



INDIAN INSTITUTE OF MANAGEMENT

Prabandh Nagar, IIM Road, Lucknow-226013 (U.P.)

Website: www.iiml.ac.in

Advertisement No. IIML/Rectt-2C/2023

May 30, 2023

ADVERTISEMENT FOR THE POST OF PROGRAMME ASSISTANT (ON CONTRACT)

Indian Institute of Management Lucknow invites applications from interested and eligible candidates for the post of Programme Assistant purely on contract basis for a period of **9 months**. The details are as under: -

Name of Position & Emoluments	Eligibility Criteria & Job Requirement
<p>Programme Assistant - 01 post</p> <p>Monthly Emoluments: Between the range of Rs. 30,000/- to Rs. 40,000/- (all inclusive), depending on the qualification and experience of the candidate.</p> <p>Age- Not exceeding 35 years (to be reckoned as on the last date for receipt of application i.e. 13.06.2023)</p>	<p>Essential Qualifications & Experience:</p> <ul style="list-style-type: none">• Graduate with at least 60% marks or equivalent CGPA and• MBA/MCA/PGDM with at least 65% marks or equivalent CGPA.• At least 2 years of relevant work experience. <p>Desirable Skills:</p> <ul style="list-style-type: none">• Fluent in spoken and written English.• Good general and business writing skills.• The candidate should have sufficient exposure to Microsoft Word and MS Excel.

GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis for a period of **9 months**.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written/Skill Test/Interview. 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 experience.
3. The date for the Written/Skill Test/Interview will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their emails 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. No rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
6. Crucial date for determining the age limit shall be the closing date for the receipt of applications i.e. 13.06.2023.
7. **Selection Process**-The process of selection may include Written/Skill Test/Interview.
8. The selection process may be conducted in online mode (through Google meet etc.). Candidates are required to mandatorily mention their email ID in the application form.
9. The reservation for SC/ST, OBC and Persons with Disabilities will be applicable as per Government of India rules.

10. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
11. 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.**
12. 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.
13. No TA/DA or any other incidental expenses will be reimbursed to attend the Written/Skill Test/Interview.
14. The Institute also reserves the right not to fill the post (s), if it so desires.
15. No interim correspondence will be entertained or replied to.
16. Canvassing in any form will be a disqualification.
17. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
18. For any general queries, you may drop an email to Chairman (Admissions) at the following email ID: cat2023@iiml.ac.in

HOW TO APPLY

Interested and eligible candidates may submit their form online through the link given below on or before **13.06.2023 (5:00 pm)**:

Link- <https://forms.gle/vMJvdFCkPMZDAdDq9>

No any other mode of application will be entertained.

Chairman (Admissions)
Indian Institute of Management
Prabandh Nagar, IIM Road
Lucknow – 226 013