



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/2026/122

June 17, 2026

**Advertisement for Non-Faculty Positions on contractual basis**

Indian institute of Management Lucknow, Noida Campus, an Institute of National Importance and an autonomous Institution under the Ministry of Education, Government of India, invites applications from highly motivated, proactive, and dynamic professionals for engagement in various positions on contractual basis. The positions are purely contractual in nature, initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbents and need of Institute. The details of the positions for IIM Lucknow, Noida Campus are as under:

S. No.	Name, Number of Posts, Emoluments & Age Limit	Eligibility Criteria & Job Requirement
1.	<p><b>Manager (Dean NC Office)</b> 01 Post (UR)</p> <p><b>Monthly Consolidated Emoluments:</b> Rs. 92,000/- + HRA fixed Rs. 15,930/- Total = Rs. 1,07,930/-</p> <p><b>Age Limit</b> - Not exceeding 45 years (to be reckoned as on the last date of receipt of applications)</p>	<p><b><u>QUALIFICATION &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"><li>➤ <b>Qualification:</b> Postgraduate /MBA from a reputed institute/university in a regular mode with a minimum of 60% marks.</li><li>➤ <b>Experience:</b> 05-years' relevant experience, out of which a minimum of 02 years in managerial capacity. Experience in administration, must have in-depth knowledge of GFR, GeM procedures, tendering process and other financial rules. Prior experience in IIMs/IITs/equivalent institute is preferred. Proficiency in English and Hindi typing along with Computer proficiency – MS Office, MS Excel, MS Power Point and other Computer Skills are required</li><li>➤ <b>Job Description:</b> The individual shall assist Dean NC in all administrative and Dean NC office related tasks as assigned, record keeping, day-to-day drafting of documents, maintaining records etc. Facilitating meetings, managing calendar and appointments, managing inter-departmental communication and coordination; supporting in drafting MoUs and agreements for the institutional collaboration across industry, academia, and public sector etc. Supporting in operational oversight, stakeholder liaison, project management, academic and administrative coordination etc.</li></ul>
2.	<p><b>Assistant Manager (MDP NC)</b> 01 Post (UR)</p> <p><b>Monthly Consolidated Emoluments:</b> Rs. 75,000/- + HRA fixed Rs. 13,470/- Total = Rs. 88,470/-</p>	<p><b><u>QUALIFICATION &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"><li>➤ <b>Qualification:</b> Postgraduate from a reputed institute/university in regular mode with a minimum of 60% marks.</li><li>➤ <b>Experience:</b> Minimum 1-2 years of relevant experience. Excellent command of written and spoken English. Prior experience in IIMs/IITs/equivalent institute will be</li></ul>

	<p><b>Age Limit</b> - Not exceeding 40 years (to be reckoned as on the last date of receipt of applications)</p>	<p>preferred. Ability to market open MDP programmes, engage with corporates, and generate leads. Experience in handling digital media. Proficiency in using digital marketing tools will be preferred.</p>
3.	<p><b>Junior Manager (Purchase)</b> 01 Post (UR)</p> <p><b>Monthly Consolidated Emoluments:</b> Rs. 60,000/- + HRA fixed Rs. 10,620/- Total = Rs. 70,620/-</p> <p><b>Age-</b> Not exceeding 40 years (to be reckoned as on the last date of receipt of applications)</p>	<p><b><u>QUALIFICATION &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Qualification:</b> Graduate/PG with a minimum of 60% marks or equivalent CGPA in either Graduation or Postgraduation, from a recognized University/ Institute of repute in regular mode preferably in Commerce / Business administration with proficiency in MS office (MS Excel and MS Word).</li> <li>➤ <b>Experience:</b> Minimum 1-2 years of relevant experience in purchase office. Preferably in a Govt./PSU/Educational Institute/IIMs/IITs/equivalent institute. Must have in-depth knowledge of GFR, GeM procedures, tendering process, e-procurement portals and stores/processes, inventory systems. Relevant exposure and knowledge of audit and compliance requirement.</li> <li>➤ <b>Job Description:</b> <ul style="list-style-type: none"> <li>• Procurement Planning &amp; Management.</li> <li>• Tendering &amp; Contract Administration.</li> <li>• Compliance &amp; Record Keeping.</li> <li>• Coordination &amp; Supervision of the work of purchase and stores.</li> </ul> </li> </ul>
4.	<p><b>Programme Assistant (Human Resources-HR)</b> 01 Post (UR)</p> <p><b>Monthly Consolidated Emoluments:</b> Rs. 50,000/- + HRA fixed Rs. 8,760/- Total = Rs. 58,760/-</p> <p><b>Age-</b> Not exceeding 40 years (to be reckoned as on the last date of receipt of applications)</p>	<p><b><u>QUALIFICATION &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Qualification:</b> Graduate from a reputed Institute/ University in regular mode with a minimum of 60% marks.</li> <li>➤ <b>Experience:</b> Minimum 1-2 years of relevant experience in Personnel/HR matters, Hindi translation &amp; related work. Prior experience in IIMs/IITs/equivalent institute is preferred. Proficiency in English &amp; Hindi typing along with Computer proficiency - MS Office, MS Excel, MS Power Point &amp; other Computer Skills are required.</li> <li>➤ <b>Job Description:</b> The individual shall perform basic tasks of personnel office, record keeping, day-to-day drafting of bilingual documents, maintaining employee records, leave management, attendance monitoring.</li> </ul>
5.	<p><b>Programme Assistant (Admissions)</b> 01 Post (UR)</p> <p><b>Monthly Consolidated Emoluments:</b> Rs. 50,000/- + HRA fixed Rs. 8,760/- Total = Rs. 58,760/-</p> <p><b>Age-</b> Not exceeding 40 years (to be reckoned as on the last date of receipt of applications)</p>	<p><b><u>QUALIFICATION &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Qualification:</b> Graduate from a reputed Institute/ University in regular mode with a minimum of 60% marks.</li> <li>➤ <b>Experience:</b> Minimum 1-2 years of relevant experience. Preferably in IIMs/IITs/ equivalent institute or higher educational institute in similar roles.</li> <li>➤ <b>Job Description:</b> <ul style="list-style-type: none"> <li>• Knowledge of computer operations</li> <li>• Should have excellent writing ability as well as verbal communication skills.</li> </ul> </li> </ul>

## GENERAL CONDITIONS:

1. Only Indian citizens are eligible to apply.
2. An Individual can apply for only one of the positions. In case of duplicate/multiple applications for single position or more than one position advertised above, the last submitted application will only be considered.
3. Once the application is finally submitted through the Google Form, no request for modification or correction shall be entertained.
4. The selected candidate will be engaged on contract basis initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbent & need of the Institute.
5. The above position is purely contractual in nature and thus candidate(s) will have no right to claim any regularization / absorption etc. in the Institute.
6. The Institute strives to promote gender balance and encourages applications from women candidates.
7. Normal working hours for the contractual positions will be from 0900 to 1730 hrs for 6 days in a week; Sundays will be a weekend off. Working hours are subject to change, as per need of the institute. However, in exigencies of the work, the incumbent may be required to work beyond office hours and / or on holidays. No extra allowance or remuneration for such work is admissible.
8. HRA shall not be admissible, if provided with campus accommodation, subject to availability and other terms & conditions.
9. Preference may be given to the Agniveer applicants, subject to fulfilling the prescribed qualifications & experience.
10. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written Test/ Skill Test / Interview. The Institute reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a reasonable number based on higher qualifications and / or experience.
11. Candidates are required to mandatorily provide a valid and active email ID in the application form, as all applications related to the selection process will be made exclusively through email.
12. The date for the selection process will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their email regularly.
13. The Institute shall not be responsible for any delay or non-receipt of communication due to incorrect or inactive email ID provided by the candidate.
14. NO rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
15. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
16. The age limit is relaxable to candidates belonging to SC/ST/OBC/PwBD category as per Central Government rules for which applicants must attach the necessary certificate(s) as prescribed by the Government of India.
17. **Selection Process-** The selection shall be made through an interview, which may be conducted online, offline, or in multiple phases, as deemed appropriate by the Institute. Depending upon the number of applications received, the Institute may also conduct a Written Test and / or Skill Test as part of the selection process.
18. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational / professional qualifications, work experience, age, caste etc. For verification purposes at the time of the final selection process. Failure to do so may result in the cancellation of their candidature.
19. 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).
20. 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.
21. The panel of recommended 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.

22. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
23. The number of posts may be increased or decreased as per need of the Institute.
24. The Institute reserves the right to modify, amend, or cancel the recruitment process, in part or in full, at any stage without assigning any reason. The Institute also reserves the right not to fill any or all of the advertised posts, as it may deem fit.
25. No interim correspondence will be entertained or replied to.
26. Canvassing in any form will be a disqualification.
27. 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 July 02, 2026 (5:00 PM) through the google form link given as below:

**Google Form LINK:** <https://forms.gle/NEDFPc1tiysk18Lv6>

No other mode of receipt of application will be entertained. The Institute shall not be responsible for incomplete submissions or technical issues at the candidate's end.

In case of any technical issues, applicants may contact us on 0120-6678506 during office hours (09:00 AM to 05:30 PM) on any working day.

**HEAD ADMINISTRATION**  
**Indian Institute of Management**  
**Lucknow Noida Campus B-1,**  
**Institutional Area, Sector -62,**  
**NOIDA -201307**  
**Email: [personnel\\_nc@iiml.ac.in](mailto:personnel_nc@iiml.ac.in)**