



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Advertisement No. IIML/Rectt-01/2018
February 17, 2018

VACANCY NOTIFICATION FOR NON-TEACHING POSTS

Indian Institute of Management Lucknow (IIML) invites applications for the following posts on Direct Recruitment (Regular) basis.

| Sr. No. | Name of Post | No of Post | Pay Level as per 7 th CPC | Eligibility Criteria |
|---------|----------------------------|------------|---|--|
| 1 | Administrative Officer | 01 (UR) | Level-10 Starting from Rs. 56100/- (Pre-revised PB-3 + GP Rs. 5400/-) | <p>MBA or equivalent Post Graduate Degree/Diploma in Management with a minimum of 55% marks and minimum 8 years inline experience out of which at least 5 years should have been in the PB-2 + GP Rs. 4200/- or equivalent in a Central/ State Government Departments/ Academic/ Research Institutions/other reputed institutions.</p> <p>Persons possessing Master's Degree in any subject (minimum of 55% marks) with required experience in administrative matters having thorough knowledge of Government rules & regulations will also be considered for the post. Candidates having sufficient exposure of Purchase & Stores rules, GFR etc. would be preferred. Knowledge of computer operations is essential.</p> <p>Age Limit: Not exceeding 45 years.</p> |
| 2 | Finance & Accounts Officer | 01 (UR) | Level-10 Starting from Rs. 56100/- (Pre-revised PB-3 + GP Rs. 5400/-) | <p>ACA/AICWA/MBA (Finance) with minimum 5 years in-line experience in the PB-2 + GP Rs.4200/- or equivalent in a Central/State Government Departments/ Academic/ Research Institutions/ other reputed institutions.</p> <p>Persons possessing SAS/M.Com qualification having vast experience and background of dealing with Central Govt. rules relating to Accounts/Audit/Budget etc. will be also be considered.</p> <p>Candidates should have thorough knowledge of financial rules & regulations, GFR etc.</p> <p>Knowledge of computer operations and computerized accounting systems is essential.</p> <p>Age Limit: Not exceeding 45 years.</p> |

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|---|----------------------------|--|--|--|
| 3 | Assistant Engineer (Civil) | 01 (Reserved for OBC) | <p>Level-10 Starting from Rs. 56100/-</p> <p>(Pre-revised PB-3 + GP Rs. 5400/-)</p> | <p>B.Tech/BE or equivalent degree in Civil Engineering with a minimum of 60% marks and atleast 5 years experience at the level of Junior Engineer in PB-2 + GP Rs. 4200/- or equivalent in a Central/ State Government Departments/ Academic / Research Institutions/ other reputed institutions.</p> <p>Candidates should have work experience in planning, construction and maintenance of buildings alongwith knowledge of CPWD working procedures. He should also be proficient in planning, estimating & tendering preparation of BOQ as per CPWD manual.</p> <p>Candidates having experience in Software and working knowledge of computer applications related to office work, designs and drawings will be preferred.</p> <p>Age Limit: Not exceeding 45 years.</p> |
| 4 | Assistant | 02 (UR) | <p>Level-05 Starting from Rs. 29200/-</p> <p>(Pre-revised PB-1 + GP Rs. 2800/-)</p> | <p>Bachelor's degree in any discipline with minimum 50% marks and atleast 3 years experience preferably providing back-up support and coordinating various activities relating to organizing and conducting educational programmes in Institute of Higher Learning.</p> <p>Candidates having working experience in the area of Administration/ Finance & Accounts/ Stores & Purchase/Academic Affairs would be preferred.</p> <p>Knowledge of Computer typing is an essential qualification.</p> <p>Age Limit: 21-35 years</p> |
| 5 | Lower Division Clerk | 05 Posts (02 posts UR, 02 posts reserved for OBC, & 01 post reserved for ST) | <p>Level-02 Starting from Rs. 19900/-</p> <p>(Pre-revised PB-1 + GP Rs. 1900/-)</p> | <p>Bachelor's degree in any discipline with minimum 50% of marks with proficiency in computer operations with minimum 35 w.p.m in English typing/30 w.p.m. in Hindi typing on computer.</p> <p>Desirable- 1-2 years relevant experience in the area of Administration/ Accounts/ Purchase & Stores/ Academics affairs.</p> <p>Age Limit: 18-30 years</p> |

UR – Unreserved, OBC – Other Backward Classes, ST - Scheduled Tribe

GENERAL CONDITIONS:

1. All other allowances are as applicable to Central Govt. employees stationed at Lucknow.
2. Persons working in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies etc. should send their applications either through proper channel or should furnish 'No Objection Certificate' at the time of Interview/Written Test.
3. Crucial date for determining the age limit, qualifications & experience shall be the closing date for the receipt of applications from the candidates. The age limit is relaxable to candidates belonging to SC/ST/OBC/PWD category as per Central Govt. rules for which applicants have to attach the necessary certificates as prescribed by the Govt. of India.
4. Applications who are on the role of IIM, Lucknow in any manner (regular or contract basis) and fulfill the eligibility criteria will be given age relaxation upto the period they served the Institute subject to a maximum of 5 years.
5. Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for Interview/Written Test.
6. All the applications received within the due date in response to this advertisement shall be considered by a Screening Committee and ONLY the candidates recommended by the Screening Committee will be called for written test/interview. The decision of the Institute will be final and the Institute will not entertain any correspondence in this respect.
7. Preference will be given to candidates who have working experience of IIM/IIT/IISER/Central funded institutions.
8. **Selection Process for Administrative Officer/Assistant Engineer (Civil)/Finance & Accounts Officer** –The process of selection may include Interview/Written Test or both as decided by the Selection Committee.
9. **Selection Process for Assistant** – Candidate's awareness on current affairs, basic knowledge of mathematics, English language and understanding of candidate's role in an organization will be evaluated through Written Test. The question paper would be objective type containing 25 questions each on the above areas and of 90 minutes durations. Those who qualify the written test as per the merit and criteria decided by the Institute will be required to undergo for typing test on computer (minimum speed 25 wpm) of qualifying nature.
10. **Selection Process for Lower Division Clerk-** Written test will be conducted for the post to check the candidate's skill in Numerical Aptitude (basic arithmetic skill), General Intelligence, English Language (basic knowledge) and General Awareness. The question paper would be objective type containing 25 questions each on the above areas and of 90 minutes durations. Those who qualify the written test as per the merit and criteria decided by the Institute will be required to undergo for typing test (English/Hindi) on computer.
11. Campus stay is compulsory for which a suitable unfurnished accommodation will be provided in the IIM Lucknow campus as per the norms of the Institute subject to availability of the accommodation.

12. The candidates are required to pay a non-refundable application fee of Rs.500/- (five hundred only) in the form of Demand Draft in favour of “**Director, Indian Institute of Management, Lucknow**” payable at Lucknow. Application fee once paid shall not be refunded under any circumstances.
13. SC/ST/PWD/Women candidates are not required to submit the application fee.
14. Outstation candidates called for test/interview for the post of Administrative Officer/Assistant Engineer (Civil)/Finance & Accounts Officer will be reimbursed III AC to & fro railway fare for the shortest route.
15. Outstation candidates called for Written/Skill Test for the post of Assistant & LDC, who will be shortlisted for skill (typing) test after qualifying the written test will be paid to & fro Sleeper Class railway fare for the shortest route.
16. The number of posts may be increased or decreased depending upon the requirement of the Institute.
17. A candidate may apply for more than one post if he/she is eligible and desires to do so. In such cases, the candidate will have to send their applications as well as requisite Demand Draft separately for each post.
18. 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 Applicants.
19. IIM Lucknow reserves the right not to fill any or all the posts, if it desires so.
20. Candidates are advised to visit the website of IIM Lucknow (www.iiml.ac.in) regularly for any updates, amendments, corrigendum. It will be placed on the Institute website only.
21. **Canvassing in any form will be a disqualification.**
22. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.

HOW TO APPLY:

Interested and eligible candidates should submit their application in the prescribed Application Form available in the Institute’s website (www.iiml.ac.in) along with self-attested photocopies of certificates relating to educational qualifications, experience etc. and a recent passport size photograph affixed on the application. Prescribed Application Form duly filled-in should reach to the undersigned on or before **19th March, 2018 (05 PM)**. The envelope containing the application should be clearly superscribed the post applied for..... in bold. **Candidates are also required to submit brief details (on line) by clicking [HERE](#).**

**Officer on Special Duty
Indian Institute of Management
Prabandh Nagar, IIM Road
Lucknow 226 013**



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

APPLICATION FORM

POST APPLIED FOR

Advertisement No. IIML/Rectt-01/2018

February 16, 2018

1. NAME _____

2. FATHER'S/ HUSBAND'S NAME _____

3. PERMANENT ADDRESS _____

TELEPHONE NO. _____

4. ADDRESS FOR COMMUNICATION _____

TELEPHONE NO. _____

E-MAIL _____

5. DATE OF BIRTH _____ SEX : MALE / FEMALE

AGE AS ON LAST DATE OF APPLICATION ___ YEARS ___ MONTHS ___ DAYS

6. A. CASTE _____ SUB-CASTE _____

B. WHETHER BELONGS TO GEN./SC/ST/OBC/EX-SERVICEMEN _____

C. WHETHER PHYSICALLY HANDICAPPED: YES/NO, IF YES, PLEASE SPECIFY VH/HH/OH.....

(attach the documentary proof, if belongs to SC/ST/OBC/PH categories)

7. IDENTIFICATION MARKS _____

8. NATIONALITY _____

9. GENERAL CONDITION OF HEALTH NORMAL/ HANDICAPPED (SPECIFY DETAILS) _____

HEIGHT _____ WEIGHT _____ BLOOD GROUP _____

10. MARITAL STATUS: MARRIED / UNMARRIED OTHER (SPECIFY) _____

PASTE RECENT PASSPORT SIZE PHOTOGRAPH HERE

14. TOTAL EXPERIENCE : YEAR (S) _____ MONTH (S) _____

(Work Experience in chronological order, starting with the first job:- Attested copy of proof of each experience to be attached)

| Name & Address of Employer | Post held | Scale of pay & GP | Period of service | | | | Nature of work & level of responsibilities (please attach separate sheet, if needed) |
|----------------------------|-----------|-------------------|-------------------|----|------------------|-------|--|
| | | | From | To | Total experience | | |
| | | | | | Year | Month | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |

15. Present Basic Pay : Rs. _____

16. Referees: Name , Designation, addresses, contact numbers and email IDs of two referees: (Referees should not be related to the candidate)

| Referee-1 | Referee-2 |
|--------------------|--------------------|
| Name..... | Name..... |
| Designation..... | Designation..... |
| Address..... | Address..... |
| | |
| Pin Code | Pin Code |
| Phone/Mobile | Phone/Mobile |
| Email..... | Email..... |

17) ANY OTHER RELEVANT INFORMMATION

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18) Details of Demand Draft Amount : Rs.....

Demand Draft No.

Drawn on (Name of Bank)

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If at any time it is found that I have concealed any information or have given any incorrect data, my candidature/appointment, may be cancelled/terminated, without any notice or compensation.

DATE : _____

SIGNATURE _____

NAME _____

(For use of the forwarding office)

(For candidates who are working under Govt./PSU/Autonomous Institutions etc.)

(i) Certified that Shri/Smt./Kum_____ is working in this institution/organization_____ (Office/ Department), which is a Central Govt./State Govt./Autonomous body of Central/ State Govt./PSU/Private Organization on Regular/Temporary/adhoc basis since_____ and that entries made /particulars furnished by him/her have been checked and verified and found correct as per office records.

(ii) It is also certified that there is no vigilance/disciplinary case pending or being contemplated against him/her and his/her integrity is beyond doubt.

Signature

Date..... Name of the forwarding officer

Place..... Designation

Office Stamp (seal)