



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-10C/2025
August 22, 2025

Advertisement for the post of Officer on Special Duty
On 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 contractual position of **Officer on Special Duty**.

The details are as under: -

S. N.	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1.	Officer on Special Duty (OSD) on contract - 01 post Pay Level-13 (Rs 1,23,100-2,15,900) <i>On monthly consolidated emoluments</i> Age: Below 62 years.	<u>ESSENTIAL QUALIFICATIONS:</u> Post Graduate Degree in any discipline from a recognized University/Institute with minimum 60% marks / B.Tech (Civil) with minimum 60% marks. <u>EXPERIENCE:</u> Minimum 10 years of supervising experience in campus / Developmental activities including civil works preferably in educational institutions of higher learning, Government organizations /PSUs/Autonomous Bodies of repute. Applicants should have adequate grasp of Financial & Administrative procedures related to execution of works, award of contract etc. Senior Retired/voluntary retired defense personnel having sound health may also apply, if they are willing to work on contract basis on consolidated emoluments. Preference will be given to retired Defense service Officers.
	Job Role	The Officer on Special Duty (OSD) at IIM Lucknow will lead and supervise key administrative activities of the Institute, focusing on project management, estate maintenance, appointment of contractors for horticulture and cleaning, and overseeing daily operations. The incumbent will play a pivotal role in driving new infrastructure projects as well as ensuring regulatory compliance and efficient functioning of the project office, maintaining close coordination with faculty and students for administrative needs.

	<p>A core responsibility will be managing campus security, conducting safety audits, and acting as a primary interface with local administration, statutory bodies, and government agencies. The OSD may also facilitate public relations, and represent the Institute to visitors and dignitaries.</p> <p>Preference will be given to candidates with experience in the armed forces who can demonstrate high integrity, leadership, and maturity. The role calls for an individual adept in coordinating with contractors, vendors, government authorities, and crisis management skills, and the ability to deliver projects and comply with institutional standards.</p> <p>The OSD 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.</p>
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GENERAL CONDITIONS:

1. A candidate applying for the above position must be a citizen of India.
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 appointment will be made in Pay Level-13 (Rs. 123100-215900) on monthly consolidated emoluments 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.
4. The campus stay is compulsory for which Institute will provide suitable unfurnished accommodation within the campus.
5. 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.
6. The date for Interview will be communicated later to the shortlisted candidates **through email only**. The candidates are advised to check their emails regularly.
7. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
8. **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.
9. 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 along with one set of photocopies of these documents.

10. 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.
11. 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).
12. 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.
13. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
14. 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.
15. The Institute also reserves the right not to fill the post, if it so desires.
16. No interim correspondence will be entertained or replied to.
17. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
18. 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/ Service Certificate.
 5. Copy of Caste Certificate - SC/ST/ OBC, if applicable.
 6. Copy of Certificate of Disability in case of PwBD (Divyangjan) Candidates.
 7. 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) 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