IIM LUCKNOW ENTERPRISE INCUBATION CENTRE (IIML EIC)
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Noida Campus at B1, Institutional Area, Sector 62, Noida- 201307

IIML EIC is hosted by IIM Lucknow, supported by NSTEBD, DST, Government of India, and the Uttar Pradesh Government

VACANCY
NOTIFICATION

Subject: Recruitment for the position of Manager-Operations on contract at IIML EIC

IIML- EIC invites applications from interested and eligible candidates for the selection of **one position (01)** of **Manager-Operations** on contract for a period of 1 year, which may be considered further for extensions as per the project requirement & satisfactory industrial performance, and policy of the IIML EIC.

The candidate having familiarity and understanding of Operational & Administrative matters in Government Organizations / Institutes and having knowledge of General Financial Rules (GFR), Public Financial Management System, statutory compliance of a Section 8 company will be preferred.

Job Description & Key Responsibilities:

- Handle & maintain all records related to purchase, operations & administration of the organization;
- Provide administrative and operations support for the activities of the Incubator;
- Closely working with programme management team for providing logistics, administrative support to the internal and external stakeholders working on various projects;
- Facilitate purchase requirements, administrative procedures, and manage inventory as required;
- End-to-End vendor management- Negotiation with vendors, issuing purchase orders, and acknowledging receipts of goods & services, followed by timely bill payments to the vendors;
- Manage day-to-day operations of the office, ensuring smooth functioning of all departments;
- Plan and execute events for the incubators while maintaining records of all expenditure;

- Plan and execute any other administrative and operational activity.

Skills & Knowledge Requirements:

- Bachelor's / Master's Degree with minimum 5 years of post-qualification experience in Operations cum Administration;
- Strong experience in invoicing, accounts receivable/payable, GST, PF & TDS Compliance;
- Strong attention to detail, excellent communication, and collaboration skills;
- Ability to manage multiple projects and meet deadlines.

Compensation:

The consolidated remuneration will be in the scale between Rs. 6.00 Lacs to Rs. 9.00 Lacs (all-inclusive) with a break-up available with the incubator as per IIML EIC's policy.

GENERAL CONDITIONS

- Submit your application as per the link: Click Here
- The last date of submitting the online application is 04 May 2025, before 5:30 PM
- All the received applications for the said post will be shortlisted, and only the shortlisted candidates will be invited through e-mail to appear in the interview on the scheduled date and time.
- The candidates have to produce their biodata along with a set of photocopies in support of their educational qualifications, experience, etc., at the time of the interviews. They should also bring all testimonials in their original form for verification purposes.
- There will be multiple rounds of interviews as deemed appropriate by the management.
- No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
- Initial appointment will be for 1 year on contract, renewable further, subject to project requirement & satisfactory industrial performance of the incumbent and the need of the IIML-EIC.
- The compensation will be decided depending on qualification, experience, last drawn salary, and relevant factors.
- Candidates are advised to visit the website of IIM Lucknow (www.iiml.ac.in)/ (www.iimlincubator.com) regularly for updation, amendments, and corrigenda (if any). It will be placed on the Institute website only.
- IIML-EIC reserves the right not to fill the above position if it desires so.
- Canvassing in any form will be a disqualification.

MD, IIML- EIC
Indian Institute of Management- Noida Campus B-1, Institutional Area,
Sector-62, Noida