



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Advertisement No. IIML/Recvt-01/2019

January 2, 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 Post	Eligibility Criteria
Financial Advisor-cum-Chief Accounts Officer Pay Level-12 (Rs.78,800 - 2,09,200) (Pre-revised PB-3 + GP Rs. 7600/-)	01 (UR)	Qualifications: The applicant should be possessing ACA/AICWA or MBA (Finance)/M.Com with minimum 60% marks. Experience: Minimum 10 years experience with sound knowledge of Central Govt. rules relating to Accounts/Audit, Service conditions, Treasury and Finance, with at least 3 years experience in the immediate lower Pay Level i.e. Pay Level-11 (Pre-revised PB-3 + GP Rs.6600/-) or equivalent. The job among other things requires Financial / Budgetary planning and control, Resources Generation, Control of Accounts, Investment Planning Management Reporting and Audit Expertise in using computer systems for processing/retrieval of accounts/finance related data. Age: Not exceeding 50 years.

GENERAL CONDITIONS:

- 1) All other allowances are as applicable to Central Govt. employees stationed at Lucknow.
- 2) Persons working in Central Government/State Government / Public Sector Undertakings / Autonomous Bodies etc. should send their applications either through proper channel or should furnish 'No Objection Certificate' at the time of interview.
- 3) Crucial date for determining the age limit shall be the closing 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 certificates 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 presentation-cum-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 presentation-cum-interview. 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.
- 12) SC/ ST/PWD/Women candidates are not required to submit the application fee
- 13) **Selection Process** – The candidates are required to make a brief presentation followed by personal interview. The presentation will be of 15 minutes duration for which the topic will be indicated in the interview letter.
- 14) 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.
- 15) Outstation candidates called for interview will be reimbursed AC II to-and-fro actual railway fare by the shortest route on production of relevant tickets.
- 16) 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 Applicant.
- 17) 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.
- 18) IIML reserves the right not to fill the post, if it desires so.
- 19) Canvassing in any form will be a disqualification.
- 20) 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*** available in the Institute's website (www.iiml.ac.in) along with self-attested photocopies of certificates relating to educational qualifications, experience, caste etc. and a recent passport size photograph affixed on the application. Applications should reach to the Undersigned on or before **30th January 2019 (5:00 PM)**. The envelope containing the applications should be clearly superscribed in bold "**Application for the post of FA-cum-CAO**".

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) _____

11. IF MARRIED, IS SPOUSE EMPLOYED/ NOT EMPLOYED
IF EMPLOYED, WHERE (GIVE COMPLETE ADDRESS) _____

12. DETAILS OF CHILDREN:

Name	Gender	DoB/Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. EDUCATIONAL QUALIFICATIONS:

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

14. TOTAL EXPERIENCE : YEAR (S) _____ MONTH (S) _____
 (Work Experience in chronological order, starting with the first job:- Attested copy of proof of each experience to be attached)

Name & Address of Employer	Post held	Scale of pay & GP	Period of service				Nature of work & level of responsibilities (please attach separate sheet, if needed)
			From	To	Total experience		
					Year	Month	

15. Present Basic Pay : Rs. _____

16. Referees: Name , Designation, addresses, contact numbers and email IDs of two referees: (Referees should not be related to the candidate)

Referee-1	Referee-2
Name.....	Name.....
Designation.....	Designation.....
Address.....	Address.....
.....
Pin Code	Pin Code
Phone/Mobile	Phone/Mobile
Email.....	Email.....

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 officer

Designation

Office Stamp (seal)