



भारतीय प्रबंध संस्थान लखनऊ, नोएडा परिसर
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW, NOIDA CAMPUS
B-1, Institutional Area, Sector - 62, NOIDA -201307 (UP)

Advt. No. IIML/PERS/2026/124
September 25, 2026

Advertisement for Non-Faculty Position on contractual basis

Indian institute of Management Lucknow, Noida Campus, an Institute of National Importance and an autonomous Institution under the Ministry of Education, Government of India, invites applications from highly motivated, proactive, and dynamic professionals for engagement in various position on contractual basis. The position is purely contractual in nature, initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbents and need of Institute. The details of the position for IIM Lucknow, Noida Campus are as under:

S. No.	Name, Number of Posts, Emoluments & Age Limit	Eligibility Criteria & Job Requirement
1.	Manager (CDS) 01 Post (UR) Monthly Consolidated Emoluments: Rs. 92,000/- + HRA fixed Rs. 15,930/- Total = Rs. 1,07,930/- Age Limit - Not exceeding 45 years (to be reckoned as on the last date of receipt of applications)	<u>QUALIFICATION & EXPERIENCE:</u> ➤ Qualification: Postgraduate/MBA from a reputed institute/university in a regular mode with minimum of 60% marks. ➤ Experience: 05-years' relevant experience, out of which a minimum of 02 years in managerial capacity. Preference will be given to those possessing prior similar experience in academic institution or sales experience, preferably of services. Preference will be given to those possessing higher qualification with having relevant work experience in an academic Institute or organization of repute. Good command on written and oral communication skills in English language, Conversant with computers, different operating systems and MS Office functions. ➤ Job Description: • Market Development Strategy - Identify, evaluate, convince and bring in new companies for recruitment of students of IIM Lucknow Noida Campus. To maintain strong relationships with the existing companies in the list. To meet and conduct meetings virtually/on call/face to face with the key decision makers across various companies and showcase the talent pool of IIM Lucknow students emphasize on the diversity of the students that the institute chooses and grooms to be industry leaders. This position may require travelling locally and across India. • Responsible for interacting with the companies to understand their talent requirements and on the other hand interact with the students to figure out their aspirations and target the market accordingly. • Corporate Relations: To follow up with the old and new company recruiters and build everlasting relationships. • Team Management -Working closely with the student

		placement team in addressing all the administrative requirements for the smooth functioning of the placement process. • To help and support the students in getting a summer internship opportunity at the best possible organization. • Managing all data related to the students and recruiters for PROGRAMS such as feedback of recruiters etc. • Operations: - Maintaining the PPO records, Exit forms and Sign- In forms of students. • SPOC for all administrative requirements for the Placement office. • To handle internal processes such as generating reports, placement audit, maintaining database, responding to internal queries, vendor evaluation, tendering process etc. • To coordinate with external and internal partners as and when required for placements of students. • Work closely with all administrative departments and ensure all requirements are met within the required time frame for the placement process. • Administrative Support: -The CDS office works closely with Finance office for Budget approvals. • The CDS office works closely with the Program office, Alumn office, Administration and any other office to organize events, LTS sessions and any other activity that may result in placements. • Conduct industry outreach for students depending on the requirement and market condition. • Designing of Budget, brochure, placement activity on website. • Interaction with Faculties, students and programmes' prospective students. • Any other responsibility as may be assigned by the Institute and CDS Chair.
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GENERAL CONDITIONS:

1. Only Indian citizens are eligible to apply.
2. Once the application is finally submitted through the Google Form, no request for modification or correction shall be entertained.
3. The selected candidate will be engaged on contract basis initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbent & need of the Institute.
4. The above position is purely contractual in nature and thus candidate(s) will have no right to claim any regularization / absorption etc. in the Institute.
5. The Institute strives to promote gender balance and encourages applications from women candidates.
6. Normal working hours for the contractual positions will be from 0900 to 1730 hrs for 6 days in a week; Sundays will be a weekend off. Working hours are subject to change, as per need of the institute. However, in exigencies of the work, the incumbent may be required to work beyond office hours and / or on holidays. No extra allowance or remuneration for such work is admissible.
7. HRA shall not be admissible, if provided with campus accommodation, subject to availability and other terms & conditions.
8. Preference may be given to the Agniveer applicants, subject to fulfilling the prescribed qualifications & experience.
9. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written Test/ Skill Test / Interview. The Institute reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a

- reasonable number based on higher qualifications and / or experience.
10. Candidates are required to mandatorily provide a valid and active email ID in the application form, as all applications related to the selection process will be made exclusively through email.
 11. The date for the selection process will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their email regularly.
 12. The Institute shall not be responsible for any delay or non-receipt of communication due to incorrect or inactive email ID provided by the candidate.
 13. NO rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
 14. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
 15. The age limit is relaxable to candidates belonging to SC/ST/OBC/PwBD category as per Central Government rules for which applicants must attach the necessary certificate(s) as prescribed by the Government of India.
 16. **Selection Process-** The selection shall be made through an interview, which may be conducted online, offline, or in multiple phases, as deemed appropriate by the Institute. Depending upon the number of applications received, the Institute may also conduct a Written Test and / or Skill Test as part of the selection process.
 17. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational / professional qualifications, work experience, age, caste etc. For verification purposes at the time of the final selection process. Failure to do so may result in the cancellation of their candidature.
 18. 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).
 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 website only.
 20. The panel of recommended candidates will be valid for one year from the date of approval of the Competent Authority and the Institute can make appointments in the future also by operating the panel within the validity period.
 21. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
 22. The number of posts may be increased or decreased as per need of the Institute.
 23. The Institute reserves the right to modify, amend, or cancel the recruitment process, in part or in full, at any stage without assigning any reason. The Institute also reserves the right not to fill any or all of the advertised posts, as it may deem fit.
 24. No interim correspondence will be entertained or replied to.
 25. Canvassing in any form will be a disqualification.
 26. Legal disputes, if any will be restricted within the jurisdiction of Lucknow only.

HOW TO APPLY

Interested and eligible candidates may submit their application form on or before October 09, 2026 (5:00 PM) through the google form link given as below:

Google Form LINK: <https://forms.gle/zvyC24qGSVgvEzyG7>

No other mode of receipt of application will be entertained. The Institute shall not be responsible for incomplete submissions or technical issues at the candidate's end.

HEAD ADMINISTRATION
Indian Institute of Management
Lucknow Noida Campus B-1,
Institutional Area, Sector -62,
NOIDA -201307
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