



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Advertisement No. IIML/Rectt.-6/2022

Date: 26.10.2022

VACANCY NOTIFICATION FOR NON-FACULTY POSTS

Indian Institute of Management Lucknow (IIML) invites online applications for the following non-faculty posts on Direct Recruitment basis: -

S. N.	Name, No. of Post & Pay Level	Eligibility Criteria
1	Financial Advisor-cum-Chief Accounts Officer (FA-cum-CAO)- 1 Post (UR) Pay Level-12 (Rs 78800-209200)	<u>Essential Qualifications & Experience:</u> The applicant should be possessing ACA/AICWA or Master of Business Administration (Finance)/M. Com with minimum 60% of marks. <u>Experience:</u> 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 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 Limit: Not exceeding 50 years
2	Administrative Officer- 3 Post (1-UR, 1-OBC, 1-ST) Pay Level-10 (Rs. 56100-177500)	<u>Essential Qualification:</u> Master of Business Administration (MBA) or equivalent Post Graduate Degree/Diploma in Management with a minimum of 60% marks <u>Experience:</u> Minimum 10 years inline experience out of which at least 5 years should have been in the Pay Level-7 or 7 Years in Pay Level-6 or equivalent in a Central/ State Government Departments/ Academic/ Research Institutions/other reputed institutions. Persons possessing Master's Degree in any subject (minimum of 60% marks) with required experience in administrative matters having thorough knowledge of Government rules & regulations will also be considered for the post. Candidates having sufficient exposure of Purchase & Stores rules, GFR etc. would be preferred. Knowledge of computer operations is essential. Age Limit: Not exceeding 45 years

3	<p>Junior Engineer (Electrical)- 1 Post (UR)</p> <p>Pay Level-6 (Rs. 35400-112400)</p> <p>(For IIML-Noida Campus)</p>	<p>Essential Qualification: Bachelor's degree in Electrical Engineering with a minimum of 60% marks from a recognized Institute.</p> <p>Experience: Minimum 3 years's relevant experience in electrical maintenance & other related jobs in a reputed organization. Knowledge of computer operation is essential.</p> <p style="text-align: center;">OR</p> <p>Diploma in Electrical Engineering with 60% marks from a recognized Institute with a minimum of 5 years' relevant experience in electrical maintenance & other related jobs in reputed organization.</p> <p>Knowledge of computer operation is essential.</p> <p>Age Limit: Not exceeding 35 years</p>
4	<p>Superintendent (Finance & Accounts)- 1 Post (OBC)</p> <p>Pay Level-6 (Rs. 35400-112400)</p>	<p>Essential Qualification: The applicant should be possessing CA/AICWA or MBA (Finance) with minimum 60%.</p> <p>Experience: Minimum of 3 years post qualification experience in the next lower Pay Level-5 and having background of dealing with Central Govt. procedures relating to maintenance of Annual Accounts/Audit/Budget and with exposure in Income Tax, Service Tax, Trade Tax and GST matters.</p> <p style="text-align: center;">OR</p> <p>M.Com with 60 % marks having six years in-line experience out of which at least three years' experience in the next lower Pay Level-5 will also be considered.</p> <p>Knowledge of computer operations and computerized Accounting System is essential.</p> <p>Age Limit: Not exceeding 35 years</p>
5	<p>Assistant- 6 Post (4-UR, 1-OBC, 1-ST)</p> <p>Pay Level-5 (Rs 29200-92300)</p>	<p><u>Essential Qualifications & Experience</u></p> <p>Master of Business Administration /Master of Computer Applications with minimum 55% of marks or ICWA/ACA/CS with 01 year relevant experience</p> <p style="text-align: center;">OR</p> <p>Master's degree in any discipline with minimum 55% of marks with 03 years relevant experience</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in any discipline with minimum 55 % of marks with 05 years relevant experience.</p> <p>Candidates should have working experience in the area of Administration/ Finance & Accounts/ Purchase & Stores /Academic Affairs.</p> <p>Proficiency in computer operations/applications (MS office-Word, Excel, PPT etc.) is an essential qualification.</p> <p>Age Limit: Between 21- 35 years</p>

6	<p>Junior Library Assistant- 1 Post (UR)</p> <p>Pay Level-4 (Rs. 25500-81100)</p>	<p><u>Essential Qualification:</u> B.Lib or equivalent degree with minimum 55% marks.</p> <p>Experience: Minimum 3 years inline experience. Preference will be given to those applicants who were associated with development of Libraries in technical subjects and also having experience of computerized library work. Candidate possessing higher qualification with relevant background and experience in a reputed Institute will be given preference.</p> <p>Age Limit: Not exceeding 30 years</p>
7	<p>Junior Assistant, Gr. I – 8 Post (4-UR, 2-OBC, 2-ST)</p> <p>Pay Level-2 (Rs. 19900-63200)</p> <p>(1 post for IIML-Noida Campus)</p>	<p><u>Essential Qualification:</u> Bachelor’s degree in any discipline with minimum 50% of marks with proficiency in computer operations with minimum speed 35 w.p.m. in English or 30 w.p.m. in Hindi typing on computer.</p> <p>Desirable: 1-2 years relevant experience in the area of Administration/Accounts/ Purchase/Stores/ Academics affairs.</p> <p>Age Limit: Between 18-30 years</p>

IMPORTANT DATES:

S. No.	Particular	Date
1	Start date for submission of online application form along with fee submission	26.10.2022 from 9:00AM
2	Last date for submission of online application form along with fee submission.	25.11.2022 till 5:30PM
3	Last date for receipt of the hardcopy of the application form along with photocopy of the documents	09.12.2022 till 5:30PM

In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the hardcopy of the applications.

GENERAL CONDITIONS:

- 1) The candidates applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling the eligibility criteria as on the closing date for receipt of online applications failing which their application will be summarily rejected.
- 2) Besides pay, the post carries allowances as applicable to Central Govt. employees stationed at Lucknow/ Noida – as per place of posting.
- 3) The prescribed Essential Qualification and Experience indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Written Test/Interview.
- 4) All the applications received within the due date in response to this advertisement shall be considered by the Screening Committee and ONLY the candidates recommended by the Screening Committee will be called for Written Test/Interview. The decision of the Institute will be final and the Institute will not entertain any correspondence in this regard.
- 5) All qualifications obtained by the candidates should be from any recognized University/ Institution by statutory authority.

- 6) Certificate(s) in support of experience(s) should be in proper format. It should be on the employer's organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, pay level (preferably as per 7th CPC), name, designation and signature of the Administrative Authority/ Owner of the organization along with seal.
- 7) For Group 'A' posts, the Institute may restrict the number of candidates to be called for Written Test/Interview to a reasonable limit, on the basis of the percentage of marks and experience higher than the minimum prescribed in the advertisement. Therefore, candidates should furnish details of all qualifications and experience possessed in the relevant field.
- 8) **No Objection Certificate:** Persons working in Central Government / State Government / Public Sector Undertakings / Autonomous Bodies etc. should send their application either through proper channel or should furnish a 'No Objection Certificate' from the present employer at the time of Written Test/Interview, if called for the same.
- 9) Crucial date for determining the age limit shall be the last date for the receipt of online applications.
- 10) The age limit is relaxable to candidates belonging to SC/ST/OBC/PWD category as per Central Government rules for which applicants have to attach the necessary certificate(s) as prescribed by the Government of India.
- 11) Candidates applying for the posts reserved for OBC must enclose along with their application, certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Government of India in this respect from time to time.
- 12) The internal candidates can be given age relaxation of maximum up to five years or length of experience in the next lower pay level, whichever is less.
- 13) Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
- 14) **Application Fee-** The candidates other than SC/ST/PWD/Women candidates are required to pay a non-refundable application fee as under: -

Name of Post	Application Fee
<ul style="list-style-type: none"> ▪ FA-cum-CAO, Pay Level-12 ▪ Administrative Officer, Pay Level-10 	Rs. 1000/-
<ul style="list-style-type: none"> ▪ Jr. Engineer (Electrical), Pay Level-6 ▪ Superintendent (F&A), Pay Level-6 ▪ Assistant, Pay Level-5 ▪ Junior Library Assistant, Pay Level-4 ▪ Jr. Assistant, Gr.I, Pay Level-2 	Rs. 750/-

Submission of application form and fee payment should be done only through the online process. Application fee once paid shall not be refunded under any circumstances.

- 15) SC/ ST/ PWD/ Women candidates are exempted from paying the application fee.
- 16) **The Method of Selection-** The method of selection process for each post is given as under:-

S.N.	Name of Post	Method of Selection
1	Financial Advisor-cum-Chief Accounts Officer	Presentation followed by personal interview
2	Administrative Officer	Written Test & Interview
3	Junior Engineer (Electrical)	Written Test & Skill/Trade Test
4	Superintendent (F&A)	Written Test & Skill Test
5	Assistant	Written Test & Skill Test
6	Junior Library Assistant	Written Test & Skill Test
7	Junior Assistant Gr. I	Written Test & Skill Test

*Note- The tentative syllabus and pattern of Written Test for Group B & C posts (3,4,5,6&7) is given in **Annexure- I***

- 17) Please note that admission to written test is purely provisional. Before appearing for the Skill /Trade Test/Computer Proficiency Test/Interview, details of the candidates may be verified with original certificates. Candidates may be allowed for further selection process only if they provide satisfactory documentation matching with the data provided in the online application form. Failure to do so shall make the candidate ineligible to appear for further recruitment selection process.
- 18) The outstation shortlisted candidates called for Interview/Skill or Trade Test will be reimbursed to-and-fro actual fare by the shortest route on production of relevant tickets as per undermentioned entitlements:-

(a) FA-cum-CAO	Railway AC-II/Air(Economy) to-and-fro actual fare for shortlisted candidates for interview
(b) Administrative Officer	Candidates, shortlisted for Interview on the basis of Written Test, will be reimbursed to & fro AC-III railway fare.
(c) Jr. Engineer (Electrical), Superintendent (F&A)/ Assistant / Junior Library Assistant/ Junior Assistant, Gr.I	Candidates, shortlisted for Skill/Trade Test on the basis of written test, will only be reimbursed to & fro Sleeper Class railway fare.

- 19) 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's website only.**
- 20) The call letters for the Written Test/Interview to the short-listed candidates will be sent through email only. Therefore, the candidates are advised to mention their working email ID and keep checking the same for updates. No other mode of communication will be adopted.
- 21) The number of post may be increased or decreased depending upon the requirement of the Institute.
- 22) A candidate may apply for more than one post if he/she is eligible and desires to do so. In such cases, the candidate will have to apply separately for each post and pay the application fee accordingly.

- 23) In case of posting at IIM Lucknow, the campus stay is compulsory for which an unfurnished accommodation will be provided on the campus, subject to availability of the accommodation, as per rules.
- 24) 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).
- 25) No interim correspondence whatsoever will be entertained from applicants regarding conduct and result of written test / interview and reasons for not being called for written test/ interview.
- 26) Institute will not be responsible for any postal delay.
- 27) IIML reserves the right to fill or not to fill any or all the posts, if it so desires.
- 28) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- 29) Legal disputes, if any, will be restricted within the jurisdiction of Lucknow only.

How to Apply:

- a) The eligible and interested candidates are required to fill online application form available on the Institute's website <https://www.iiml.ac.in/job-detail> . No other means/mode of application will be accepted.
- b) All supporting documents are required to be uploaded and hence, candidates are advised to keep the PDF files ready of each of the required documents before starting the online application process. **Multiple work experience documents may be merged alongwith NOC, if applicable into a single PDF file and the same may be uploaded.**
- c) The candidates are requested to carefully read the General Instructions before filling up the Online Application Form.
- d) While filling on-line application the candidates must carefully follow all the steps. Incomplete application/application without application fee may lead to rejection.
- e) **All the details furnished in the online application will be treated as final and no changes shall be entertained thereafter and same will be taken in consideration for the whole recruitment process.**
- f) After the successful submission of the online application form, the printout of the filled-in application form generated in the portal must be sent along with the copy of fee receipt, self-attested photocopies of mark sheets/certificates relating to educational qualifications, experience, caste etc. The envelope containing the complete application should be superscribed as "**Application for the post of**" and should reach **the Chief Administrative Officer, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow-226013 (UP)** on or before **09.12.2022 till 5:30PM** through Speed Post or Registered Post.
- g) In case of any difficulty while filling online application, applicants may send an e-mail on support.recruit@iiml.ac.in or contact on 0522-6696946/6696914 for any technical issues between Monday to Friday during office hours (09:00 AM to 05:30 PM). However, inquiries/queries related to eligibility for the post/interpretation of rules or forwarding of application etc. will not be entertained.

Chief Administrative Officer
Indian Institute of Management Lucknow
Prabandh Nagar, IIM Road
Lucknow – 226 013

PATTERN & SYLLABUS FOR THE WRITTEN TEST FOR GROUP B & C POSTS**1) Junior Engineer (Electrical):** Written Test & Skill/ Trade Test

The brief details of the pattern & syllabus for Written Test for the post of Junior Engineer (Electrical) are given as under: -

S.N.	Subject	Questions	Marks	Duration of Written Test
1	Subject Discipline (Electrical Engineering)	100	200	3 hours
2	General English & Comprehension	25	50	
3	General Intelligence , General Knowledge & Computer Knowledge	25	50	
Total		150	300	

Those candidates who qualify in the written test as per criteria decided by the Selection Committee will have to undergo the Skill/Trade Test of qualifying nature.

2) Superintendent (Finance & Accounts): Written Test & Skill Test

The brief details of the pattern & syllabus for Written Test for the post of Superintendent (F&A) are given as under:-

S.N.	Subject	Questions	Marks	Duration of Written Test
1	General Knowledge & Current Affairs	30	30	3 hours
2	General English & Mathematics	30	30	
3	Reasoning & Computer Knowledge	40	40	
4	Subject related questions (MCQ & Short answer type)	100	100	
Total		200	200	

Those candidates who qualify in the written test as per criteria decided by the Selection Committee will have to undergo the Skill Test (Computer Proficiency Test) of qualifying nature.

3) Assistant: Written Test & Skill Test

The brief details of the pattern & syllabus for the Written Test for the post of Assistant are given as under: -

S.N.	Subject	No. of Questions	Marks	Duration of Written Test
1	General Knowledge	25	25	3 hours
2	General English & Office correspondence etc.	25	25	
3	Quantitative Aptitude & Computer knowledge	50	50	
4	Understanding of candidate role in an organization (office procedures/Rules)	50	50	
Total		150	150	

Those candidates who qualify in the written test as per criteria decided by the Selection Committee will have to undergo the Skill Test (Computer Proficiency Test) of qualifying nature for testing the working knowledge of MS Word, Excel, PowerPoint, Access & Office tools, Internet etc.

4) **Junior Library Assistant:** Written Test & Skill Test-

The brief details of the pattern & syllabus for the Written Test are given as under: -

S.N.	Subject	Questions	Marks	Duration of Written Test
1	General Knowledge & Current Affairs	30	30	3 hours
2	General English & Mathematics	30	30	
3	Reasoning & Computer Knowledge	40	40	
4	Subject related questions (MCQ & Short answer type)	100	100	
Total		200	200	

Those candidates who qualify in the written test as per criteria decided by the Selection Committee will have to undergo Skill Test.

5) **Junior Assistant Gr. I:** Written Test & Skill Test-

The brief details of the pattern & syllabus for the Written Test are given as under: -

S. N.	Subject	No. of Questions	Marks	Duration of Written Test
1	Numerical Aptitude (basic arithmetic skill)	25	25	2 Hours
2	General Intelligence	25	25	
3	English Language (basic knowledge)	25	25	
4	General Awareness	25	25	
Total		100	100	

Those candidates who qualify in the written test as per criteria decided by the Selection Committee will have to undergo for the Typing Test (English/Hindi) on computer.

Note- The above syllabus is indicative and non-exhaustive. Questions covering other aspects that are relevant to the duties and responsibilities of the post may also be asked.