



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

विज्ञापन संख्या - आईआईएमएल एनसी/भर्ती/2023/12

Advt. No. IIML/PERS/2023/12

28 दिसम्बर 2023 / 28th December, 2023

ADVERTISEMENT FOR THE CONTRACTUAL POSITION

Indian Institute of Management Lucknow Noida Campus invites applications from interested and eligible candidates for the position of Junior Assistant – Admissions Office (on contract basis) for a period of eleven months. Posting place will be at Indian Institute of Management Lucknow Noida Campus. The details are as under:

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Junior Assistant (Admissions Office, NC) – 01 post (OBC)</p> <p>Monthly Emoluments: Between Rs. 30,000/- to Rs. 35,000/- per month (All inclusive).</p> <p>Age- Not exceeding 30 years (to be reckoned as on the lastdate of receipt of applications)</p>	<p><u>ESSENTIAL QUALIFICATIONS & EXPERIENCE:</u></p> <ul style="list-style-type: none">➤ Graduate from a UGC recognized University /Institute of repute, with 55% marks or equivalent CGPA.➤ Knowledge of computer operations.➤ Good written and oral communication skills in English language➤ Minimum 3 years work experience (After Graduation). Preferably in IIMs/IITs or higher educational institutions.

GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis for a period of 11 months.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written Test/Interview. The Institute reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.

3. The date for the Written Test /Interview will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their email regularly.
4. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational/professional qualifications, work experience, age etc. for verification purposes at the time of the final selection process. Failure to do so may result in the cancellation of their candidature.
5. The number of posts may be increased or decreased as per need of the Institute.
6. No rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
7. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
8. **Selection Process**-The process of selection will be Written Test/Interview.
9. Candidates are required to mandatorily mention their email ID in application form.
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) 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 the Competent Authority and the Institute can make appointments in the 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 attend the Written 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 or replied to.
17. Canvassing in any form will be a disqualification.
18. Legal disputes if any will be restricted within the jurisdiction of Noida only.

HOW TO APPLY

Interested and eligible candidates may submit their application form on or before **January 15, 2024 (5:00pm)** through the Google Form link given as under:

Link - <https://forms.gle/Ph9KRAwP3sw3qzAV7>

No other mode of application will be entertained.

HEAD ADMINISTRATION
Indian Institute of Management Lucknow Noida Campus
B-1, Institutional Area, Sector -62, NOIDA -201307 Phone 0120-6678493