



INDIAN INSTITUTE OF MANAGEMENT

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

Website: www.iiml.ac.in

Advt. No. IIML/Rectt-07C/2019

July 3, 2019

Advertisement for the Posts of Programme Attendant (MDP Office) on Contract Basis

Indian Institute of Management Lucknow invites applications from interested and eligible candidates for the following position purely on contractual basis initially for a period of three years extendable for further period on a year to year basis, subject to satisfactory performance & need of the Institute. The details are as under:

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Programme Attendant (MDP Office) - 01 post Monthly emolument Rs. 25,000/- (all inclusive) Age- Below 50 years	Essential Qualifications: Graduation or its equivalent in the UGC from recognized University/Institute of repute Desirable Qualifications: (i) Knowledge of MS Office and other computer related tasks (ii) Working knowledge in the Executive Education Department/Centre of IIMs/IITs/or equivalent reputed education institutes. (iii) Proficient handling of projectors, audio system, computer, laptop, etc. Experience details: At least 8 (eight) years of relevant experience.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of three years, extendable for further period on a year to year basis, subject to satisfactory performance & need of the Institute.
2. Interested and eligible candidates are advised to fill the brief information in the online form at: <https://forms.gle/2b7nDGUiEXTXtdWy6> as well as email their filled-in Application Form (in the prescribed format ONLY) to mdp@iiml.ac.in with a subject line “**Application for the post of Programme Attendant (MDP Office)**” on or before the last date & time. **It is mandatory** for every applicant to fill the online application form as well as send the application over email in the prescribed format. The applications received in any other format and through any other means (except the online-form and email), will be summarily rejected.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written Test/ Interview.
4. The date of the Written Test/Interview will be communicated later to the shortlisted candidates by email ONLY. The candidates are advised to check their emails regularly.
5. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents about 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.

6. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7. 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.
8. The above post is of contractual nature, and thus, candidate (s) will have no right to claim any regularization/absorption, etc. in the Institute.
9. No TA/DA or any other incidental expenses will be reimbursed to attend the Written Test /Interview.
10. Candidates are advised to visit the website of IIM Lucknow (www.iiml.ac.in) regularly for any updates, amendment, 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.
15. For any other clarification/queries, candidates may contact the Senior Administrative Officer (Academic Services) at Phone No. 0522-6696282.

How to apply:

Interested and eligible candidates have to download the Application Form (Page-3 & 4 of this advertisement), fill their details in the Application form, sign at appropriate place, scan the filled & signed application form and send this through email at: mdp@iiml.ac.in with a subject line “Application for the post of Programme Attendant (MDP Office)” latest by **15th July 2019 (5:30 pm)**.

Further, the candidates are also required to fill their details in the online form (Google Form) available on the link provided below:

<https://forms.gle/2b7nDGUiEXTXtdWy6>

It is mandatory for the candidates to fill both the forms, i.e. online application form (Google Form) and Application Form (Page-3&4 of this advertisement). Application in any other format and received after the date & time mentioned above will not be considered.

THE SR. ADMINISTRATIVE OFFICER (ACADEMIC SERVICES)
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 th	-----					
12 th						
Graduation						
Post- graduation						
Others						
Others						

**Mention name of degree/certificate/course*

10.	TOTAL EXPERIENCE:	YEAR (S)	MONTH (S)
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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: _____