



भारतीय प्रबंध संस्थान लखनऊ नोएडा परिसर  
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS  
B-1, Institutional Area, Sector -62, NOIDA -201307 (UP)

Advt. No. IIML/PERS/2022/03  
13<sup>th</sup> JULY, 2022

**ADVERTISEMENT FOR THE CONTRACTUAL POSITION**

Indian Institute of Management Lucknow Noida Campus invites applications from interested and eligible candidates for the position of Manager (on contract basis) initially for a period of one year, which may be extendable upto further two years, subject to satisfactory performance of the incumbent & need of the Institute. Posting place will be at Indian Institute of Management Lucknow Noida Campus, but it may be transferred to Lucknow Campus. The details are as under:

Sr No.	Name & Classification of Post and No. of vacancy	Monthly Emolument:	Eligibility Criteria & Job Requirement
1.	MANAGER –CDS (purely on contract basis) (One post)	Rs.50,000/- to (all inclusive)	<b><u>Essential Qualification &amp; Experience:-</u></b> <ul style="list-style-type: none"><li>Ø Person should be MBA with minimum 50 %</li><li>Ø Good command on written and oral communication skills in English language</li><li>Ø Conversant with computers, different operating systems and MS Office functions</li><li>Ø Minimum 2 years work experience of managing similar responsibilities in an Academic Institute or other organizations of repute</li><li>Ø Preference will be given to those possessing higher qualification with having relevant work experience in an academic Institute or organization of repute.</li></ul> <b><u>Job responsibilities:-</u></b> The work mainly includes-Market Development Strategy, Corporate Relations, Relationship Management, Team Management & Administrative Operations.. <ul style="list-style-type: none"><li>Ø Market Development Strategy – Identify, evaluate, convince and bring in new companies for recruitment of students of IIM Lucknow Noida Campus. To maintain strong relationships with the existing companies in the list.</li><li>Ø To meet and conduct meetings virtually/on call/face to face with the key decision makers across various companies and showcase the talent pool of IIM Lucknow students emphasize on the diversity of the students that the institute chooses and grooms to be industry leaders.</li><li>Ø Responsible for interacting with the companies to</li></ul>

			<p>understand their talent requirements and on the other hand interact with the students to figure out their aspirations and target the market accordingly</p> <ul style="list-style-type: none"> <li>Ø <b>Corporate Relations:</b> To follow up with the old and new company recruiters and build everlasting relationships.</li> <li>Ø <b>Team Management</b> -Working closely with the student placement team in addressing all the administrative requirements for the smooth functioning of the placement process.</li> <li>Ø To help and support the students in getting a summer internship opportunity at the best possible organization.</li> <li>Ø Managing all data related to the students and recruiters for PROGRAMS such as feedback of recruiters etc.</li> <li>Ø <b>Operations:-</b> Maintaining the PPO records, Exit forms and Sign- In forms of students.</li> <li>Ø SPOC for all administrative requirements for the Placement office.</li> <li>Ø To handle internal processes such as generating reports, placement audit, maintaining database, responding to internal queries, vendor evaluation, tendering process etc.</li> <li>Ø To coordinate with external and internal partners as and when required for placements of students.</li> <li>Ø Work closely with all administrative departments and ensure all requirements are met within the required time frame for the placement process.</li> <li>Ø <b>Administrative Support:-</b>The CDS office works closely with Finance office for Budget approvals.</li> <li>Ø The CDS office works closely with the Program office and Administration to organize events and LTS sessions.</li> <li>Ø Conduct industry outreach for students depending on the requirement and market condition.</li> <li>Ø Designing of Budget, brochure, placement activity on website.</li> <li>Ø Interaction with Faculties, students and programmes' prospective students</li> <li>Ø Any other responsibility as may be assigned by the Institute.</li> </ul> <p><b>Other Requirements:</b> Good correspondence skills, Excellent communication skills and strong telephone manner, good attention to details, confident and self-motivated friendly personality.</p> <p><b>Age-</b> Not exceeding 35 years (to be reckoned as on last date) on receipt of application.</p>
--	--	--	--

**Honorarium:-** Consolidated honorarium would be ₹ 50,000/- (Rupees Fifty Thousand only) per month. Suitable candidates may be given, higher remunerations on the basis of qualification, credentials, experience and ability. Besides this ₹ 500/- would be reimbursed per month for mobile/telephone expenses for office use. No other allowances or benefits are admissible.

### **GENERAL CONDITIONS:**

1. The selected candidate (s) will be engaged on contract basis initially for a period of 1 year, extendable upto 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 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. The Institute also reserves the right not to fill the post (s), if it so desires.
3. The date for 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 bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of Written/Skill Test/Interview along with one set of photocopies of these documents.
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. 12<sup>th</sup> AUGUST 2022.
7. **Selection Process**-The process of selection may include Written/Skill Test/Interview.
8. In view of COVID-19 situation, the selection process may be conducted in online mode (through Google meet etc.). Candidates are required to mandatorily mention their **Gmail ID** in application form.
9. The reservation 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 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](http://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 participants to attend the Written/Skill Test/Interview.
14. Canvassing in any form will be a disqualification.
15. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.

**HOW TO APPLY :-** Interested and eligible candidates may submit their form online by clicking on the following Google-form link on or before **12<sup>th</sup> AUGUST 2022 (5:00 PM)**. No any other mode of application will be entertained.

### **GOOGLE LINK:-**

[https://docs.google.com/forms/d/e/1FAIpQLSchHGVpKuyFnwZfopNurYrlxjVO9rZtw3jNJyKDwMgLOU-Hcg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSchHGVpKuyFnwZfopNurYrlxjVO9rZtw3jNJyKDwMgLOU-Hcg/viewform?usp=sf_link)

**HEAD ADMINISTRATION**  
**Indian Institute of Management Lucknow Noida Campus**  
**B-1, Institutional Area, Sector -62, NOIDA -201307**  
**Phone 0120-6678545**