



भारतीय प्रबन्ध संस्थान लखनऊ
प्रबन्ध नगर, आईआईएम रोड, लखनऊ-226 013 (उ.प्र.) भारत

Indian Institute of Management Lucknow
Prabandh Nagar, IIM Road, Lucknow-226 013 (U.P.) India

Advt. No. IIML/Rectt-08C/2025
August 22, 2025

Advertisement for the post of Chief Administrative Officer
on Tenure Appointment /Contract basis

Indian Institute of Management Lucknow (IIML), an autonomous institution under the Ministry of Education, Govt. of India, invites **online** applications from interested and eligible candidates for the post of **Chief Administrative Officer (on Tenure appointment /Contract)** for a period of five years. The details are as under: -

S. N.	Name of Post & Pay Level	Eligibility Criteria & Job Requirement
1.	Chief Administrative Officer (CAO)- 01 post Pay Level-13 (Rs 1,23,100-2,15,900)	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 and 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. 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. <u>ESSENTIAL QUALIFICATIONS:</u> Post Graduate Degree in any discipline from a recognized University/Institute or Chartered Accountant/ Cost Accountant/ Company Secretary with good academic records. <u>DESIRABLE:</u> Qualification in areas of Management / Law. <u>EXPERIENCE:</u> 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. Out of this, at least 8 years must be in positions at Pay level-11 and above or in an equivalent grade (or with equivalent remuneration).

	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. The incumbent may be required to stay on campus, for which Institute will provide suitable unfurnished Type-V accommodation, subject to availability of quarters.
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A- CONDITIONS FOR TENURE APPOINTMENT -

1. In case of tenure appointment for serving officers in Central Govt./State Govt./PSUs/Autonomous Bodies, the incumbent will be entitled for pay and allowances in Pay Level-13 (Rs. 123100-215900) as admissible to Central Government employees stationed at Lucknow.
2. The period of tenure appointment shall be initially for two (02) years, extendable up to a maximum period of five (05) years or till attaining the age of superannuation i.e. 60 years, whichever is earlier.
3. There is no provision for absorption on the post.
4. Applicant serving in any Central Government/State Government/PSUs/Autonomous bodies must apply through proper channel.
5. Printout of final online submitted application along with photocopies of supporting documents in respect of Educational Qualifications, Experience and Salary etc. which have been mentioned in online application by the candidates, are to be forwarded to the Chief Administrative Officer, IIM Lucknow *Through Proper Channel* along with following documents:
 - (i) Vigilance Clearance Certificate.
 - (ii) Certificate that no major/minor penalty has been awarded to him/her during the last ten years.
 - (iii) Complete and up-to-date photocopies of ACR /APARs of the officers for the last 5 years.
6. **Age Limit:** – Below 57 years
7. The selected candidate is expected to join at the earliest possible.

B- CONDITIONS FOR CONTRACT APPOINTMENT

1. In case of appointment on Contract basis, the incumbent will draw the monthly consolidated emoluments corresponding to Pay Level-13 (Rs. 123100-215900) depending upon overall performance and suitability of the candidates.
For retired government employees, the pay will be fixed in accordance with the Ministry of Finance, OM F. No. 3-25/2020-E.IIIA dated 09.12.2020.
2. The appointment on contract will be initially for a period of 1 year, which may be extended on year-to-year basis subject to satisfactory performance of the incumbent & need of the Institute, maximum up to 5 years or attaining the age of 65 years, whichever is earlier.
3. The candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
4. **Age Limit:** – Below 62 years
Retired/Voluntary retired persons having sound health around 62 years of age or below may also apply for contract, if they fulfill the eligibility criteria and are willing to work on contract basis on consolidated emoluments. **Retired defence personnel are encouraged to apply.**

5. Printout of final online submitted application along with photocopies of supporting documents in respect of Educational Qualifications, Experience and Salary etc. which have been mentioned in online application by the candidates, are to be forwarded to the Chief Administrative Officer, IIM Lucknow.

GENERAL CONDITIONS:

1. A candidate applying for the above position must be a citizen of India.
2. The eligibility criteria (educational qualifications & experience) shall be same for tenure appointment as well as for contract appointment.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the 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 relevant experience.
4. The date for Interview will be communicated later to the shortlisted candidates **through email only**. The candidates are advised to check their emails regularly.
5. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. **Selection Process-** Through Interview, which may also be conducted through online mode. Candidates are required to mandatorily mention their **email ID** in the application form.
7. 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 final selection process.
8. In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IIM Lucknow shall be final and binding.
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. Any wrong declaration/submissions of false information or any other action contract to law shall lead to the cancellation of the candidature at any stage.
11. 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.
12. The appointment on the post of CAO, either as tenure appointment or on contract, will be subject to a decision in the two Writ Petitions (No. 19110(SB)/2017 & 28076/2017) pending before Hon'ble High Court of Allahabad, Lucknow Bench, Lucknow.
13. The outstation candidates called for the Interview will be entitled for TA reimbursement to-and-fro by Economy Air fare/ AC II Tier train fare on production of relevant tickets. The train travel fare reimbursement will be admissible by the shortest route.
14. The Institute also reserves the right not to fill the post, if it so desires.
15. No interim correspondence will be entertained or replied to.
16. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
17. 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) The candidates are requested to carefully read the complete advertisement thoroughly before filling up the Online Application Form.

- c) While filling on-line application the candidates must carefully follow all the steps. Incomplete application may lead to rejection.
- d) All supporting documents are required to be uploaded and hence, candidates are advised to keep the following ready before starting the online application process-
1. SSLC/HSC Certificate/Mark Sheet copy (in support of date of birth)
 2. Educational Certificates (Certificate/Diploma, Degree, PG Degree and Doctorate).
 3. Latest copy of Pay Slip/ PPO (as the case maybe)
 4. *Experience certificates.
 5. Copy of Caste Certificate - SC/ST/ OBC, if applicable.
 6. Copy of Certificate of Disability in case of PwBD (Divyangjan) Candidates.
 7. Other requisite documents in case applying for tenure appointment as mentioned above.
 8. Any other relevant documents
- e) *Multiple work experience documents may be merged along with NOC, if applicable, in a single PDF file and the same may be uploaded.
- f) 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.
- g) Printout of the final online submitted application along with photocopies of supporting documents in respect of educational qualification, experience and pay slip etc. which has been mentioned in the online application are to be forwarded through proper channel (in case of tenure appointment) latest by **01.10.2025** on the following address-
- “The Chief Administrative Officer, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow-226013”**
- h) The envelope containing the applications should be clearly superscribed in bold **“Application for the post of Chief Administrative Officer on”**.
- i) In case of any difficulty while filling online application, applicants may send an e-mail on support.recruit@iiml.ac.in or contact on 0522-6696951/6696940 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.

Interested and eligible candidates may submit their online application on or before **22.09.2025 till 05:00PM** directly through [IIML Recruitment portal](#).

Chief Administrative Officer