



# INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Advertisement No. IIML/Rectt-05/2020

Date: 21/12/2020

## VACANCY NOTIFICATION FOR NON-TEACHING POSTS

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

### DIRECT RECRUITMENT (REGULAR POSTS)

S. N.	Name & No. of Post and Pay Level	Eligibility Criteria
1	<p><b>Financial Advisor-cum-Chief Accounts Officer (FA-cum-CAO)- 01 post (UR)</b></p> <p><b>Pay Level-12</b> Basic Pay Starting from Rs. 78800/-</p> <p><i>{future vacancy- to be filled in August 2021}</i></p>	<p><b><u>Essential Qualifications &amp; Experience:</u></b></p> <p>The applicant should be possessing ACA/AICWA or MBA (Finance)/M.Com with minimum 60% marks.</p> <p><b><u>Experience:</u></b></p> <p>Minimum 10 years' experience with sound knowledge of Central Govt. rules relating to Accounts/Audit, Service conditions, Treasury and Finance, with at least 3 years' experience in the immediate lower Pay Level i.e. Pay Level-11 (Pre-revised PB-3 + GP Rs.6600/-) or equivalent.</p> <p>The job among other things requires Financial / Budgetary planning and control, Resources Generation, Control of Accounts, Investment Planning Management Reporting and Audit Expertise in using computer systems for processing/retrieval of accounts/finance related data.</p> <p><b>Tentative Joining Date:</b> The selected candidate will be required to join around August 2021.</p> <p><b>Age Limit:</b> Not exceeding <b>50 years (to be reckoned as on 31<sup>st</sup> July 2021)</b></p>
2	<p><b>Junior Engineer (Electrical)- 01 post (reserved for OBC)</b></p> <p><b>Pay Level-06</b> Basic Pay Starting from Rs. 35400/-</p>	<p><b><u>Essential Qualifications &amp; Experience:</u></b></p> <p>Bachelor's degree in Electrical Engineering with 60% marks from a recognized Institute with a <b>minimum of 3 years' relevant experience</b> in electrical maintenance &amp; other related jobs in reputed organizations. Knowledge of computer operations is essential.</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Electrical Engineering with 60% marks from a recognized Institute with a <b>minimum of 5 years' relevant experience</b> in electrical maintenance &amp; other related jobs in reputed organizations. Knowledge of computer operations is essential.</p> <p><b>Age Limit:</b> Not exceeding <b>35 years (to be reckoned as on last date of receipt of applications i.e. 20/01/2021)</b></p>

3	<p><b>Assistant-5 posts</b> (1 reserved for OBC &amp; 1 for ST)</p> <p>Pay Level-5 Basic Pay Starting from Rs. 29200/-</p>	<p><b><u>Essential Qualifications &amp; Experience</u></b></p> <p>MBA/MCA with minimum 55% of marks or ICWA/ACA/CS with <b>01 year relevant experience</b></p> <p style="text-align: center;">OR</p> <p>Master's degree in any discipline with minimum 55% of marks with <b>03 years relevant experience</b></p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in any discipline with minimum 55 % of marks with <b>05 years relevant experience.</b></p> <p>Candidates should have working experience in the area of Administration/ Finance &amp; Accounts/ Purchase &amp; Stores /Academic Affairs. Proficiency in computer operations/applications (MS office-Word, Excel, PP etc.) is an essential qualification.</p> <p><b>Age Limit:</b> 21- 35 years (<i>to be reckoned as on last date of receipt of applications i.e. 20/01/2021</i>)</p>
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### **CONTRACTUAL POSITIONS**

IIM Lucknow also invites applications for the following positions purely on contract basis initially for a period of one year extendable up to further five years (on year to year basis), subject to satisfactory performance of the incumbent & need of the Institute.

<b>S. N.</b>	<b>Name &amp; No. of Post and Emoluments</b>	<b>Eligibility Criteria</b>
1	<p><b>Senior Manager (Business Development)-1</b> position</p> <p><b>Monthly Consolidated Emoluments:</b> Between Range of Rs. 75000-100000/- (all inclusive) based on experience, overall performance &amp; suitability.</p>	<p><b>Essential Qualifications &amp; Experience:</b> A fulltime MBA or equivalent degree/diploma in Management with minimum 60% marks from a recognized Institution and at least 8 years relevant experience.</p> <p><b>Desirable Qualification:</b> Candidates having B.Tech degree will be preferred.</p> <p><b>Desirable Skills:</b></p> <ul style="list-style-type: none"> <li>• Experience in a senior position involving designing, developing, and marketing of executive education programs or L &amp; D activities or in related professional services.</li> <li>• Excellent verbal and written communication skills; the ability to call, connect, and interact with potential customers, Persuasive and goal oriented, possesses an energetic, outgoing, and friendly demeanor.</li> <li>• Excellent analytical, time-management skills and strong computer skills.</li> <li>• Should be a strategic thinker, relationship marketer, digital marketing savvy, have an eye for process improvement, able program administrator, keen interest in people development, good at consultative stakeholder engagement.</li> <li>• Detailed knowledge of L &amp;D requirements of various industries including a good understanding of key management topics and disciplines (e.g. strategy, leadership, finance, accounting, marketing).</li> </ul>

		<p><b>Job Role:</b></p> <ul style="list-style-type: none"> <li>• Identifying, qualifying, and securing business opportunities, coordinating business generation activities; developing customized targeted sales strategies.</li> <li>• Building business relationships with current and potential clients</li> <li>• Understanding client needs and offering solutions and support; answering potential client queries and follow-ups; responding to client requests for proposals (RFPs).</li> <li>• Creating informative presentation; presenting and delivering information to potential clients.</li> <li>• Creating and maintaining database of existing and prospect clients.</li> <li>• Develop and execute a long-term annual plan for both open enrolment and customized education programmes.</li> <li>• Lead the annual planning activity covering revenues, expenses, manpower requirement and infrastructure requirements including procurement plan for technology, facilities and programme materials.</li> <li>• Drive improvements in standard operating procedures and guide the marketing and administration teams of programmes.</li> <li>• Build and nurture a long-term relationship with clients and other knowledge partners.</li> </ul> <p><b>Age Limit-</b> Not exceeding <b>45 years</b> (<i>to be reckoned as on last date of receipt of applications i.e. 20/01/2021</i>)</p>
2	<p><b>Manager (Programs)-1</b> position</p> <p><b>Monthly Consolidated Emoluments:</b> Between Range of Rs. 50000-75000/- (all inclusive) based on experience, overall performance &amp; suitability.</p>	<p><b>Essential Qualifications &amp; Experience:</b> A Full-time MBA/MCA/B.Tech degree with minimum 60% marks from a recognized Institution and having at least 6 years' relevant experience.</p> <p><b>Desirable Qualification:</b> Proficiency in MS Windows &amp; MS Office, Internet, organizing meeting on Google Meet, MS Team, etc., having experience of working in an Academic Institution of repute like IITs, IIMs, NITs will be an added advantage.</p> <p><b>Job Profile:</b> To extend administrative support to Chairman Post-Graduate Program (PGP) in following functions:-</p> <ul style="list-style-type: none"> <li>• Coordinating with faculty members in smooth conduct of classes and all academic functions of PGP.</li> <li>• Preparation of class schedules, timely planning scheduling for smooth conducting of classes and examinations.</li> <li>• Maintaining proper records of students relating to attendance, grades, award of certificates, medals, convocation activities etc.</li> <li>• Incumbent will be responsible to coordinate with relevant maintenance department to ensure functional class room facilities, audio visual equipment, etc.</li> <li>• Interact with students and provide support on issues related to PGP.</li> <li>• Any other job as may be assigned by higher officials connected with PGP.</li> </ul> <p><b>Age Limit-</b> Not exceeding <b>40 years</b> (<i>to be reckoned as on last date of receipt of applications i.e. 20/01/2021</i>)</p>

## GENERAL CONDITIONS:

- 1) Last date for receipt of applications is as under:-

(i)	FA-cum-CAO	<b>31/03/2021 (05.00PM)</b>
(ii)	Jr. Engineer (Electrical), Assistant, Sr. Manager (Business Development), Manager (Programs)	<b>20/01/2021 (05.00PM)</b>

- 2) The envelope containing the applications should be clearly superscribed in bold **“Application for the post of.....”**
- 3) In respect of regular positions, all other allowances are as applicable to Central Govt. employees stationed at Lucknow / Noida-as per place of posting. In respect of contractual positions, the salary shall be consolidated as indicated above.
- 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 for all posts except in case of FA-cum-CAO, it shall be 31<sup>st</sup> July 2021 (as it is future vacancy).
- 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 the Govt. of India.
- 7) There is no age limit for regular employees of the Institute.  
The persons working in the Institute on contractual basis would be given the weightage of actual period served for the purpose of age relaxation subject to a maximum of 5 years.
- 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) **Application Fee for Regular Posts-**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.  
**No application fee is required for the Contractual Positions** i.e. Senior Manager (Business Development) / Manager (Programs).
- 13) **Selection Process-** The method of selection process for each post is given as under:-  
**(A)FA-cum-CAO:** The candidates are required to make a brief presentation followed by personal interview. The presentation will be of 15 minutes duration for which the topic will be indicated in the interview letter.

**(B) Junior Engineer (Electrical):** A Written test of 3 hours duration will be conducted for the post of Junior Engineer (Electrical). The brief details of patterns & syllabus is given as under:-

S. N.	Subject	Questions	Marks
1	General English & Comprehension	25	50
2	General Intelligence Test, General Knowledge & Computer Knowledge	25	50
3	Electrical Engineering	100	200
	TOTAL	150	300

Those candidate who qualify in the written test as per criteria decided by the Selection Committee will have to undergo the Skill/Trade Test of qualifying nature.

**Brief Patterns and Syllabus of Written Test for the post of Jr. Engineer (Electrical):-**

**i) General English & Comprehension - 25 MCQ x 2 Marks =50 Marks**

In this part, questions related to knowledge of English language and writing ability will be asked. Questions from this will be standard of 12<sup>th</sup> class.

Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spelling/Detecting misspelt words, Idioms & phrases, one word substitution, improvement of sentences etc.

**ii) General Intelligence Test, General Knowledge & Computer Knowledge- 25 MCQ x 2 Marks = 50 Marks**

a. **General Intelligence Test-** The purpose of this is test is the ability to test the candidate's understanding of a new situation, analyze and identify its various elements. Questions in this test will be based on the understanding and explore instructions, relationship, similarities, consistent, conclusions and actions etc.

b. **General Knowledge:** This part of question paper is to assess the candidates' ability regarding general knowledge about his/her surroundings and about its use in society. In this test such a question which will be kept to check current events and everyday science and the facts of experience which may include historical and geographical facts. (Specially Related to India) and judged them to the knowledge of the scientific aspects, which can be expected of any educated person.

c. **Computer Knowledge:** In this part, questions will be asked related to Peripheral Device, Number System, Memory, Internet, Modem, Operating System, Language, MS Office, MS Word, MS Excel, E-mail etc.

**iii) Electrical Engineering-**

80 MCQ x 2 Marks = 160 Marks

20 Short Answer Type Questions (one or two lines) x 2 Marks = 40 Marks

**(C)Assistant:** A written test will be conducted for the post of Assistant. The brief details of patterns & syllabus is given as under:-

S.N.	Subject	Questions	Marks
1	General Knowledge	25	25
2	General English/ Office correspondence etc.	25	25
3	Quantitative Aptitude & Computer knowledge	50	50
4	Understanding of candidate role in an organization (office procedures)	50	50
Total		150	150

Those candidates who qualify in the written test as per criteria decided by the Selection Committee will have to undergo the Skill Test (Computer Proficiency Test) of qualifying nature for testing the working knowledge of MS Word, Excel, Power Point, Access & Office tools, Internet etc.

**(D) Selection Process for the Contractual Positions (Sr. Manager-Business Development & Manager-Programs):** The process of selection may include Interview/Written Test or both as decided by the Selection Committee.

- 14) In respect of regular positions, outstation candidates called for interview/skill test will be reimbursed to-and-fro actual railway by the shortest route on production of relevant tickets as per undermentioned entitlements:-
  - (a) **FA-cum-CAO** AC-II to-and-fro actual railway fare.
  - (b) **Junior Engineer (Electrical)** Who will be shortlisted for skill/trade test after qualifying the written test will only be reimbursed to & fro Sleeper Class actual railway fare.
  - (c) **Assistant** Who will be shortlisted for skill test (computer proficiency test) after qualifying the written test will only be reimbursed to & fro Sleeper Class actual railway fare.
- 15) In respect of contractual positions, no TA/DA or any other incidental expenses will be reimbursed.
- 16) The number of posts may be increased or decreased depending upon the requirement of the Institute.
- 17) A candidate may apply for more than one post if he/she is eligible and desires to do so. In such cases, the candidate will have to send their applications as well as requisite Demand Draft (if applicable) **separately for each post.**
- 18) 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).
- 19) Candidates are advised to visit the website of IIM Lucknow ([www.iiml.ac.in](http://www.iiml.ac.in)) regularly for any Updates, Amendments and Corrigendum. **It will be placed on the Institute website only.**
- 20) IIML reserves the right not to fill the post, if it so desires.
- 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 (**Form-1** for Regular Positions & **Form-2** for Contractual Positions) of this PDF File along with self-attested photocopies of mark sheets/certificates relating to educational qualifications, experience, caste etc. and a recent passport size photograph affixed on the application.

**Last Date of Receipt of Applications:**

Applications should reach to the Undersigned on or before **20.01.2021 (5.00PM)** in respect of Jr. Engineer (Electrical), Assistant, Sr. Manager (Business Development), Manager (Programs) and for Financial Advisor-cum-Chief Accounts Officer (FA-cum-CAO) on or before **31.03.2021 (5.00PM)** to the undersigned 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 FOR REGULAR POSITIONS

FORM-1

POST APPLIED FOR .....

Advertisement No. IIML/Rectt-05/2020 dated 21.12.2020

1. NAME \_\_\_\_\_

2. FATHER'S/ HUSBAND'S NAME \_\_\_\_\_

3. PERMANENT ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

4. ADDRESS FOR COMMUNICATION \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

E-MAIL \_\_\_\_\_

5. DATE OF BIRTH \_\_\_\_\_ SEX: MALE / FEMALE \_\_\_\_\_

(i) For FA-cum-CAO: Age as on 31.07.2021 \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS \_\_\_\_\_ DAYS

(ii) For all other posts: Age as on 20.01.2021 \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS \_\_\_\_\_ DAYS

6. A. CASTE \_\_\_\_\_ SUB-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 \_\_\_\_\_

PASTE RECENT PASSPORT SIZE PHOTOGRAPH HERE



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/10<sup>th</sup> & above only)

	*Name of the Examination Passed	Year of Passing	Marks details		% of marks (No rounding off is allowed)	Name of the Board/ University	Subjects/ Specialization	Div.
			Max marks	Marks obtained				
10 <sup>th</sup>								
12 <sup>th</sup>								
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 INFORMATION

.....  
.....

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)



# INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

## APPLICATION FORM FOR CONTRACTUAL POSITIONS

**FORM-2****POST APPLIED FOR:** .....**Advertisement No. IIML/Rectt-05/2020 dated 21.12.2020**

01	NAME		PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH
02	FATHER'S / HUSBAND'S NAME		
03	CONTACT NO.		
04	ALTERNATE CONTACT NO.		
04	EMAIL ID		
05	ALTERNATE EMAIL ID		
05	ADDRESS FOR COMMUNICATION		
06	DATE OF BIRTH & AGE (YEARS/MONTHS) AS ON 20.01.2021	DoB: _____ & Age: _____ years & _____ months	
07	CATEGORY (SC / ST / OBC / PWD / UR)		
08	NATIONALITY		

**09. EDUCATIONAL QUALIFICATIONS:**

	*Name of the Examination Passed	Mode of Study i.e. Regular (full-time) / Private / Distance / Part-time etc.	Year of Passing	Division & % of Marks <i>(No rounding is allowed)</i>	Name of the Board / University / Institute	Subjects / Specialization
10 <sup>th</sup>	-----					
12 <sup>th</sup>						
Grada- -tion						
Post- -gradua- -tion						
Others						
Others						

*No rounding off for percentage is allowed.**\*Mention name of degree/certificate/course.*

<b>10.</b>	<b>TOTAL EXPERIENCE:</b>	<b>YEAR (S)</b>	.....	<b>MONTH (S)</b>	.....
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*Work Experience in chronological order, starting with the first job*

Name of Organization with Address	Post Held & Pay Scale/ Monthly consolidated emoluments	Period of service			Nature of work & level of responsibilities in not more than 100 words
		From	To	Experience (years / months)	

*Attach separate sheet, if required.*

**11. PLEASE ATTACH EXTRA SHEET INDICATING YOUR SUITABILITY FOR THIS POSITION**.....

**12. ANY OTHER RELEVANT INFORMATION:** .....

**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: \_\_\_\_\_