



## ADVERTISEMENT FOR THE CONTRACTUAL POSITION OF PROGRAMME ASSISTANT (FINANCE)

Indian Institute of Management Lucknow invites applications from interested and eligible candidates for the post of Programme Assistant (Finance) for FA-cum-CAO Office purely on contract basis initially for a period of one-year, extendable up to further two years, subject to satisfactory performance of the incumbent & need of the Institute.

The details are as under: -

Name of Position & Emoluments	Eligibility Criteria & Job Requirement
<p><b>Programme Assistant (Finance)</b> - 01 post</p> <p><b>Consolidated Monthly Emoluments:</b> Rs. 35,000/- to Rs. 40,000/- (all inclusive).</p> <p><b>Age-</b> Not exceeding 50 years (to be reckoned as on last date of receipt of application i.e. 04.02.2026)</p>	<p><b>Essential Qualifications:</b> Graduation with at least 60% marks or its equivalent from a recognized University / Institute of repute in a Regular Mode and consistently good in other academic records.</p> <p><b>Experience:</b> At least 10 (Ten) years of relevant experience.</p> <p><b>Desirable Qualifications:</b> Excellent verbal and written communication skills. Proficiency in MS Office, Google Suite, and online learning platforms (Zoom, , MS Teams, ERP Tally etc.)</p> <p><b>Work Profile &amp; Responsibilities :</b> Managing FA-cum-CAO office, performing Secretarial related work including taking of bilingual dictation, coordinating with various Banks/NBFCs for Investment, liaisoning with banks, filling of Application Form of FDR in new Banks and fund transfer request to concerned Bank for Investment of Fund, preparing letters for addition/ deletion of Authorized Signatory in all SB Accounts/ FDRs. KYC updating of all Authorized Signatory in all the SB Accounts on regular basis. Preparation of statements/ documents/ Minutes of Meeting for various Committee such as IIM EPF Trust Committee/ Investment Committee/ Internal Audit Co-ordination &amp; Review Committee/Pre-approved Budget Committee meeting. Etc.</p>

### GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis initially for a period of 1 year, extendable upto further 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 selection process. 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 will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their emails regularly.
4. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational/professional qualifications, work experience, age etc. for verification purposes at the time of the final selection process. Failure to do so may result in cancellation of their candidature.
5. The number of posts may be increased or decreased as per need of the Institute.
6. No rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
7. Crucial date for determining the age limit shall be the closing date for the receipt of applications i.e. 04.02.2026.
8. **Selection Process** - The process of selection may include Written/Skill Test/Interview or as decided by the Institute.
9. The Interviews may be conducted in online mode (through Google meet etc.). Candidates are required to mandatorily mention their email ID in application form.
10. The reservation for SC/ST, OBC and Persons with Disabilities will be applicable as per Government of India rules.
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](http://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 above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
15. No TA/DA or any other incidental expenses will be reimbursed to attend the Written/Skill Test/Interview.
16. The Institute also reserves the right not to fill the post (s), if it so desires.
17. No interim correspondence will be entertained or replied to.
18. Canvassing in any form will be a disqualification.
19. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.

### **HOW TO APPLY**

Interested and eligible candidates may submit their form online by [CLICKING HERE](#) or on the link given below on or before **04.02.2026 (5:00 pm)**:

Link - <https://forms.gle/TZpe19PdwC1jKYEF7>

**No any other mode of application will be entertained.**

**Sd/-**  
**Chief Administrative Officer**