



## Indian Institute of Management Lucknow

Prabandh Nagar, IIM Road, Lucknow - 226013 (UP) India

Website: [www.iiml.ac.in](http://www.iiml.ac.in)

### CALL FOR APPLICATIONS

#### Position: Academic Assistant

#### (Research Seminar Series Office, IIM Lucknow, Lucknow campus)

IIM Lucknow invites applications for the position of Academic Assistant in the Research Seminar Series Office (at Lucknow Campus). This is an exciting opportunity for a motivated applicant to contribute to academic research seminars, work closely with distinguished faculties, and build a strong network with faculty, researchers, policy-makers, and industry professionals.

- **Tenure:** The position is Contractual in nature, initially for ONE year, which may be extended to one more year based on the performance and institute's requirements.
- **Minimum Qualification:** Post Graduate/MBA from a reputed institute/university in regular mode with minimum 60% marks.
- **Age Limit:** Applicants' age must not be more than 35 years as on 1<sup>st</sup> July 2026.
- **Desirable Qualifications:** 1) Strong written and verbal communication skills in Hindi and English. 2) Proficiency in MS Office (Word, Excel, PowerPoint) and digital communication tools. 3) Prior experience in event management, academic administration, or coordination. 4) Self-motivated, detail-oriented, and able to work under deadlines.
- **Job Responsibilities:** 1) Manage and coordinate all operations of the Research Seminar Series Office. 2) Plan and execute logistics for research seminars. 3) Liaise with internal departments (admin, finance, IT) and external stakeholders (speakers, institutions). 3) Maintain seminar records, reports, and coordinate with CCMR for the research seminar's digital presence. 4) Assist the Chairperson, Research Seminar Series, in planning, scheduling, and any other assigned tasks. 5) Ensure smooth communication flow with seminar participants, faculty, and guests.
- **Remuneration (consolidated):** The selected candidate will receive a consolidated monthly fellowship of Rs. 40,000/-, plus HRA as per applicable institute norms.

#### **How to apply:**

- Interested individuals must fill out the application form on the IIML website using the following link only:
- <https://docs.google.com/forms/d/e/1FAIpQLSeEkIfyrIYvLc-otpkw9Z4Mf3bmAfXVS-OdUw4nxj7jQk66lg/viewform?usp=header>
- Hard copies of applications will not be entertained.
- You may write to [chair-rss@iiml.ac.in](mailto:chair-rss@iiml.ac.in) in case you face any difficulty in the online application.

#### **Instructions:**

- The last date of applying is **17 July, 2026 (Friday) up to 05:00 PM.**
- IIM Lucknow reserves the right to fix suitable/additional criteria or higher cut-offs for shortlisting candidates. Only shortlisted candidates will be invited for a personal interview (online or offline mode). Interview instructions will be communicated via email.
- No TA/DA will be paid for attending the interview.
- Incomplete applications or those received after the deadline will be summarily rejected.