



INDIAN INSTITUTE OF MANAGEMENT

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

Website: www.iiml.ac.in

Advt. No. IIML/Rectt-15C/2019

December 8, 2019

Advertisement for various Administrative Positions on Contract Basis

Indian Institute of Management Lucknow (IIML), an autonomous institution under the Ministry of Human Resource Development, Govt. of India, invites applications from interested and eligible candidates for following administrative positions on contract basis for its IIM Lucknow & Noida Campus initially for a period of one year, extendable for a further period of 2 years, subject to the satisfactory performance of the incumbent and need of the Institute-

The details are as under: -

IIM LUCKNOW

S.N.	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1.	<p>Chief Administrative Officer (CAO) – 01 position</p> <p>Pay Level-13 (1,23,100-2,15,900) on monthly consolidated emoluments</p> <p>Age: Below 62 years.</p>	<p>The position of CAO calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions and primarily focuses on planning & driving the Institute's administrative activities. The CAO will be assisted by various departmental heads and is required to lead and guide them in their day-to-day activities and to coordinate with the academic and administrative activities including personnel, general administration, legal, estate management, stores & purchase, contract services, facilities, community welfare etc. The incumbent will also be responsible in organizing meetings of BoG/its committees, follow ups. He/She has to manage funds, drive budgets and automate processes. He/She needs to continuously interact with faculty, officers, staff, various departments & students to understand their expectations.</p> <p>The CAO will report to and be responsible to the Director of the Institute and perform a set of responsibilities which facilitates, planning, directing & controlling administrative activities in accordance with the rules & policies of IIM Lucknow.</p> <p><u>ESSENTIAL QUALIFICATIONS:</u></p> <p>Post Graduate Degree in any discipline from a recognized University/Institute or Chartered Accountant/ Cost Accountant/ Company Secretary with good academic records.</p> <p><u>DESIRABLE:</u></p> <p>Qualification in areas of Management / Law.</p> <p><i>The appointment will be made in Pay Level-13 on monthly consolidated emoluments depending upon overall performance and suitability of the candidates empanelled.</i></p>

		<p><u>EXPERIENCE:</u></p> <p>Minimum 15 years of administrative experience in a senior position preferably in Educational Institutions of higher learning, Government Organizations/Public Sector Undertakings/ Autonomous Bodies and Commercial organizations of repute.</p> <p>Applicants should have adequate grasp of financial, purchase, personnel, legal, conducting Board meetings, preparation of agenda notes and recording minutes of meetings, campus management/ development related activities and flair for serving educational institutions.</p> <p>Retired/Voluntary retired persons having sound health around 62 years of age or below may also apply, if they fulfill the eligibility criteria and are willing to work on contract basis on consolidated emoluments.</p> <p>The campus stay is compulsory for which Institute will provide suitable unfurnished accommodation on the campus.</p>
2.	<p>Manager (Accreditation) - 01 position</p> <p>Monthly Consolidated Emoluments: Rs. 50,000/- (all inclusive)</p> <p>Age: Not exceeding 40 years</p>	<p><u>QUALIFICATIONS & EXPERIENCE:</u></p> <p>Candidates should possess a Postgraduate degree in any discipline from a recognized University / Institute with a minimum of 5 years' relevant experience. The candidates having MBA or equivalent degree/diploma in Management will be preferred.</p> <p><u>DESIRABLE SKILLS AND ABILITIES:</u></p> <ul style="list-style-type: none"> • The candidate should have- <ul style="list-style-type: none"> ▪ Excellent communication skills (both written & verbal), ▪ Interpersonal skills, ▪ Multi-tasking abilities, ▪ Strong networking and relationship building skills • The candidate should have proficiency in MS-Office and other computer-related tasks. • Prior work experience in a similar role (Accreditation), Information/ Knowledge Management desirable.

IIM LUCKNOW-NOIDA CAMPUS

S.N.	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1.	<p>Head (Administration) - 01 position</p> <p>Monthly Consolidated Emoluments: Between Rs. 80,000/- to 100,000/- (all inclusive)</p> <p>Age: Preferably below 50 years. It can be relaxed up</p>	<p>The Head (Administration) should have the acumen and the stature to be the overall in-charge of all administrative activities such as, Infrastructure and Estate Management, Transport, Personnel, Security, Horticulture, Sanitation, Stores & Purchase, Facilities, Students Affairs and MDP Hostels etc. He will report to the Dean-Noida Campus and perform a set of assigned administrative duties & responsibilities under his guidance in accordance with the set rules & policies of the Institute. The incumbent needs to continuously interact with various departments, Faculty and students to understand the expectations. He/She will be assisted by Officers & Staff to carry out his responsibilities.</p>

	<p>to 5 years in case of exceptionally deserving candidates.</p>	<p><u>QUALIFICATIONS & EXPERIENCE:</u></p> <ul style="list-style-type: none"> • Candidates should possess a Postgraduate degree from a recognized University / Institute with a minimum of 15 years' relevant experience in the areas of administration. • In case of exceptionally deserving candidates, the requirement of Post-graduate may be relaxed. <p><u>DESIRABLE SKILLS AND ABILITIES:</u></p> <ul style="list-style-type: none"> • Good interpersonal skills with ability to handle the cross functional teams with a solution oriented mindset. • The candidate should possess basic computer knowledge such as MS Office Tools, Email etc. • Good understanding of Central Government Rules, Regulations & procedures. • Excellent communication skills - oral and written.
<p>2.</p>	<p>Manager (IPMX) - 01 position</p> <p>Monthly Consolidated Emoluments: Rs. 50,000/- (all inclusive)</p> <p>Age: Not exceeding 40 years</p>	<p><u>QUALIFICATIONS & EXPERIENCE:</u> Candidates should possess MBA or equivalent degree/diploma in Management from a recognized University / Institute with a minimum of 5 years' relevant experience in the areas of academic administration.</p> <p><u>DESIRABLE SKILLS AND ABILITIES:</u></p> <ul style="list-style-type: none"> • The candidate should possess basic computer knowledge such as MS Office Tools, Email, ERP etc. • Excellent verbal and written communication skills. • The incumbent will be responsible for coordinating all activities related to IMPX & other programmes for smooth execution. <p><u>JOB RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> • Coordination and management of all activities related to program and planning a detailed program outline for effective execution. • Working closely with the faculty members, organizes all program materials for all class participants from program outline to curriculum materials. • Oversees the support staff within operations and production to ensure quality control within scheduled classes and deadlines. • Coordinate with the foreign partner institutions for smoothly executing the international immersion of the students. • Other responsibilities assigned by the Chairman of the programme and head of the Institute.
<p>3.</p>	<p>Assistant Manager (Facility Management) - 01 position</p> <p>Monthly Consolidated Emoluments: Rs. 40,000/- (all inclusive)</p>	<p><u>QUALIFICATIONS & EXPERIENCE:</u> Candidates should possess a Postgraduate degree in any discipline from a recognized University / Institute with a minimum of 5 years relevant experience in facilities management.</p> <p><u>DESIRABLE SKILLS AND ABILITIES:</u></p> <ul style="list-style-type: none"> • Candidates having experience in the field of housekeeping/ building management and/or business will be given preference. • Good verbal and written communication skills.

	<p>Age: Not exceeding 40 years</p>	<p><u>JOB RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> • All Infrastructural Related issues of IIML-Noida Campus. • Infrastructure related material purchase - plumbing, carpentry, civil work and supervision of support staff related to electrical, plumbing, carpentry and civil. • Renovation and maintenance of facilities relating to civil, electrical plumbing, carpentry, AC, RO plant, television, DTH, and analyzing water testing from time to time. • Will also responsible for sports and Gym facility maintenance, processing of monthly bills related to facility management services. • Execution of assigned work and periodical review related to pest control. • Any other work assigned by Head- Administration/Dean NC or any other authority.
4	<p>Programme Assistant - 01 position</p> <p>Monthly Consolidated Emoluments: Between Rs. 25,000-30,000/- (all inclusive)</p> <p>Age: Not exceeding 35 years</p>	<p><u>QUALIFICATIONS & EXPERIENCE:</u> Candidates should possess a Graduate degree with MBA or equivalent degree/diploma in Management from a recognized University / Institute and with a minimum of 3 years relevant experience.</p> <p><u>DESIRABLE SKILLS AND ABILITIES:</u></p> <ul style="list-style-type: none"> • The candidate should possess basic computer knowledge such as MS Office Tools, Email etc. • Good verbal and written communication skills.

GENERAL CONDITIONS:

1. The candidate selected for these positions will be engaged on contract basis initially for a period of one year, extendable for a further period of two years' subject to satisfactory performance of the incumbent & need of the Institute.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Selection Process/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 of selection process/interview will be communicated later to the shortlisted candidates by 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 selection process/interview along with **one set of photocopies of these documents**. Failure to do so may result in cancellation of their candidature.
5. 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 Interview, if called for the same.
6. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
7. 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.

8. The above positions are 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 Interview.
10. No interim correspondence will be entertained.
11. IIM Lucknow reserves the right not to fill the above posts, if it desires so.
12. Canvassing in any form will be a disqualification.
13. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
14. For any clarification / queries, candidates may contact the Senior Administrative Officer (Estt) on Phone No. +91-522-6696919 or the Personnel Section on Phone No. +91-522-6696912.

HOW TO APPLY:

Interested and eligible candidates should submit their application **ONLY** in the prescribed **Application Form** (Page- 6 & 7 of this PDF file) along with self-attested photocopies of certificates relating to educational qualifications, experience etc. and a recent passport size photograph affixed on the application. Application should reach to the Undersigned on or before **December 30, 2019 (5:30 pm)** through Speed Post / Registered Post / Courier only. The Institute will not be responsible for any postal delay. The envelope containing the applications should be clearly superscribed in bold for the post applied for.

Officer on Special Duty
Indian Institute of Management Lucknow
Prabandh Nagar, IIM 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	ALTERNATE CONTACT NO.		
04	EMAIL ID		
05	ALTERNATE EMAIL ID		
05	ADDRESS FOR COMMUNICATION		
06	DATE OF BIRTH & AGE (YEARS/MONTHS)	DoB: _____ & Age: _____ years & _____ months	
07	CATEGORY (SC / ST / OBC / PWD / 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 / Specialization
10 th	-----					
12 th						
Grada- -tion						
Post- -gradua- -tion						
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 Organization with Address	Post Held & Pay Scale/ Monthly consolidated emoluments	Period of service			Nature of work & level of responsibilities in not more than 100 words
		From	To	Experience (years / months)	

Attach separate sheet, if required.

11. 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: _____