IIM LUCKNOW ENTERPRISE INCUBATION CENTRE (IIML EIC)
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Noida Campus at B1, Institutional Area, Sector 62, Noida- 201307

IIML EIC is hosted by IIM Lucknow, supported by NSTEBD, DST, Government of India, and the Uttar Pradesh Government

VACANCY
NOTIFICATION

Subject: Recruitment for the position of Project Manager on contract for Women's Entrepreneurship Programme at IIML EIC

IIML- EIC invites applications from interested and eligible candidates for the selection of **three positions (03)** of **Project Manager** on contract for a period of 1 year, which may be considered further for extensions as per the project requirement & satisfactory industrial performance, and policy of the IIML EIC.

We're seeking a dynamic and organized Programme Manager (02 at Noida & 01 at Noida/Lucknow) for the execution of the women's entrepreneurship programme. The role involves travel between IIMLucknow (Lucknow & Noida Camus) for the smooth coordination of the programme. The role involves end-to-end coordination with participants, participant engagement, and program administration.

Job Description & Key Responsibilities:

- Assist Programme Lead in planning and execution of program cohorts;
- Coordinating & monitoring the training programme, participants' progress, and record keeping;
- Organizing & Coordinating expert sessions for cohort-based programs;
- Manage end-to-end communication with the participants of each cohort;
- Support reporting, documentation, and feedback analysis;
- Coordinate on ground logistics required for the cohorts and coordinate with the administration department for smooth logistic arrangements;
- Strong project management and documentation skills.

Skills & Knowledge Requirements:

- B Tech/ MBA/PGDM from a reputed institute with 5-8years of working experience.
- Minimum of 3+ years' experience in incubation, the startup ecosystem, capacity building, project management, and startup investment processes;

- Designing & execution of various startup programs in the past;
- Strong programme management role;
- Strong attention to detail, excellent communication, and collaboration skills;
- Ability to manage multiple projects and meet deadlines.

Compensation:

The consolidated remuneration will be in the scale between Rs. 6.00 Lacs to Rs. 9.00 Lacs (all-inclusive) with a break-up available with the incubator as per IIML EIC's policy.

GENERAL CONDITIONS

- Submit your application as per the link: Click Here
- The last date of submitting the online application is 04 May 2025, before 5:30 PM
- All the received applications for the said post will be shortlisted, and only the shortlisted candidates will be invited through e-mail to appear in the interview on the scheduled date and time.
- The candidates have to produce their biodata along with a set of photocopies in support of their educational qualifications, experience, etc., at the time of the interviews. They should also bring all testimonials in their original form for verification purposes.
- There will be multiple rounds of interviews as deemed appropriate by the management.
- No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
- Initial appointment will be for 1 year on contract, renewable further, subject to project requirement & satisfactory industrial performance of the incumbent and the need of the IIML-EIC.
- The compensation will be decided depending on qualification, experience, last drawn salary, and relevant factors.
- Candidates are advised to visit the website of IIM Lucknow (www.iiml.ac.in)/ (www.iimlincubator.com) regularly for updation, amendments, and corrigenda (if any). It will be placed on the Institute website only.
- IIML-EIC reserves the right not to fill the above position if it desires so.
- Canvassing in any form will be a disqualification.

MD, IIML- EIC
Indian Institute of Management- Noida Campus B-1, Institutional Area,
Sector-62, Noida