



# INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Advertisement No. IIML/Rectt-03/2019

Date: 22<sup>nd</sup> June 2019

## VACANCY NOTIFICATION FOR NON-TEACHING POST

Indian Institute of Management Lucknow (IIML) invites applications for the following post on direct recruitment basis:

| Name of Post & Pay Level   | No of Vacancies   | Eligibility Criteria  |
|--|---|---|
| <b>Finance &amp; Accounts Officer</b><br><br>Pay Level-10 of Pay Matrix Rs. 56100-177500<br><br>(Pre-revised PB-3 + GP Rs. 5400/-) | 02<br>(01-UR & 01-reserved for OBC)<br><br><i>One of these vacancies is for Noida Campus of the Institute</i> | <b><u>Educational Qualification:</u></b> ACA / AICWA <b><u>OR</u></b> MBA (Finance) / M.Com with minimum 55% marks<br><br><b><u>Experience:</u></b> Minimum of 8 years in-line experience, out of which at least 6 years should be in the Pay Level-6 / equivalent or 3 years in Pay Level-7 / equivalent in Central / State Government Departments / Academic / Research Institutions / other reputed institutes.<br><br>The candidates should have experience of dealing with Central Government rules relating to Accounts / Audit / Budget etc. The candidates should also have thorough knowledge of financial rules & regulations, GFR etc. Knowledge of computer operations and computerized accounting system is essential.<br><br>Age: Not exceeding 45 years. |

### **GENERAL CONDITIONS:**

- 1) All other allowances are as applicable to Central Govt. employees stationed at Lucknow / Noida-as per place of posting.
- 2) 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.
- 3) Crucial date for determining the age limit shall be the last date for the receipt of applications from the candidates. 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.
  - 4) There is no age limit for departmental candidates.
  - 5) Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for Written Test / Interview.
  - 6) 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 or Interview or both. The decision of the Institute will be final and the Institute will not entertain any correspondence in this respect.
  - 7) Preference will be given to candidates who have working experience of IIM / IIT / IISER / Centrally Funded Institutions.
  - 8) Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
  - 9) Experience can be relaxed in case of exceptionally deserving candidates.
  - 10) Higher start in the Pay Band may be given to the exceptionally qualified candidate (s).
  - 11) 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 / PWD / Women candidates are not required to submit the application fee.
  - 12) **Selection Process** – The process of selection may include Interview / Written Test or both as decided by the Institute.
  - 13) In case of posting at IIM Lucknow, the campus stay is compulsory for which a suitable unfurnished accommodation will be provided in the IIM Lucknow campus as per the norms of the Institute subject to availability of the accommodation.
  - 14) The selected candidate (s) may be posted either at IIM Lucknow campus or its Noida Campus as per requirement in the Institute's interest.
  - 15) Outstation candidates called for selection process will be reimbursed AC III *to-and-fro* actual railway fare by the shortest route on production of relevant tickets.
  - 16) The number of posts 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](http://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) Canvassing in any form will be a disqualification.
- 21) 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-4 to 7 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 **21<sup>st</sup> July 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 Finance & Accounts Officer”**.

**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/s2Er8cogLBbyj9K17>**

***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

## APPLICATION FORM

POST APPLIED FOR .....

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 APPLICATION \_\_\_ 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 \_\_\_\_\_

10. MARITAL STATUS: MARRIED / UNMARRIED  
OTHER (SPECIFY) \_\_\_\_\_





17) ANY OTHER RELEVANT INFORMATION

.....  
.....

18) Details of Demand Draft

Amount Rs. ....

Demand Draft No. ....

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 office .....

Designation .....

Office Stamp (seal)