

IIM Lucknow Enterprise Incubation Center

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
NOIDA Campus @B1, Institutional Area, Sector 62, NOIDA-
201307

VACANCY NOTIFICATION **(CALL FOR APPLICATIONS)**

Subject – Recruitment for the position of Manager - Human Resources & Admin for IIML-Incubator

IIML-incubator is sponsored & hosted Organization by IIM Lucknow (internationally reputed business school in India), supported by NSTEED, DST, GOI and UP Government.

IIML- Incubator invites applications from the interested and eligible candidates for the selection of one position of Manager – Human Resources & Admin on contract initially for a period of 2 years, which maybe considered further for extension / regularization as per the performance, need and policy of IIML-Incubator.

The details are as follows-

Post- Manager – Human Resources & Admin

Compensation: In the scale of total remuneration between Rs. 40,000/- (all-inclusive)with break up available with incubator as per IIML- Incubator’s policy. Additionally, NPS, annual performance-based incentive, medical insurance, mobile reimbursement etc. as per company policy.

The Manager – Human Resources will be heading all the HR related activities, who will support and drive the recruitment process, sourcing activities, act as help desk for incubated startup companies etc.

Qualifications:

- Post Graduate in Masters in Management / Human Resources with min. 2 years of experience
- OR**
- Undergraduate in Management / Human Resources with 3 years of experience.
 - Preference will be candidates with experience of working in incubator or startup ecosystem along with strong connect with HR agencies.

Key skill set & Job Profile:

- Experience in handling all HR related activity such as recruitment, sourcing, Ad creation etc.
- Working with Startup founders in sourcing resources and supporting them in other recruitment activity.
- Experience in using recruitment tools and other professional social media platforms for recruitment.

- Should have experience in creating post for social media and other platforms.
- Should manage all personal files and other HR related files.
- Should carry out administrative activities, such as procurement, making approval notes and execution of various admin tasks.
- Should support in operation activities such as coordinating programs, incubation activity etc.
- Experience in working with senior management and startup founders.
- Excellent communication & presentation skills.
- Capable of demonstrating excellent leadership skills.
- Most important, should fit into the team behaviorally, technically, culturally while maintaining a high standard of ethics.

General Conditions:

- Submit your application using the below link:

Link: [CLICK HERE](#)

- Last date of submitting online application is **30th November 2021, Tuesday before 05:30 PM.**
- Only **Female Candidate** are encouraged to apply.
- All the received applications for the said post will be shortlisted and only the shortlisted candidates will be invited through e-mail to appear in the interview on the scheduled date and time.
- The candidates have to produce their bio-data along with a set of photocopies in support of their educational qualifications, experience etc. at the time of interview. They should also bring all testimonial in original for verification purpose.
- There will be multiple rounds of interviews as deemed appropriate by the management.
- No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
- Initial appointment will be for 2 years on contract renewable further subject to satisfactory performance of the incumbent and need of the IIML-Incubator.
- The compensation will be decided out depending on qualification, experience, last drawn salary and relevant factors.
- Candidates are advised to visit the website of IIM Lucknow Incubator (www.iimlincubator.com) /(www.iiml.ac.in) regularly for updation, amendments and corrigenda (if any). It will be placed on website only.
- IIML-Incubators reserves the right not to fill the above position, if it desires so.
- Canvassing in any form will be a disqualification.

MD, IIML- Incubator
Indian Institute of Management- Noida Campus
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