



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Vacancy for the post of Assistant for Placement Cell for the General Management Programme for Defence Officers

Indian Institute of Management Lucknow, an autonomous institution under the Ministry of Human Resource Development, Govt. of India, invites applications from interested and eligible candidates for the position of **Assistant for Placement Cell at MDP** on contract basis to supervise and coordinate various activities related to **placements** for the General Management Programme for Defence Officers and build an effective network of potential recruiters. The details are given below:

S. No.	Post Details		Qualification and Experience
1	Post	Assistant for Placement Cell at MDP	Qualifications: Graduate or Bachelors degree with MBA/PGDM with specialization in HRM or related areas would be preferred. Remuneration: Approximately ₹30,000/- per month (all inclusive) depending upon the qualification, experience and credentials of the candidate. Experience: Minimum 1 years work experience in Placement profile. Familiar with social media platforms and computer proficiency is required. Excellent presentation, networking and communication skills. <i>Preference will be given to female candidate to promote gender balance.</i>
	No. of Post	01	
	Position for	IIM Lucknow Campus	
	Age Limit	25 – 40 years	

Job Profile: Should be able to communicate with corporate clients & organizations and assist the programme participants for managing end to end placements through campus interviews during their course of programme as well as after their passing out. Establishing the relationship with the industry and the institution by developing the rapport with the HRDs, Managements, and R&D heads of the respective companies. Further, to assist with maintaining employer database(s) and provide targeted career information and resources to participant executives.

GENERAL CONDITIONS:

1. Candidate selected for the position of **Assistant for Placement Cell at MDP** will be initially appointed on contract basis for a period of 11 (eleven) months in the prescribed consolidated honorarium. The contract may be extendable based on satisfactory performance of the incumbent and need of the Institute. The candidate selected will be functioning from Lucknow campus for approx. 5-6 months and Noida campus for approx. 5 months.
2. The interested & eligible candidates are advised to forward their applications in the attached format or detailed resume along with the relevant testimonials to mdp@iiml.ac.in with a subject line "**Application for the post of Assistant for Placement Cell at MDP**" latest by July 23, 2018 up to 5:30 p.m.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for interview.
4. The date of interview will be announced later and only shortlisted candidates will be communicated.
5. All Certificates, Degrees, and other documents for educational qualification, professional qualification, work experience, last three months' salary slip and age proof etc. should be produced in original at the time of interview, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview.
6. Crucial date for determining the age limit shall be the closing date for the receipt of application from the candidates.
7. Candidates already in government service should either apply through proper channel or should produce a No Objection Certificate from the present employer at the time of interview, if called for the same.
8. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for interview.
9. No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
10. IIML reserves the right not to fill the post, if it desires so.
11. Canvassing in any form will disqualify the candidates.
12. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.

For any clarifications/queries, candidates may contact Senior Administrative Officer (Academic Services), MDP at Phone No. 0522-6696282.

**Sr. Administrative Officer (Academic Services),
Indian Institute of Management Lucknow,
Prabandh Nagar, IIM 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 _____

PASTE
RECENT
PASSPORT
SIZE
PHOTOGRAPH
HERE

TELEPHONE NO. _____

4. ADDRESS
FOR
COMMUNICATION _____

TELEPHONE NO. _____

E-MAIL _____

5. DATE OF BIRTH _____ SEX: MALE / FEMALE

6. NATIONALITY _____

7. EDUCATIONAL QUALIFICATIONS:

Name of the Examination Passed	Year of Passing	Marks details		% of marks	Name of the Board/ University	Subjects Taken	Division
		Max marks	Marks obtained				

8. EXPERIENCE

Name of the Organization & Address	Designation	From	To	Job responsibilities

9. ANY OTHER RELEVANT INFORMATION

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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 _____