



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Indian Institute of Management Lucknow (IIML) invites applications for the following posts:

1. Librarian (Pay Band-3 – Rs.15600-39100 + Grade Pay Rs.7600/-)

Qualification & Experience: The applicant should be possessing Master's Degree in Library Science/Information Science or Associateship in Information Science, conducted by DRTC/INSDOC. Candidates with a Doctoral Degree will be given preference. Minimum of 10 years inline experience in an Academic or Research institution of repute, with atleast 3 years in the immediate lower scale of Rs. 10,000-325-15200/-. Preference will be given to the applicants who have been associated with the development of libraries in technical subjects and also who have sound and practical knowledge/experience of computer application in the management of a modern, state-of-art library in a highly automated, integrated and networked environment.

2. Senior Administrative Officer (Pay Band-3 – Rs.15600-39100 + Grade Pay Rs.6600/-)

Qualification & Experience: MBA or equivalent Post Graduate Degree in any Social Science/LLB/Diploma in Management with minimum 10 years in line experience out of which 5 years should be in the pre-revised Pay Scale of Rs.8000-275-13500/-. The candidates should be having experience of working in Government Organizations/Public Sector Undertakings/Autonomous Bodies dealing with Establishment related matters, framing of Establishment Policies, Implementation of Rules and Regulations, Knowledge of FRs & SRs, command over spoken and written English and drafting of official notes etc. Should be well versed in computer applications.

Retired/Voluntary retired persons in the age group of 60-63 years or below may also apply if they are willing to work on contract basis on consolidated emoluments.

Those who had applied earlier against our advertisement published in Employment News, 23rd August, 2008 issue need not apply.

3. Private Secretary to Director (Pay Band – 3 – Rs.15600-39100 + Grade Pay Rs.5400/-)

Qualification & Experience : Post Graduate degree with a minimum 8 years experience with any Government Organizations/Public Sector undertakings/Autonomous Bodies out of which 5 years should be experience in secretarial position handling confidential matters in high offices in the pre-revised Pay Scale of Rs.5500-175-9000/-. Diploma/Certificate course in secretarial practices from a recognized institute will be an added qualification. The incumbent should have command over spoken and written English and good shorthand and typing speed and drafting skill. The incumbent should be well versed in computer operation. The work involves supporting secretarial and office work including independent drafting, liaisoning with faculty, departmental heads at the Institute and external agencies.

Note:

- 1) All other allowances are as applicable to Central Govt. employees.
- 2) *Although the above posts are not reserved, preference will be given to Reserved Categories including 'Persons with Disabilities (PWD)' if otherwise found suitable* even with relaxed criteria.
- 3) 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.

How to apply:

Please send detailed resume as per the prescribed *Application Form* available in the Institute's website (www.iiml.ac.in) alongwith attested photocopies of certificates of educational qualifications and a recent passport size photograph affixed on the application. Applications should be sent within 15 days from the date of this advertisement to:

**Chief Administrative Officer
Indian Institute of Management
Prabandh Nagar, Off Sitapur Road
Lucknow – 226 013**

Dated : 27/11/2008



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW.

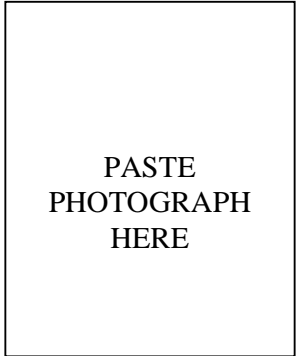
APPLICATION FORM

APPLICATION FOR THE POST OF _____

1. NAME _____

2. FATHER'S/
HUSBAND'S NAME _____

3. PERMANENT
ADDRESS _____



TELEPHONE NO. _____ (M) _____

4. ADDRESS
FOR
COMMUNICATION _____

TELEPHONE NO. _____ (M) _____

_____ E-MAIL _____

5. DATE OF BIRTH _____ SEX : MALE /
FEMALE

6. A. CASTE _____ SUB-CASTE _____

B. WHETHER BELONGS TO GEN./SC/ST/OBC/PHYSICAL
HANDICAPPED
.....

7. IDENTIFICATION _____

MARKS

8. NATIONALITY INDIAN/ NON-INDIAN (SPECIFY)

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/ EMPLOYED BUT NOT IN GOVERNMENT OFFICE

IF EMPLOYED, WHERE (GIVE COMPLETE ADDRESS)

12. NUMBER OF CHILDREN

DETAILS OF THE CHILDREN: _____ SON (S) _____ DAUGHTER (S)

DATE OF BIRTH

13. PLEASE GIVE DETAILS OF THE FORMAL EDUCATIONAL QUALIFICATIONS

SL. NO.	DEGREE/DIPLOMA/ CERTIFICATE	CLASS/ DIVISION	SCHOOL/ BOARD/ COLLEGE/ UNIVERSITY	YEAR	
				FROM	TO

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

PLEASE GIVE DETAILS OF THE EXPERIENCES :

SL. NO.	NAME & ADDRESS OF ORGANISATION	DATE JOINING - LEAVING	DESIGNATION	SALARY

15. NAMES OF TWO REFEREES:

1. _____ 2. _____

DECLARATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT.

DATE : _____

SIGNATURE _____

NAME _____