



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

Advt. No. IIML/PERS/2024/113
26 November, 2024

ADVERTISEMENT FOR CONTRACTUAL POSITIONS

Indian Institute of Management Lucknow Noida Campus invites applications from interested and eligible candidates for following positions purely on contract basis initially for a period of one year, extendable upto further two years, subject to satisfactory performance of the incumbent and need of the Institute. The details are as under:

| S.N. | Name of Position & Emoluments | Eligibility Criteria & Job Requirement |
|------|--|---|
| 1. | <p>Manager (Estate & Facility Management) 01 Post (UR)</p> <p>Monthly Emoluments: Between Rs. 50,000/- to Rs. 70,000/- per month (all inclusive)</p> <p>Age- Not exceeding 40 years (to be reckoned as on the last date of receipt of applications)</p> | <p><u>QUALIFICATION & EXPERIENCE:</u></p> <ul style="list-style-type: none">➤ Post-Graduate from a recognized University/ Institute of repute with 60% marks or equivalent CGPA. Preference will be given to candidates possessing MBA/PGDM.➤ Post-qualification experience of at least 10 years in Administration, out of which 5 years in similar institutions preferably IIMs/IITs.➤ Candidate should have experience in Estate & Facility Management and all support services.➤ Candidate should have comprehensive letter writing skills and document management. Proficiency in English & Hindi typing along with Computer proficiency (MS Office, MS Excel, MS Power Point & other Computer Skills) is required. |
| 2. | <p>Administrative Associate 01 Post (UR)</p> <p>Monthly Emoluments: Between Rs. 30,000/- to Rs. 40,000/- per month (all inclusive)</p> <p>Age- Not exceeding 40 years (to be reckoned as on the last date of receipt of applications)</p> | <p><u>QUALIFICATION & EXPERIENCE:</u></p> <ul style="list-style-type: none">➤ Post Graduate from a recognized University/ Institute of repute with 60% marks or equivalent CGPA.➤ Post-qualification experience of at least 05 years in administrative departments in similar institutions preferably IIMs/IITs.➤ Candidate should have experience in Personnel/HR matters and Hindi translation & related work.➤ Candidate should have comprehensive letter writing skills and document management. Proficiency in English & Hindi typing along with Computer proficiency (MS Office, MS Excel, MS Power Point & other Computer Skills) is required. |

GENERAL CONDITIONS:

1. The candidate selected for these positions will be engaged on contract basis initially for a period of one-year, extendable up to further two years subject to satisfactory performance of the incumbent & need of the Institute.
2. The consolidated monthly Emoluments of the incumbent will be decided by the Selection Committee on the performance of the candidates before the Selection Committee. In case of exceptionally deserving candidates, the higher Emoluments can be recommended within the consolidated pay bracket.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Selection Process/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 qualification and/or experience.
4. **The date of selection process/interview will be communicated to the shortlisted candidates by email ONLY. The candidates are advised to check their emails regularly.**
5. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of selection process/interview along with **one set of photocopies of these documents**. Failure to do so may result in cancellation of their candidature.
6. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
7. No rounding off of percentage (%) is allowed. Candidates are required to fill their exact percentage of marks while filling online application form.
8. **Selection Process-** The process of selection may include Written Test/Interview. Candidates are required to mandatorily mention their email ID in the application form.
9. Age relaxation will be given to SC/ST/OBC/PWD/Women/Ex-Servicemen as per Government of India norms.
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 Competent Authority and Institute can make appointments in 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 position (s), if it desires so.
16. No interim correspondence will be entertained.
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 10th December 2024 (5:00 PM) through the google form link given as under:

Google Form LINK: <https://forms.gle/QgovifjmvKMw3Ei6>

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 Email:
personnel_nc@iiml.ac.in