



INDIAN INSTITUTE OF MANAGEMENT

Prabandh Nagar, IIM Road, Lucknow-226013 (U.P.)

Website: www.iiml.ac.in

Advt. No. IIML/Rectt-7C/2022

November 1, 2022

ADVERTISEMENT FOR THE POST OF PROGRAMME ASSISTANT ON CONTRACT BASIS

Indian Institute of Management Lucknow invites applications from interested and eligible candidates for the post of Programme Assistant purely on contract basis initially for a period of one year, extendable upto further two years, subject to satisfactory performance of the incumbent & need of the Institute.

The details are as under: -

Name of Position & Emoluments	Eligibility Criteria & Job Requirement
Programme Assistant - 02 post Monthly Emoluments: Between the range of Rs. 25,000/- to Rs. 35,000/- (all inclusive). Age- Not exceeding 35 years (to be reckoned as on last date of receipt of application i.e. 15-11-2022)	Essential Qualifications: 1. Post Graduate degree in Computer Science/ Applications- preferably MCA/ M. Tech with 55% marks or equivalent CGPA. 2. Fluent in spoken and written English Experience: At least 2 years of relevant work experience. The candidate should have sufficient exposure to MS Access, MS Excel.

GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis initially for a period of one 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 the 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 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 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 i.e. 15-11-2022.
8. **Selection Process**-The process of selection may include Written/Skill Test/Interview.

9. The selection process may be conducted in online mode (through Google Meet/Zoom etc.). Candidates are required to mandatorily mention their email ID in application form.
10. The reservation for SC/ST, OBC and Persons with Disabilities will be applicable as per Government of India rules.
11. 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).
12. 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.
13. The panel of selected waitlisted candidates 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 attend the Written/Skill Test/Interview.
16. The Institute also reserves the right not to fill the post (s), if it so desires.
17. No interim correspondence will be entertained or replied to.
18. Canvassing in any form will be a disqualification.
19. 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 HERE](#) or on the link given below on or before **15-11-2022 (5:00 pm)**:

Link - <https://forms.gle/GLm29vAwWC2r9w5J9>

No any other mode of application will be entertained.

Chief Administrative Officer
Indian Institute of Management
Prabandh Nagar, IIM Road
Lucknow – 226 013