



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

Advt. No. IIML/Rectt-06C/2025

Dated: 05.06.2025

**ADVERTISEMENT FOR THE CONTRACTUAL POSITION OF
JUNIOR EXECUTIVE ASSISTANT**

Indian Institute of Management Lucknow (IIML), an autonomous institution under the Ministry of Education, Govt. of India, invites applications from interested and eligible candidates for following contractual position for its IIM Lucknow campus initially for a period of one-year, extendable on year-to-year basis for further two years, subject to satisfactory performance of the incumbent & need of the Institute.

The details are as under: -

S.No	Name of the position & Emoluments	Eligibility Criteria & Job Requirement
1	<p>Jr. Executive Assistant (Purchase & Stores Section) - 01 position</p> <p>Consolidated Emoluments: Rs. 25,000 - 35,000 (all inclusive) per month. (Emoluments will be fixed based on the candidate's performance during the recruitment process)</p> <p>Age- Not exceeding 30 years</p>	<p>Qualifications & Experience:</p> <p>A. The candidate should hold a 1st Class (60% marks or more) Bachelor's Degree in any discipline from a recognized University/Institute with Diploma / Computer Course in Computer Applications or, the candidate should have a MCA/BTech/B.E (Computer Science) degree with minimum 60% marks.</p> <p>B. The candidate should have good knowledge of English Language and computer operations like Google Doc, Google sheet, MS-Office etc.</p> <p>C. The candidate with exposure of operating GeM/eProcurement portal / accounting packages/ EPR will be preferred.</p>

GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis initially for a period of one- year, extendable on year-to-year basis for further two years, subject to satisfactory performance of the incumbent & need of the Institute.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
3. The date for the Interview will be communicated later to only the shortlisted candidates **through email ONLY**. The candidates are advised to check their email regularly.

4. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational/professional qualifications, work experience, age etc. for verification purposes at the time of the final selection process. Failure to do so may result in the cancellation of their candidature.
5. The number of posts may be increased or decreased as per need of the Institute.
6. No rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
7. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
8. **Selection Process**-The selection process may involve written/ skill test followed by interview.
9. The selection process may be conducted in physical mode at IIM Lucknow. Candidates are required to mandatorily mention their email ID in application form.
10. The reservation for SC/ST, OBC and Persons with Disabilities will be applicable as per Government of India rules.
11. 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).
12. 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.
13. The panel of selected waitlisted 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.
14. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
15. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
16. **The Institute also reserves the right not to fill the post (s), if it so desires.**
17. No interim correspondence will be entertained or replied to.
18. Canvassing in any form will be a disqualification.
19. 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 **20.06.2025 till 05: 00 PM** through the Google Form link given as under: -

Link – <https://forms.gle/sD6SN5LHpbVBzDAcA>

No any other mode of application will be entertained.

Chief Administrative Officer