



IIM Lucknow Enterprise Incubation Centre INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

NOIDA Campus @B1, Institutional Area, Sector 62, NOIDA- 201307

VACANCY NOTIFICATION

(CALL FOR APPLICATIONS)

Subject – Recruitment for the position of Assistant Manager-IT cum Admin for IIML- EIC:

IIML-EIC is hosted by IIM Lucknow supported by NSTEBD, DST, GOI and UP Government.

IIML- EIC invites applications from the interested and eligible candidates for the selection of one position of Assistant Manager- IT cum Admin. The vacancy is proposed to be filled-up purely on consultant role (contract basis) initially for a period of 1 year, which may be considered further for extension basis the performance and need every year.

The details are as follows-

Post- Assistant Manager-IT cum Admin

The candidate should possess a strong understanding and hands-on experience in managing and maintaining an organization's IT infrastructure to ensure seamless connectivity, robust security, and operational efficiency. The role entails responsibility for network configuration, troubleshooting, system administration, and user support.

Job Description & Key Responsibilities

- Configure, maintain, and troubleshoot network and security devices including core and spine switches, routers, VPN gateways, firewalls, and load balancers (preferably Cisco); manage domain controllers, plan IT downtimes, and operate IP-based video conferencing systems such as Polycom and Cisco.
- Provide first-level technical support to users both onsite and remotely by troubleshooting and resolving issues related to networks, devices, applications, and operating systems, ensuring all IT resources and computing facilities remain in optimal working condition.
- Manage IT inventory and asset lifecycle while implementing and monitoring security mechanisms, backup policies, and access controls to ensure continuous compliance with organizational IT security protocols and best practices.
- Facilitate purchase requirements, administrative procedures and manage inventory as required, while supporting team in vendor management, issuing purchase orders, and acknowledging receipts of goods & services followed by timely approvals to accounts team
- Manage day-to-day operations of the office, ensuring smooth functioning of all departments.
- Provide administrative and operations support for any other activities of the Incubator
- Plan and execute events for the incubators while maintaining records of all expenditure.

Skills & Knowledge Requirements:

- Bachelor's in relevant engineering field with minimum 3 years of experience or diploma in relevant engineering field with minimum 5 years of hands-on experience in configuring, maintaining, and troubleshooting network devices such as Core & Spine switch, routers, VPN gateways (knowledge on products such as cisco hardware)
- Strong experience in managing network hardware, IT & infrastructural operations

Compensation:

The consolidated remuneration will be in the scale between INR 30,000-40,000/Month (all-inclusive) with a break-up available with the incubator as per IIML EIC's policy.

General Conditions

- Submit your application using the below link:
 - LINK: [CLICK HERE](#)
- Last date of submitting online application is 14th November, 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 bio-data 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 testimonial in original for verification purpose.
- 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 satisfactory performance of the incumbent and need of the IIML-EIC.
- The compensation will be decided out 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 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