



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/2025/115
July 04, 2025

ADVERTISEMENT FOR CONTRACTUAL POSITION

Indian Institute of Management Lucknow Noida Campus invites applications from interested and eligible candidates for following position purely on contract basis for a period of nine-months (09). The details are as under:

S.N.	Name of Position & Emoluments	Job Requirement
1.	<p>Academic Outreach Coordinator- PGPSM Program outreach activities 01 Post</p> <p>Monthly Emoluments: Between Rs. 25,000/- to Rs. 40,000/- per month (all inclusive)</p> <p>Age - Not exceeding 40 years (to be reckoned as on the last date of receipt of applications)</p>	<p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none">➤ Assist in planning and executing academic outreach activities➤ Support the preparation of newsletters, brochures, and outreach materials and digital content.➤ Liaise with corporate contacts, and sustainability organizations for events and collaboration opportunities.➤ Contribute to social media and online visibility efforts by drafting content and tracking engagement.➤ Stay updated with trends in sustainability, education outreach, and engagement strategies. <p><u>Eligibility Criteria / Desired Qualification:</u></p> <ul style="list-style-type: none">➤ Graduate in management, communication, sustainability, or related fields. <p><u>Skills:</u></p> <ul style="list-style-type: none">➤ Excellent communication skills (Written and verbal)➤ Strong interest in sustainability and academic program outreach.➤ Familiarity with social media platform and basis graphic design tools (Canva, Photoshop, etc.)➤ Knowledge of content writing, newsletter development, and web updates.➤ Ability to work independently and manage multiple tasks. <p><u>Experience:</u></p>

		<ul style="list-style-type: none"> ➤ Prior experience in corporate engagement, digital marketing, or outreach roles. ➤ Event coordination or volunteer work in educational or sustainability-related activities.
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GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis a period of nine-months (09).
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 qualification and/or experience. The Institute also reserves the right not to fill the post (s), if it so desires.
3. The date of selection process/interview will be communicated 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 selection process/interview along with **one set of photocopies of these documents**. Failure to do so may result in cancellation of their candidature.
5. The Number of posts may be increased or decreased 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.
8. **Selection Process**- The process of selection will be Interview.
9. The Selection Process may be conducted in online mode (Through Zoom etc.) Candidates are required to mandatorily mention their 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) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
13. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and Institute can make appointments in future also by operating the panel within the validity period.
14. 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.
15. No TA/DA or any other incidental expenses will be reimbursed to attend the Written 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 application form on or before July 14, 2025 (5:00 PM) through the google form link given as under:

Google Form LINK: <https://forms.gle/L55icTGTkGrQT1wS9>

No other mode of application will be entertained.

HEAD ADMINISTRATION
Indian Institute of Management Lucknow Noida
Campus B-1, Institutional Area, Sector -62,
NOIDA -201307 Email: personnel_nc@iiml.ac.in