



INDIAN INSTITUTE OF MANAGEMENT

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

Website: www.iiml.ac.in

Advt. No. IIML/Rectt-13C/2019

November 4, 2019

ADVERTISEMENT FOR THE CONTRACTUAL POSITIONS OF PROGRAMME ASSISTANT

Indian Institute of Management Lucknow invites applications from interested and eligible candidates for the following positions purely on contractual 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.

The details are as under: -

Name of Position & Emoluments	Eligibility Criteria & Job Requirement
Programme Assistant - 01 position Monthly Emolument between Rs. 25,000/-to Rs.30,000/- (all inclusive) Age- Not exceeding 45 years	Essential Qualifications: 1. Graduate in any discipline with at least 60% marks or its equivalent in the UGC from a recognized University/Institute of repute and consistently good academic records. 2. 'CCC' Certificate from NIELIT. 3. Knowledge of MS Word, MS Excel, MS Point and bilingual typing. Experience: i. Minimum 5 years of extensive work experience in Finance & Account related jobs. The incumbent should have assisted in the preparation of Balance Sheet, Budget, Investments, Audit etc. in reputed Educational Institute Desirable Qualifications: Preference will be given to candidates with Post Graduate Degree and work experience in the office of Finance Controller/Chief Finance Officer etc. of an Educational Institute of National importance.
Programme Assistant (Placement-MDP) - 01 position Monthly Emolument between Rs. 25,000/-to Rs.30,000/- (all inclusive) Age- Not exceeding 35 years	Essential Qualifications: Graduate with at least 60% marks with MBA/PGDM and consistently good academic records. Experience: At least 3 years of relevant experience, out of which minimum 1 year work experience in Placement profile. Desirable Qualifications: i) Preference will be given to candidates possessing B.Tech. ii) Knowledge of MS Office and other computer related tasks. iii) Excellent presentation, networking and communication skills. Exposure to digital marketing & social media will be preferred.

	Other Requirements: Good correspondence skills, Excellent communication skills and strong telephone manner, good attention to details, confident and self-motivated friendly personality. Flexibility to shift between Lucknow & Noida Campus as per requirement of the programmes.
--	---

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for period of 1 year, extendable upto further two years, subject to satisfactory performance & need of the Institute.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written 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 Written 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 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 Written Test / Interview along with **one set of photocopies of these documents**. Failure to do so may result in cancellation of their candidature.
5. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. 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.
7. No TA/DA or any other incidental expenses will be reimbursed to attend the Written Test / Interview.
8. 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.
9. The number of position may be increased or decreased depending upon the requirement of the Institute. The Institute also reserves the right not to fill the position (s), if it desires so.
10. No interim correspondence will be entertained.
11. Canvassing in any form will be a disqualification.
12. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
13. For any query / clarification please feel free to contact Senior Administrative Officer (Estt.) 0522-6696919 or Personnel & Administration Section 0522-6696912.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following google-form link on or before **18-11-2019 (5:00 pm)**:

<https://forms.gle/oowuWqpz9yB22iMn9>

No other mode of application will be entertained.

OFFICER ON SPECIAL DUTY
Indian Institute of Management
Prabandh Nagar, Off Sitapur Road
Lucknow – 226 013