

22nd September, 2026

Advertisement for the Post of Senior Research Assistant / Research Assistant

Applications are invited from eligible candidates for one position of **Senior Research Assistant / Research Assistant** for the Annual Conference (AIRC) - 2027 at IIM Lucknow.

Eligibility Criteria and Job Specification:

Educational qualifications:

Postgraduate degree/MBA from a reputed institute or university (regular mode) with a minimum of 60% marks. The position of Senior Research Assistant requires a minimum experience of two (2) years.

Desirable Qualifications:

- Familiarity with academic/research material in the management domain
- Proficiency in SPSS/Excel
- Proficiency in spoken and written English
- Handling conference-related applications (such as EasyChair)

Key responsibilities (an indicative list):

- **Manage Submissions:** Handle abstract and paper submissions through conference management platforms.
- **Coordinate Peer Reviews:** Assign papers to scientific committee members and track review deadlines.
- **Editorial Support:** Edit conference proceedings, abstracts, and program schedules.
- **Communication:** Act as the main contact for international delegates regarding paper status and registration.
- **On-Site Coordination:** Assist with session moderation, technical support, and keynote speaker management during the event.

In addition to the above, the candidate would be required to undertake other assignments related to the conference as and when required.

Emoluments: The selected candidate will receive a fellowship of Rs.40,000/- - Rs. 50,000/- consolidated per month, plus HRA as per applicable norms.

Mode of Selection: Applications received in response to advertisement will be scrutinized and only shortlisted candidates will be contacted via email for an interview, which will be conducted online only. Based on qualifications, experience & outcome of personal interaction, the candidate will be selected.

General Terms and Conditions:

- 1) **The position is purely contractual in nature.** The candidate selected for the above post will be appointed on a contractual basis for **a period of six (6) months.**
- 2) Incomplete/Ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the interview.
- 3) Please note that only selected candidates will be intimated. No other query will be entertained.
- 4) No TA/DA will be paid for attending the interview, if called for.
- 5) Canvassing through any means will be taken seriously and the candidate is liable to be rejected.

How to apply:

Please fill the form using the following link: <https://forms.gle/ruiSKKMnjuvXTmHb8>

Last date to apply: 4th October, 2026 up to 5.00 PM.

Note: Applications receiving after the last date and incomplete applications shall be summarily rejected.