



IIM Lucknow Enterprise Incubation Centre

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-HR on consultant role for IIML- EIC:

IIML-EIC is hosted by IIM Lucknow supported by NSTEBD, DST, GOI and UP Government. IIML- EIC invites applications from the interested and eligible candidates for the selection of 01 position of **Manager-HR**. The vacancy is proposed to be filled-up purely on consultant role (contract basis) initially for a period of 1 year, which may be considered further for extension basis the performance and the project extension.

The details are as follows-

Post- Manager-HR

Job Description & Key Responsibilities

- Support end-to-end recruitment processes including sourcing, interview coordination, onboarding, and induction of employees and consultants.
- Monitor attendance, leave management, HRMIS records, and generate regular HR reports and dashboards for the management preview.
- Plan and execute employee engagement activities, internal communication initiatives, and programs that promote a positive work culture.
- Assist in developing and implementing HR policies while maintaining HR documentation and compliance records.
- Coordinate performance appraisal processes, goal tracking, feedback collection, and related documentation to support employee performance management.
- Prepare monthly reports, HR reports, presentations, and MIS while coordinating with departments for HR-related processes and organizational initiatives.

Skills & Knowledge Requirements:

- MBA or Post graduate in related subjects
- Minimum of 3 years' experience, of which one year in incubation, startup ecosystem,
- Strong understanding of HR operations, recruitment, performance management, and employee lifecycle processes.
- Knowledge of HR policy implementation, appraisal systems, attendance management, and employee engagement practices.
- Good communication, interpersonal, and stakeholder coordination skills.

Compensation:

The consolidated remuneration will be in the scale between Rs. 5.40 Lacs to Rs. 9.00 Lacs (all-inclusive)

General Conditions

- Submit your application using the below link:

LINK: [CLICK HERE](#)

Last date of submitting online application is 30th June, 2026 before 11:59 PM

- 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 the interviews. 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 1 year on contract renewable further subject to satisfactory performance of the incumbent and need of the IIML-EIC.
- 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 (www.iiml.ac.in)/ (www.iimleic.com) regularly for updation, amendments and corrigenda (if any). It will be placed on Institute website only.
- IIML-EIC reserves the right not to fill the above position, if it desires so.
- Canvassing in any form will be a disqualification.

MD, IIML- EIC

**Indian Institute of Management- Noida Campus B-1, Institutional Area,
Sector-62, Noida**