



भारतीय प्रबन्ध संस्थान लखनऊ

प्रबन्ध नगर, आईआईएम रोड, लखनऊ-226013 (उ.प्र.) भारत

Indian Institute of Management Lucknow

Prabandh Nagar, IIM Road, Lucknow-226 013 (U.P.) India

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February 5, 2026

ADVERTISEMENT FOR THE POST OF SENIOR CONSULTANT (ADMINISTRATION) ON CONTRACT BASIS

Indian Institute of Management Lucknow (IIML), an autonomous Institution under the Ministry of Education, Govt. of India, invite **online** applications from eligible and interested candidates for the contractual position of Senior Consultant (Administration) at IIM Lucknow.

The details are as under: -

S. N.	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1.	Senior Consultant (Administration)- 02 posts Monthly consolidated emoluments - ₹ 1,80,000/- (All inclusive) Upper Age Limit: 62 years.	<p><u>ESSENTIAL QUALIFICATIONS:</u></p> <p>Post Graduate Degree in any discipline /Technical Degree (4 years duration) from a recognized University/Institute with minimum 60% marks.</p> <p><u>EXPERIENCE:</u></p> <p>Minimum 15 years of supervising experience (preferably in positions equivalent to Pay Level-12 & above) in campus / Developmental activities including civil works preferably in educational institutions of higher learning, Government organizations /PSUs/Autonomous Bodies of repute.</p> <p>Applicants should have adequate grasp of Financial & Administrative procedures related to execution of works, award of contract etc.</p> <p>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 may be given to retired Defence Service Officers.</p>
	Job Role	<p>The Senior Consultant (Administration) 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> <p>The 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 Senior Consultant (Administration) may also</p>

		<p>facilitate public relations, and represent the Institute to visitors and dignitaries.</p> <p>Preference may 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 Senior Consultant (Administration) will report to and be responsible to the Director/ Dean 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 services of the selected candidates may also be utilized at IIML-Noida Campus, as per requirement of the Institute.
4. The campus stay is compulsory for which Institute will provide suitable accommodation within the campus.
5. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the 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 relevant experience.
6. Once the application is finally submitted through the Google Form, no request for modification or correction shall be entertained.
7. 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.
8. The date for Selection Process will be communicated later to the shortlisted candidates **through email only**. The candidates are advised to check their emails regularly. Hence, Candidates are required to mandatorily mention their **email ID** in the application form.
9. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
10. 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.
11. No rounding off of percentage (%) is allowed. Candidates are required to fill their exact percentage of marks while filling online application form.
12. **Selection Process-** The Selection Process shall be through an Interview, which may be conducted online, offline, or in multiple phases, as deemed appropriate by the Institute.
13. 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.
14. 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.

15. 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).
16. 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.
17. 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.
18. The number of posts may be increased or decreased as per the decision of the Competent Authority. The Institute also reserves the right not to fill any of the post, if it so desires.
19. No interim correspondence will be entertained or replied to.
20. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
21. 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 **20-02-2026 (5:00 pm)** through the below [Google Form Link](https://forms.gle/ZpQCw78zwNU3ByiW8):-
Link- <https://forms.gle/ZpQCw78zwNU3ByiW8>
- No other mode for receipt of applications will be entertained. The Institute shall not be responsible for incomplete submissions or technical issues at the candidate's end.
- All supporting documents are required to be uploaded and hence, candidates are advised to keep the following ready before starting the online application process-
 - a) SSLC/HSC Certificate/Mark Sheet copy (in support of date of birth)
 - b) Educational Certificates (Certificate/Diploma, Degree, PG Degree and Doctorate)
 - c) Latest copy of Pay Slip/ PPO (as the case maybe)
 - d) *Experience certificates/ Service Certificate (*Multiple work experience documents may be merged along with NOC, if applicable, in a single PDF file and the same may be uploaded.)
 - e) Copy of Caste Certificate - SC/ST/ OBC, if applicable.
 - f) Copy of Certificate of Disability in case of PwBD (Divyangjan) Candidates.
 - g) Any other relevant documents
- In case of any technical issues, applicants may contact on 0522-669-6940/6914 during office hours (09:00 AM to 05:30 PM) on working days.

Sd-
Chief Administrative Officer