



Indian Institute of Management Lucknow
SIDBI Centre for Innovation in Financial Inclusion (SCI-FI)

Recruitment for the post of Project Associate – SCIFI

SIDBI Centre for Innovations in Financial Inclusion (SCIFI) was established as a joint programme of two leading public institutions, SIDBI and IIM Lucknow with the aim to provide a nurturing environment to start-ups especially those in the area of FinTech to bring about greater financial inclusion. It aims to unlock entrepreneurial potential and turn innovative ideas into products.

The key objectives of IIML- SCIFI include:

- Mentoring FinTech start-ups that will create products and services for financial inclusion.
- Promoting online discussion forums on FinTech and financial inclusion
- Spearheading capacity building, knowledge creation and dissemination in the domain of FinTech and financial inclusion

Job Role

IIML-SCIFI is looking for a **‘Project Associate- SCIFI’** who will be an integral part of the incubator team, primarily responsible for office administration, infrastructure, routine documentation and accounting processes along with liaison with IIM departments.

Job Description

The indicative job description of the Project Associate will include (but not limited to):

1. Office Administration including routine office functions and processes ensuring smooth day –to- day operations.
2. Ensuring timely maintenance and upkeep of office infrastructure including repair and modifications as and when required following IIML procedures.
3. Adherence to the institutional documentation norms and approval processes and ensuring proper filing, labelling and availability of all records at all times.
4. Updating of accounting records as per laid down procedure and compilation of reports on required basis.
5. Liaison with IIM departments at Lucknow and Noida for administrative requirements.
6. Timely despatch of correspondence and follow ups till completion of tasks.
7. Travel related bookings and arrangements.
8. Arrangements and coordination related to events and meetings.
9. Any other responsibility delegated by CEO and Manager SCIFI.

Qualifications

Essential:

1. The candidate should have a Post Graduate degree.
2. Working knowledge of computer and common applications including internet and emailing.
3. Written and verbal communication skills in English

Desirable:

4. Minimum 2 years of relevant work experience.
5. Knowledge of English typing and drafting.

Compensation

The position is a full time contractual appointment with a consolidated salary in the range of Rs. 20,000/- to Rs. 30,000/- per month. The actual salary would be commensurate with the qualification and experience of the candidate.

IIM-L is an equal opportunity employer. Eligible women candidates are encouraged to apply.

Selection Process:

1. Eligible candidates can apply online using Google form link given below.
2. Shortlisted candidates will be notified of the date and venue of selection by email.
3. Selection process will be conducted offline at IIM Lucknow campus and will consist of two parts:
 - a. Written test in English composition
 - b. Personal Interview by Selection Panel

Apply online by October 24, 2018 by clicking on the following link:
<https://goo.gl/forms/yFqz7f0ymLRcRZDa2>