



# INDIAN INSTITUTE OF MANAGEMENT

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

Website: [www.iiml.ac.in](http://www.iiml.ac.in)

Advt. No. IIML/Rectt-08C/2019

July 23, 2019

## **ADVERTISEMENT FOR THE CONTRACTUAL POSITIONS OF MANAGER AND 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: -

<b>Name of Post &amp; Emoluments</b>	<b>Eligibility Criteria &amp; Job Requirement</b>
<b>Manager (MDP Office)</b> - 01 post  Monthly Emolument Rs. 50,000/- (all inclusive)  Age- Not exceeding 40 years	<b>Essential Qualifications:</b> Master's Degree with at least 60% marks or its equivalent in the UGC from a recognised University / Institute of repute and consistently good academic records.  <b>Experience:</b> i. At least 5 years of relevant experience in academic administration or in a reputed Educational Institute / University System / Research Institute / Central Government Departments; ii. Proficiency in use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent, Google Apps etc. is a must.  <b>Desirable Qualifications:</b> Preference will be given to candidates possessing MBA Degree from a recognised University / Institute of repute.  Leadership quality and requisite experience in handling the human resource management, organising workshops / symposium / conferences, communication with the external agencies like industry and other academic institutions, stakeholders/client meet, relationship management, business development, knowledge of e-tender process, making proposals for Govt / Private organizations, basic accounting knowledge, Good correspondence skills, Excellent communication skills.
<b>Manager (CCMR Office)</b> - 01 post  Monthly Emolument Rs. 50,000/- (all inclusive)  Age- Not exceeding 40 years	<b>Essential Qualifications:</b> i. MBA / Master's Degree in Management with at least 60% marks or its equivalent in the UGC from a recognised University / Institute of repute. ii. Knowledge of computer operations.  <b>Experience:</b> i. The applicant should have minimum of 5 years of experience in handling corporate communication, public relations and

	<p>marketing activities. Should be capable of establishing and maintaining effective working relationships with various external agencies, including Government organizations, both State and Central, and Media representatives. Should have excellent writing ability as well as effective verbal communication skills.</p> <p>ii. The applicant should be capable of further developing and maintaining the corporate image and identity of the Institute.</p> <p>iii. The applicant should have the capability to create and maintain positive relationships between the clients and the public often using media outlets and produce press releases and manage public events.</p> <p><b>Desirable Qualifications:</b></p> <p>i. MBA (Marketing) from a recognized University.</p> <p>ii. Degree in Journalism or Mass Communication from a recognized University</p>
<p><b>Programme Assistant (MDP Office) - 01 post</b></p> <p>Monthly Emolument between Rs. 25,000/- to Rs.30,000/- (all inclusive)</p> <p>Age- Not exceeding 35 years</p>	<p><b>Essential Qualifications:</b> Graduation with at least 60% marks or its equivalent in the UGC from a recognized University / Institute of repute and consistently good academic records.</p> <p><b>Experience:</b> At least 3 years of relevant experience</p> <p><b>Desirable Qualifications:</b></p> <p>i. Preference will be given to candidates possessing B Tech.</p> <p>ii. Knowledge of MS –Office and other computer related tasks</p> <p>iii. Candidate should have experience in marketing of Education programme or professional services to clients or education programme execution.</p> <p>iv. Exposure to digital marketing &amp; social media will be preferred</p> <p><b>Other Requirements:</b> Good correspondence skills, Excellent communication skills and strong telephone manner, good attention to details, confident and self-motivated friendly personality.</p>
<p><b>Programme Assistant (PGP Office) - 01 post</b></p> <p>Monthly Emolument between Rs. 25,000/- to Rs.30,000/- (all inclusive)</p> <p>Age- Not exceeding 35 years</p>	<p><b>Essential Qualifications:</b> Post-Graduation in Management (Full time course) with at least 60% marks from a recognized University or Institute of repute. (Candidates with Distance Learning need not to apply).</p> <p><b>Experience:</b> 5 years of work experience; out of which 3 years should be in an educational institute.</p> <p><b>Desirable Qualifications:</b> Preference will be given to candidates with work experience in an educational institute of national importance.</p>

<p><b>Programme Assistant (Noida Campus) – 01 post</b></p> <p>Monthly Emolument between Rs. 25,000/- to Rs.30,000/- (all inclusive)</p> <p>Age- Not exceeding 45 years</p>	<p><b>Essential Qualifications:</b> Graduation in any discipline with at least 50% marks.</p> <p><b>Experience:</b> Minimum 15 years of extensive experience of handling academic programs in institute of repute along with all related administrative work in program offices like class/exam management, transport scheduling of faculty and other miscellaneous work etc.</p> <p><b>Desirable Qualifications:</b> Preference will be given to candidates with Post-Graduate degree.</p>
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#### 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. Candidates already in government service should either apply through proper channel or should produce No Objection Certificate from the present employer at the time of Written Test/ Interview.
7. The above post is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
8. No TA/DA or any other incidental expenses will be reimbursed to attend the Written Test / Interview.
9. The selected candidate (s) may be posted either at IIM Lucknow campus or its Noida Campus as per requirement in the Institute's interest.
10. 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.
11. The number of posts may be increased or decreased depending upon the requirement of the Institute. The Institute also reserves the right not to fill the post (s), if it desires so.
12. No interim correspondence will be entertained.
13. Canvassing in any form will be a disqualification.
14. 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** (Page-5 & 6 of this PDF file) along with self-attested photocopies of certificates relating to educational qualifications, experience, caste etc. and a recent passport size photograph affixed on the application. Application should reach to the Undersigned on or before **9<sup>th</sup> August 2019 (5:00 pm)** through Speed-Post / Registered-Post / Courier. The envelope containing the applications should be clearly superscribed in bold "**Application for the post of \_\_\_\_\_**". Those who wish to apply for more than one position, have to send separate applications for each post.

**The candidates are also required to fill Google Form by clicking on the link provided below. The data filled in the Application form and entered in Google Form must be same:**

**<https://forms.gle/aF78Qaek3eHMgZ5Z8>**

***For any query / clarification please feel free to contact Senior Administrative Officer (Rectt.) 0522-6696919 or Recruitment Section 0522-6696940.***

**Officer on Special Duty**  
Indian Institute of Management  
Prabandh Nagar, Off Sitapur Road  
Lucknow – 226 013



# INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

**POST APPLIED FOR:** .....

**ADVERTISEMENT NO.** .....

01	NAME		PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH
02	FATHER'S / HUSBAND'S NAME		
03	CONTACT NO.		
04	EMAIL ID		
05	ADDRESS FOR COMMUNICATION		
06	DATE OF BIRTH & AGE (YEARS/MONTHS)	DoB: _____ & Age: _____ years & _____ months	
07	CATEGORY (SC / SC / ST / OBC / PWD / EWS/ 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	Name of the Board / University	Subjects Taken
10 <sup>th</sup>	-----					
12 <sup>th</sup>						
Gradu a- tion						
Post- gradua - tion						
Other s						
Other s						

*\*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 Employer with Address	Post held & Monthly consolidated emoluments	Period of service			Nature of work & level of responsibilities in not more than 100 words
		From	To	Experience (years / months)	

**11. 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: \_\_\_\_\_