INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

VACANCY NOTIFICATION FOR NON-TEACHING POSTS

Indian Institute of Management Lucknow (IIML) invites applications for the following non-teaching posts on Direct Recruitment basis:-

S. N.	Name , No. of Posts and Pay Level	Eligibility Criteria
1.	**Manager (Computing Services)-** **1 post** (UR) **Pay Level-11** Basic Pay starting from Rs. 67,700 /- Gross Pay as on date, Rs. 110305/- (Rs. 98119 + 12186 HRA) approx.	**ESSENTIAL QUALIFICATIONS & EXPERIENCE:** B.Tech in CS/IT/Electronics /MCA with at least **12 years** of relevant experience, out of which, at **least 5 years** should have been in Pay Level-10 or equivalent (Total consolidated emoluments comparable with the total emoluments in Pay Level-10) under Central / State Govt./ Autonomous bodies/ PSUs/ reputed private organizations **EXPERIENCE DETAILS:** • To have experience in Monitoring Network Service in previous roles/organization. • Practical knowledge and working experience of the following technologies: Routing, Switching, VPN, LAN including Wi-fi WAN. • Practical knowledge and experience in working on perimeter, network, application & point security technologies such as NGFW, WAF, WLC, NAC, CASB, proxies, SDN, DNS, and DDOS solutions. • Sufficient exposure in network performance monitoring and optimization. • Knowledge of Application hosting environment including Server OS, Virtualization, RDBMs & Application performance. **DESIRABLE :** • Preferably CCNA & CCNP certified and these certifications should be valid. • Should have at least 5 years' experience in managing large complex network. • Strong knowledge of Cisco and Juniper routers and switches, including familiarity with filtering and policy-based routing. • Knowledge of DC hosting options including on premise and cloud options. **AGE LIMIT:** Not exceeding **45 years** (to be reckoned as on last date of receipt of applications i.e. **03.01.2022**). The age relaxation upto 5 years can be given to candidates to the extent of additional years' experience over & above the minimum prescribed experience

		ADDITIONAL REQUIREMENTS:
		• Self-starter with good leadership and communication skills who can demonstrate a logical and structured approach to solving complex problems. • Comfortable liaising at all levels. • Excellent interpersonal skills, including teamwork, facilitation, influencing and negotiation. ▪ Knowledge of emerging technologies and vendor landscape ▪ Aptitude to learn technological aspects of IT environment pertaining to Campus IT Management. ▪ Prior exposure to IT procurement and contract management in a government environment is desired.
	Job Role	Manager (Computing Services) is expected to own and lead the entire IT infrastructure at IIM Lucknow and Noida Campus. He /She should be a "hands-on" person with willingness to learn new technology and support various IIML initiatives with technical inputs. **Job Role:** • Proactively lead the Operations & Maintenance of IIML Campus network, both Active and Passive. • Responsible for IT infrastructure including Server room, campus network, security to meet business needs and defined SLAs. • Manage 3rd party network & security service providers for effective delivery • Run regular service reviews, Monitor and report service metrics to IIML management • Take timely Preventive and corrective measures using NE Alarms, EMS and NMS • Manage Repair and Replacement of HW for efficient availability of spares • Managing Vendor AMCs as per the demands of the Campus Area Network & resolution thing • Keep the Information Security Policies updated as per Regulatory norms • Service Provisioning and Customer Fault Resolution as per the defined KPIs • Manage and Track Compliance and Security KPI's in the Network state • Assist in the formulation and maintenance of network governance and standards • Identify bottlenecks, get requisite intervention from IIML to resolve the bottlenecks & drive continuous improvement in network service delivery • Manage, Own and Resolve escalations around Network Services • Manage on premise Server, storage resources. • Assist in implementation of change request, preparation of necessary documentation as per ITIL best practices etc. • Liaison with Vendor's TAC for high level fault resolution • Manage 3rd party network & security service providers in successfully achieving the above

| 2. | Assistant Administrative Officer- 03 posts (1 –UR, 1- reserved for OBC & 1 for ST) Pay Level - 9 Basic Pay starting from Rs. 53100/- Gross Pay as on date, Rs. 88,551/- (Rs. 78993 + 9558 HRA) approx) | **ESSENTIAL QUALIFICATIONS & EXPERIENCE:**

MBA with at least 60 % of marks or ICWA/ACA/CS with pass marks & Minimum **04 years** inline experience out of which, at least **3 years** should have been in the Pay Level-06 as per 7th CPC or equivalent *(Total consolidated emoluments comparable with the total emoluments in Pay Level-6)* in a Central/ State Government Departments/ Academic/ Research Institutions/ Autonomous Organizations/ PSUs etc.

OR

Master's degree in any discipline (other than those listed above) with Minimum 60% of marks & Minimum **6 years** inline experience, out of which at least 3 years should have been in the Pay Level-06 as per 7th CPC or equivalent *(Total consolidated emoluments comparable with the total emoluments in Pay Level-6)* in a Central/ State Government Departments/ Academic/ Research Institutions/ Autonomous Organizations/ PSUs other reputed institutions.

The persons should have administrative background and thorough knowledge of Government rules and regulations relating to administration, finance (GFR), purchase & stores and academic administration and office procedures (CCS Rules) etc.

Proficiency in computer operations/applications (MS office, Word, Excel, Power Point etc.) is an essential qualification.

AGE LIMIT:
Not exceeding **40 years** (to be reckoned as on last date of receipt of applications i.e. **03.01.2022)** |
| | **Job Role** | Assistant Administrative Officer will function as independent in-charge of Section or under the supervision and directions of the Departmental Heads and shall be assigned with the tasks and responsibilities. He /She shall assist the Departmental Head(s) in general administration/academic administration matters of the institute based on the department of posting. To carry out any other tasks and take intermediate routine action on the directives of senior officers. |

GENERAL CONDITIONS:

1) The last date for receipt of applications is **03.01.2022 (5:pm)**

2) The envelope containing the applications should be clearly superscribed in bold **"Application for the post of……………………….."**

3) All other allowances are as applicable to Central Govt. employees stationed at Lucknow / Noida- as per place of posting.

4) Persons working in Central Government / State Government / Public Sector Undertakings / Autonomous Bodies etc. should send their application either through proper channel or should furnish 'No Objection Certificate' at the time of Written Test/Interview.

5) Crucial date for determining the age limit shall be the last date for the receipt of applications.

6) The age limit is relaxable to candidates belonging to SC/ST/OBC/PWD category as per Central Govt. rules, for which applicants have to attach the necessary certificate (s) as prescribed by Govt. of India.

7) There is no age limit for regular employees of the Institute.

8) Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for Written Test/Interview.

9) All the applications received within the due date in response to this advertisement shall be considered by a Screening Committee and ONLY the candidates recommended by the Screening Committee will be called for Written Test/Interview. The decision of the Institute will be final and the Institute will not entertain any correspondence in this regard.

10) Preference will be given to candidates who have relevant working experience of IIM / IIT / IISER / Centrally Funded Institutions etc.

11) Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.

12) The candidates are required to pay a non-refundable application fee of Rs.500/- (five hundred only) in the form of Demand Draft in favour of 'Director, Indian Institute of Management', payable at Lucknow. Application fee once paid shall not be refunded under any circumstances. SC / ST / Women candidates are not required to submit the application fee.

13) Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

14) **Selection Process**-

The method of selection process for each post is given as under: -

I. **Manager (Computing Services):** Through Interview or as decided by the Selection Committee

II. **Assistant Administrative Officer:**

Written Test followed by Skill Test (Computer Proficiency Test).

a) The **<u>Written Test</u>** will consist of Multiple Choice Questions (MCQ) and Descriptive type questions of 03.00 hrs durations.

The brief syllabus for Written Test is as under:-

- General Knowledge
- Analytical Ability
- General English
- Numerical Ability & Reasoning
- Office Procedures
- Central Civil Service Rules -CCS (Rules)
- GFR-2017 with emphasis on procurement matters
- RTI Act-2005 & Income Tax
- MS Office, Windows, Internet, Operating Systems, Computer Networking, Email, Video conferencing etc.

Note- The above mentioned syllabus is only indicative and not exhaustive.

b) The **Skill Test (Computer Proficiency Test)** will be of qualifying nature and would be conducted only for the shortlisted candidates as per merit list of the Written Test

15) The outstation candidates called for Interview/Skill Test will be reimbursed to-and-fro actual railway fare by the shortest route on production of relevant tickets as per undermentioned entitlements:-

(a)	**Manager (CS)**	AC-III to-and-fro actual railway fare for shortlisted candidates
(b)	**Assistant Administrative Officer**	Candidates, called for Skill Test (CPT) on the basis of written test, will be reimbursed to & fro AC III railway fare.

16) The number of post(s) may be increased or decreased depending upon the requirement of the Institute.

17) 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).

18) 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.**

19) IIML reserves the right not to fill the post(s), if it desires so.

20) **No interim correspondence/communications will be entertained and replied to**.

21) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

22) Institute will not be responsible for any postal delay.

23) Legal disputes, if any, will be restricted within the jurisdiction of Lucknow only.

HOW TO APPLY:

Interested and eligible candidates should submit their application **ONLY** in the prescribed Application Form (**from Page No. 6 to 9 of this PDF File**) along with self-attested photocopies of marks sheets/certificates relating to educational qualifications, experience, caste etc. and a recent passport size photograph affixed on the application. Applications should reach to the Undersigned on or before **03.01.2022 (5.00PM)** through Speed-Post / Registered Post. The envelope containing the applications should be clearly superscribed in bold **"Application for the post of………………….."**

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

INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

APPLICATION FORM

POST APPLIED FOR ………………………………………………………………

Advertisement No. IIML/Rectt-07/2021 dated 04.12.2021

1. NAME   _____

2. FATHER'S/   _____
   HUSBAND'S NAME

3. PERMANENT   _____
   ADDRESS

   _____

   _____

   TELEPHONE NO.   _____

4. ADDRESS   _____
   FOR
   COMMUNICATION   _____

   _____

   TELEPHONE NO.   _____

   E-MAIL   _____

PASTE RECENT PASSPORT SIZE PHOTOGRAPH HERE

5. DATE OF BIRTH _____ SEX: MALE / FEMALE_____

   Age as on Last Date of Receipt of Applications (03.01.2022)_____Years ____ Months ____ Days

6. A. CATEGORY_____ CASTE _____

   B. WHETHER BELONGS TO GEN./SC/ST/OBC/EX-SERVICEMEN_____

   C. WHETHER PHYSICALLY HANDICAPPED: YES/NO, IF YES, PLEASE SPECIFY
      VH/HH/OH………………..
      (attach the documentary proof, if belongs to SC/ST/OBC/PH categories)

7. IDENTIFICATION MARKS _____

8. NATIONALITY   _____

9. GENERAL CONDITION OF HEALTH
   NORMAL/ HANDICAPPED (SPECIFY DETAILS) _____

   HEIGHT _____ WEIGHT _____ BLOOD GROUP _____

10. MARITAL STATUS: MARRIED / UNMARRIED

            OTHER (SPECIFY) _____

11. IF MARRIED, IS SPOUSE EMPLOYED/ NOT EMPLOYED_____

    IF EMPLOYED, WHERE (GIVE COMPLETE ADDRESS) _____

12. DETAILS OF CHILDREN:

Name	Gender	DoB/Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. EDUCATIONAL QUALIFICATIONS (High school/10th & above only)

	*Name of the Examination Passed	Year of Passing	Max marks	Marks obtained	% of marks (*No rounding off is allowed*)	Name of the Board/ University	Subjects/ Specialization	Div.
10th								
12th								
Graduation								
Post-graduation								
Other (if any)								
Other (if any)								
Other (if any)								

No rounding off for percentage is allowed

*Mention name of degree/certificate/course

14. TOTAL EXPERIENCE: YEAR (S) _____ MONTH (S) _____
   (Work Experience in chronological order, starting with the first job: - Attested copy of proof of each experience to be attached)

Name & Address of Organization	Post held	Pay Level / Consolidated Pay (Per Month)	Period of service				Nature of work & level of responsibilities (please attach separate sheet, if needed)
			From	To	Total experience		
					Year	Month	

15. (A) Current Basic Pay: Rs. _____

   (B) Current Consolidated Pay Rs._____

16. Referees: Name, Designation, addresses, contact numbers and email IDs of two referees:
   (Referees should not be related to the candidate)

Referee-1	Referee-2
Name……………………………………………	Name……………………………………………
Designation……………………………………..	Designation……………………………………..
Address……………………………………………	Address……………………………………………
…………………………………………………….	…………………………………………………….
Pin Code ………………………………………..	Pin Code ………………………………………..
Phone/Mobile …………………………………..	Phone/Mobile …………………………………..
Email……………………………………..	Email……………………………………..

17) ANY OTHER RELEVANT INFORNMATION

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

18) Details of Demand Draft

Amount Rs. ………………………Demand Draft No. & Date ………………..…………

Drawn on (Name of Bank) …………………………………………………………………

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If at any time it is found that I have concealed any information or have given any incorrect data, my candidature/appointment, may be cancelled/terminated, without any notice or compensation.

DATE : _____   SIGNATURE _____

                             NAME _____

(For use of the forwarding office)

(For candidates who are working under Govt./PSU/Autonomous Institutions etc.)

(i) Certified that Shri/Smt./Kum_____ is working in this institution/organization_____(Office/ Department), which is a Central Govt./State Govt./Autonomous body of Central/ State Govt./PSU/Private Organization on Regular/Temporary/adhoc basis since_____and that entries made /particulars furnished by him/her have been checked and verified and found correct as per office records.

(ii) It is also certified that there is no vigilance/disciplinary case pending or being contemplated against him/her and his/her integrity is beyond doubt.

Date……………   Signature   ……………………………………………….

Place……………..   Name of the forwarding officer   ……………………………………………….

                    Designation   ……………………………………………….

                    Office Stamp (seal)