



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/2025/116
September 29, 2025

ADVERTISEMENT FOR CONTRACTUAL POSITION

Indian Institute of Management Lucknow Noida Campus invites applications from interested and eligible candidates for following positions purely on contract basis initially for a period of one-year, extendable up to further two years, subject to satisfactory performance of the incumbent and need of the Institute. The details are as under:

S.N.	Name of Position & Emoluments	Eligibility Criteria & Job Requirement
1.	Manager - Facility 01 Post (UR) Monthly Emoluments: Between Rs. 60,000/- to Rs. 70,000/- per month (all inclusive) Age- Not exceeding 45 years (to be reckoned as on the last date of receipt of applications)	<u>QUALIFICATION & EXPERIENCE:</u> <ul style="list-style-type: none">➤ Post Graduate from a recognized University/ Institute of repute with 50% marks or equivalent CGPA.➤ Experience of at least 08 years in Administration.➤ Prior experience in IIMs/IITs is preferred.➤ Candidate should have experience in Estate & Facility Management and all support services.➤ Candidate should have comprehensive letter writing skills and document management. Proficiency in English & Hindi typing along with Computer proficiency (MS Office, MS Excel, MS Power Point & other Computer Skills) is required.
2.	Office Attendant (Classroom Management) 01 Post (Reserved for SC) Monthly Emoluments: Between Rs. 25,000/- to Rs. 30,000/- per month (all inclusive) Age- Not exceeding 35 years (to be reckoned as on the last date of receipt of applications)	<u>QUALIFICATION & EXPERIENCE:</u> <ul style="list-style-type: none">➤ Graduate from a recognized University/ Institute.➤ Experience of at least 03 years in administrative departments or in an academic institute.➤ Candidate should have working knowledge of English & Hindi typing and basic Computer Skills required.

GENERAL CONDITIONS:

1. The candidate selected for these positions will be engaged on contract basis initially for a period of one-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 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 reservation for SC/ST, OBC and Persons with disabilities will be applicable as per Government of India rules.
10. 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).
11. 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.
12. 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.
13. 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.
14. No TA/DA or any other incidental expenses will be reimbursed to attend the Written Test / Interview.
15. The Institute also reserves the right not to fill the post (s), if it so desires.
16. No interim correspondence will be entertained or replied to.
17. Canvassing in any form will be a disqualification.
18. 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 October 13, 2025 (5:00 PM) through the google form link given as under:

Google Form LINK: <https://forms.gle/34QL1wY9mm4dwPFv7>

No other mode of application will be entertained.

HEAD ADMINISTRATION
Indian Institute of Management
Lucknow Noida Campus B-1,
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