selection may include Written/Skill Test/Interview.
8. In view of COVID-19 situation, the selection process may be conducted in online mode (through Google meet etc.). Candidates are required to mandatorily mention their **Gmail ID** in application form.
9. The reservation will be applicable as per Government of India rules.
10. 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).
11. Candidates are advised to visit the website of IIM Lucknow ([www.iiml.ac.in](http://www.iiml.ac.in)) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
12. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and Institute can make appointments in future also by operating the panel within the validity period.
13. 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.
14. No TA/DA or any other incidental expenses will be reimbursed to participants to attend the Written/Skill Test/Interview.
15. The Institute also reserves the right not to fill the post (s), if it so desires.
16. No interim correspondence will be entertained.
17. Canvassing in any form will be a disqualification.
18. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.

**HOW TO APPLY :-** Interested and eligible candidates may submit their form online by clicking on the following Google-form link on or before **22<sup>nd</sup> December 2021 (5:00 PM)**. No any other mode of application will be entertained.

**GOOGLE LINK** [https://docs.google.com/forms/d/e/1FAIpQLScf-ogOWzGtIc7HwiqIoSgQtR-8-BFW1kRZCA-65eYtJOZbaQ/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLScf-ogOWzGtIc7HwiqIoSgQtR-8-BFW1kRZCA-65eYtJOZbaQ/viewform?usp=pp_url)

**HEAD ADMINISTRATION**  
**Indian Institute of Management Lucknow Noida Campus**  
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