



**भारतीय प्रबन्ध संस्थान लखनऊ**  
**INDIAN INSTITUTE OF MANAGEMENT**  
Prabandh Nagar, IIM Road, Lucknow-226013 (U.P.)  
Website: [www.iiml.ac.in](http://www.iiml.ac.in)

Advt. No. IIML/Rectt-05C/2024  
June 12, 2024

**ADVERTISEMENT FOR THE CONTRACTUAL POSITION**

Indian Institute of Management Lucknow invites applications from interested and eligible candidates for the following contractual position of Programme Assistant in MDP office for a period of one year, extendable up to further two years on yearly basis, subject to satisfactory performance of the incumbent & need of the Institute.

<b>Name of Position &amp; Emoluments</b>	<b>Eligibility Criteria &amp; Job Requirement</b>
<p><b>Programme Assistant</b> - 02 posts (1 UR, 1 OBC)</p> <p><b>Monthly Emoluments:</b> Experience between 3-5 years, the emoluments between range of Rs. 30,000/- to Rs. 40,000/- (all inclusive).</p> <p><i>Emoluments will be as per candidate's experience and relevance to Job as found during the selection process.</i></p> <p><b>Age-</b> Not exceeding 35 years (to be reckoned as on last date for receipt of application i.e. 26.06.2024)</p>	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"><li>i. Post-Graduation with at least 60% marks or equivalent from a recognized University/ Institution of repute and consistently good in other academic records.</li><li>ii. Preference will be given to the candidates possessing B. Tech or MBA or BCA/MCA fulfilling other essential qualifications.</li></ol> <p><b>Experience:</b> At least 3 years of relevant experience of working in the Higher Education sector. Experience in Customer/ client centric assignment in previous job/s.</p> <p><b>Desirable Qualifications:</b></p> <ol style="list-style-type: none"><li>iii. Knowledge of MS –Office and other computer-related tasks</li><li>iv. Candidate should have experience in marketing of Education programmes or professional services to clients or education programme execution.</li><li>v. Exposure to digital marketing &amp; social media will be preferred</li><li>vi. Preferred medium of education – English</li></ol> <p><b>Other Requirements:</b> Excellent written and oral communication skills (preferred in English). Telephone mannerisms to deal with Client and learners, good attention to details, confident and self-motivated friendly personality.</p>

## JOB DESCRIPTION

- Communication and coordination with Clients, learners and Faculty
- Follow the SOP guidelines in Programme Coordination
- Proactive approach to resolve queries and provide solutions
- Keep up with the Programme information to be able to answer calls and learner/ client queries
- Data collation and ability to use Google tools and Applications for day-to-day work etc.

### GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis initially for a period of 1 year, extendable up to 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.
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 cancellation of their candidature.
5. The number of posts may be increase or decrease as per need of the Institute.
6. No rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
7. Crucial date for determining the age limit shall be the closing date for the receipt of applications i.e. 26.06.2024.
8. **Selection Process**-The process of selection may include Written/Skill Test/Interview.
9. The selection process may be conducted in online mode (through Zoom, Google meet etc.). Candidates are advised to mandatorily mention their active email ID in application form.
10. The reservation for SC/ST, OBC and Persons with Disabilities will be applicable as per Government of India rules.
11. 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).
12. 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, as it will be placed on the Institute website only.
13. The panel of selected waitlisted candidates will be kept, which shall be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.

14. The above positions are of purely contractual in nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
15. No TA/DA or any other incidental expenses will be reimbursed to the candidates for attending the Written/Skill Test/Interview.
16. The Institute also reserves the right not to fill the post (s), if it so desires.
17. No interim correspondence will be entertained or replied to.
18. Canvassing in any form will be a disqualification.
19. 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 link given below on or before **26.06.2024 (5:00 pm)**:

Link- <https://forms.gle/v2njqmbd2jZSqK1r8>

**No any other mode of application will be entertained.**

**Chief Administrative Officer**