



भारतीय प्रबंध संस्थान लखनऊ नोएडा पररसर  
**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS**  
**B-1, Institutional Area, Sector -62, NOIDA -201307 (UP)**

Advt. No. IIML/PERS/2024/92  
28 September, 2024

**ADVERTISEMENT FOR THE CONTRACTUAL POSITION**

Indian Institute of Management Lucknow Noida Campus invites applications from interested and eligible candidates for following position purely on contract basis initially for a period of one-year, extendable upto further two years, subject to satisfactory performance of the incumbent and need of the Institute. The details are as under:

S.N.	Name of Position & Emoluments	Eligibility Criteria & Job Requirement
1.	<b>Office Assistant (Administration)</b> 01 Post (OBC)  <b>Monthly Emoluments:</b> Between Rs. 40,000/- to Rs. 50,000/- per month (all inclusive)  <b>Age-</b> Not exceeding 50 years (to be reckoned as on the last date of receipt of applications)	<b><u>ESSENTIAL QUALIFICATION &amp; EXPERIENCE:</u></b> <ul style="list-style-type: none"><li>➤ Graduate from a recognized University/ Institute of repute with 50% marks or equivalent CGPA.</li><li>➤ 05 years' work experience (post qualification) in the administrative department of similar institution or an institution of national importance preferably from IIMs/IITs.</li></ul> <b><u>Desirable/Preferable Qualifications &amp; Experience:</u></b> <ul style="list-style-type: none"><li>➤ Candidates having post-graduation qualification</li><li>➤ Knowledge of administrative procedures and practices. Preferred experience of working in transport department, student affairs department and experience of managing hostels/mess etc.</li><li>➤ Candidate should have comprehension &amp; letter writing skills, document management etc.</li><li>➤ Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/Excel) etc.)</li></ul>

**GENERAL CONDITIONS:**

1. The candidate selected for these positions will be engaged on contract basis initially for a period of one-year, extendable up to further 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 qualification and/or experience.
3. **The date of selection process/interview will be communicated 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. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. No rounding off of percentage (%) is allowed. Candidates are required to fill their exact percentage of marks while filling online application form.
7. **Selection Process-** The process of selection may include Written Test/Interview. Candidates are required to mandatorily mention their email ID in the application form.
8. Age relaxation will be given to SC/ST/OBC/PWD/Women/Ex-Servicemen as per Government of India norms.
9. 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).
10. 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.
11. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and Institute can make appointments in future also by operating the panel within the validity period.
12. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
13. No TA/DA or any other incidental expenses will be reimbursed to attend the Written Test / Interview.
14. The Institute also reserves the right not to fill the position (s), if it desires so.
15. No interim correspondence will be entertained.
16. Canvassing in any form will be a disqualification.
17. Legal disputes if any will be restricted within the jurisdiction of NOIDA only.

**HOW TO APPLY:** - Interested and eligible candidates may submit their application form on or before 12<sup>th</sup> October 2024 (5:00 PM) through the google form link given as under:

**Google Form LINK:** <https://forms.gle/fEpCXiufvjUnxAs4A>

No other mode of application will be entertained.

**HEAD ADMINISTRATION**  
**Indian Institute of Management Lucknow Noida Campus**  
**B-1, Institutional Area, Sector -62, NOIDA -201307**  
**Email: [admin\\_nc@iiml.ac.in](mailto:admin_nc@iiml.ac.in)**