



INDIAN INSTITUTE OF MANAGEMENT

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

Website: www.iiml.ac.in

Advt. No. IIML/Rectt-3C/2020

June 30, 2020

Advertisement for the post of Executive Assistant (Director Office) 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 position on contract basis 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: -

| Name of Post & Emoluments | Eligibility Criteria & Job Requirement |
|---|---|
| <p>Executive Assistant (Director Office) - 01 position</p> <p>Monthly Consolidated Emoluments: Between Rs. 60,000/- to 80,000/- (all inclusive)</p> <p>Age- Below 52 years</p> | <p>Qualification & Experience: First class MBA from a recognized institution with a minimum of 20 years' relevant experience in similar administrative position or Front Desk operations at reputed organizations. Out of this, five years' experience should be in an academic Institution of excellence.</p> <p>Skills:</p> <ul style="list-style-type: none">▪ The candidate must have excellent verbal and written communication skills with proficiency in Hindi and English.▪ Excellent use of MS-Office tools such as MS-Outlook, Word, Power Point, Excel and Internet etc. Basic knowledge of computer applications and sufficient exposure of online system like Google meet, Microsoft Team etc.▪ The candidate may be tested on the Computer skills as required for the position during the selection process. <p>Job Description</p> <p>The selected candidate will manage the Director's Office including the internal and external communication, Faculty Recruitment, Coordination of Director's meeting, travel and office administration. Duties and responsibilities of the person include but are not limited to the following -</p> <ul style="list-style-type: none">▪ Managing the Director's office including internal and external communication, including notifications from Director Office▪ Convening and servicing Board of Governors Meetings and other committee meetings including research and collating of relevant documents.▪ Preparing agenda and minutes of the meetings and papers for Board meetings, committee meetings, and Academic Council meetings.▪ Take minutes, draft resolutions, and lodge required forms and annual returns – Follow up on actions from meetings▪ Oversee policies decision ensuring they are kept up to date and referred to the appropriate authorities for further action/approval etc.▪ Maintain statutory books, records including registers of members, directors, and secretaries.▪ Collate information and write reports▪ Develop and maintain efficient filing system for the Director's Office.▪ Any other co-aligned matters/jobs assigned from time to time. |

GENERAL CONDITIONS:

1. The candidate selected for this position 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 to the shortlisted candidates by email ONLY. The candidates are advised to check their emails regularly. The Selection Process/Interviews may be conducted through online mode (Google Meet etc.) due to Covid-19 pandemic.
4. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational & 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 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 number of position may be increased or decreased depending upon the requirement of the Institute. 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.
9. 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.
10. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
11. Incomplete and delayed applications will be summarily rejected.
12. No interim correspondence will be entertained.
13. IIM Lucknow reserves the right not to fill the above post, if it desires so.
14. Canvassing in any form will be a disqualification.
15. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.

HOW TO APPLY:

Interested and eligible candidates should email their scanned application in the prescribed **Application Form** (Page- 3 & 4 of this PDF file) along with relevant documents relating to educational qualifications & experience at recruit.contracat@iiml.ac.in with subject line "Application for the position of Executive Assistant" latest by 21.07.2020 up to 5:00 PM. All the documents should be signed, scanned and attached in pdf format.

Chief Administrative Officer
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) AS ON | 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 / Institute | 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) | |
|------------|--------------------------|-----------------|-------|------------------|-------|

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) | |
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Attach separate sheet, if required.

11. PLEASE ATTACH EXTRA SHEET INDICATING YOUR SUITABILITY FOR THIS POSITION.....

12. 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: _____