



भारतीय प्रबन्ध संस्थान लखनऊ  
प्रबन्ध नगर, आईआईएम रोड, लखनऊ-226 013 (उ.प्र.) भारत

**Indian Institute of Management Lucknow**  
Prabandh Nagar, IIM Road, Lucknow-226 013 (U.P.) India

विज्ञापन संख्या- आईआईएमएल/भर्ती-08सी/2024  
Advt. No. IIML/Rectt.-08C/2024  
02 सितम्बर 2024 / September 02, 2024

## **ADVERTISEMENT FOR THE CONTRACTUAL POSITIONS**

Indian Institute of Management Lucknow (IIML), an autonomous institution under the Ministry of Education, Govt. of India, invites applications from interested and eligible candidates for following contractual positions for its IIM Lucknow campus initially for a period of one-year, extendable on year-to-year basis for further two years, subject to satisfactory performance of the incumbent & need of the Institute.

The details are as under: -

S. N.	Name of Position & Emoluments	Eligibility Criteria & Job Requirement
1	<p><b>Manager-Client Relations</b> - 01 position</p> <p><b>Monthly Consolidated Emoluments:</b> Rs. 50,000 and negotiable in case of exceptionally deserving candidate(s).</p> <p><i>(Compensation 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)</p>	<p><b><u>ESSENTIAL QUALIFICATIONS:</u></b> Graduation/Post-Graduation with at least 60% marks or its equivalent from a recognized University / Institute of repute and consistently good in other academic records.</p> <p>Knowledge of MS Office and other computer related tasks.</p> <p><b><u>EXPERIENCE:</u></b> At least 5 years of relevant working experience in the Higher Education Sector or a relevant Services Sector. Candidate should have exposure in Customer/Client centric assignments in previous job/s.</p> <p><b><u>DESIRABLE QUALIFICATIONS:</u></b></p> <ol style="list-style-type: none"><li>Preference will be given to candidates possessing B. Tech or MBA or BCA/MCA</li><li>Experience of marketing of Education Programmes or professional services to clients or education programme execution will be an advantage.</li><li>Preference will be given to the candidates, who has a ability to communicate effectively with domestic &amp; overseas clients.</li><li>Exposure to digital marketing &amp; social media will be preferred.</li></ol> <p><b><u>ESSENTIAL REQUIREMENT:</u></b></p> <ul style="list-style-type: none"><li>Excellent communication skills.</li><li>Proficient in handling Corporate and Public Sector representatives.</li><li>Written and oral communication skills (preferred in English). Proficiency in client interaction.</li><li>An excellent communicator, who be able to comprehend client needs and explain Program highlights to interested learners and organization representatives.</li><li>Relevant Experience in the Education sector or related domain in business development and client service.</li><li>Experience in drafting proposal for corporate clients and Government tenders.</li></ul>

		<ul style="list-style-type: none"> <li>• A customer-oriented approach.</li> </ul> <p><b><u>JOB DESCRIPTION:</u></b></p> <ul style="list-style-type: none"> <li>- Responsible for the Business Development of Open and Customized MDPs, FDP and other sponsored programs through corporate tie-ups.</li> <li>- Building long term relations with Clients.</li> <li>- The candidate should be equipped with the ability to generate leads and identify new business opportunities through existing and new clientele of the Institute.</li> <li>- Build a robust database of prospective clients by reaching out to L&amp;D professionals.</li> <li>- To communicate and coordinate with the concerned stakeholders with Clients, learners and Faculty.</li> <li>- Proactive approach to resolve queries and provide solutions.</li> <li>- Regular update on contemporary offerings in the programme areas.</li> <li>- Data collation and ability to use Google tools and Applications for day-to-day work.</li> <li>- Work out an annual Marketing Plan for program promotion.</li> </ul>
2	<p><b>Business Development Executive - 01 position</b></p> <p><b>Monthly Consolidated Emoluments:</b> Rs. 40,000/-</p> <p><b>Age:</b> Not exceeding 35 years (to be reckoned as on last date for receipt of application)</p>	<p><b><u>ESSENTIAL QUALIFICATIONS:</u></b> Graduation/Post-Graduation with at least 60% marks or its equivalent from a recognized University / Institute of repute and consistently good in other academic records.</p> <p>Knowledge of MS Office and other computer related tasks especially skilled at operating Microsoft Excel.</p> <p><b><u>EXPERIENCE:</u></b> At least 3 years of relevant working experience in higher education sector or a relevant services sector. Candidate should have exposure in Customer/Client centric assignments in previous job/s.</p> <p><b><u>DESIRABLE QUALIFICATIONS:</u></b></p> <ol style="list-style-type: none"> <li>Preference will be given to candidates possessing B. Tech or MBA or BCA/MCA.</li> <li>Experience of marketing of Education Programmes or professional services to clients or education programme execution will be an advantage.</li> <li>Exposure to digital marketing &amp; social media will be preferred.</li> </ol> <p><b><u>ESSENTIAL REQUIREMENTS:</u></b> Excellent communication skills. Proficient in handling Corporate and Public Sector representatives.</p> <p>Written and oral communication skills (preferred in English). Telephone mannerisms to deal with Clients i.e. HR Heads &amp; Learning Development Heads of Organizations. Ability to Coordinate with working professionals, good attention to details, confident and self-motivated friendly personality.</p> <p>Must be able to comprehend and explain Program highlights to interested learners and organization representatives.</p>

		<p><b><u>JOB DESCRIPTION:</u></b></p> <ul style="list-style-type: none"> <li>- Scout for potential clients for the Open and Customized programmes offered by the Institute. Making outbound calls and identify opportunities to propose Programmes.</li> <li>- Upselling and Cross-selling of Programmes and maintaining record of the same.</li> <li>- The candidate should be equipped with the ability to generate leads and identify new business opportunities through existing and new clientele of the Institute.</li> <li>- To communicate and coordinate with the concerned stakeholders with Clients, learners and Faculty.</li> <li>- Proactive approach to resolve queries and provide solutions.</li> <li>- Regular update on contemporary offering in the programme areas.</li> <li>- Data collation and ability to use Google tools and Applications for day-to-day work.</li> </ul>
3	<p><b>Programme Assistant - 01</b> position (reserved for OBC)</p> <p><b>Monthly Consolidated Emoluments:</b> Rs. 30,000/-</p> <p><b>Age:</b> Not exceeding 30 years (to be reckoned as on last date for receipt of application)</p>	<p><b><u>ESSENTIAL QUALIFICATIONS:</u></b> Graduation/Post-Graduation with at least 60% marks or its equivalent from a recognized University / Institute of repute and consistently good in other academic records.</p> <p>The candidate should be proficient in MS Office and other computer related tasks, especially on MS Excel.</p> <p><b><u>EXPERIENCE:</u></b> At least 2 years of relevant working experience in the Higher Education sector/similar services. The candidate should have exposure in Customer/Client centric assignments in previous job/s.</p> <p><b><u>DESIRABLE QUALIFICATIONS:</u></b></p> <ul style="list-style-type: none"> <li>i) Preference will be given to candidates possessing B. Tech or MBA or BCA/MCA.</li> <li>ii) Candidate should have experience in marketing of Education Programmes or professional services to clients or education programme execution.</li> <li>iii) Exposure to digital marketing &amp; social media will be preferred.</li> </ul> <p><b><u>OTHER REQUIREMENTS:</u></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> <p><b><u>JOB DESCRIPTION:</u></b></p> <ul style="list-style-type: none"> <li>- Communication and coordination with Clients (Public and Private sector working professionals) and Faculty.</li> <li>- Follow the Standard Operating Procedures and guidelines in Programme Coordination.</li> <li>- Proactive approach to resolve queries and provide solutions.</li> <li>- Keep up with the Programme information to be able to answer calls and learner/client queries.</li> <li>- Data collation and ability to use Google tools and Applications for day-to-day work.</li> </ul>

**GENERAL CONDITIONS:**

1. The selected candidate(s) will be engaged on contract basis initially for a period of one-year, extendable on year-to-year basis for further two years, subject to satisfactory performance of the incumbent(s) & need of the Institute.

2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
3. The date for the Interview will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their email 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 the 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](http://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 the Competent Authority and the Institute can make appointments in the 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 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 **September 16, 2024 (5:00 PM)** through the Google Form link given as under: -

Link - <https://forms.gle/2cB5VvmckosdcWky5>

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

Sd/  
**Chief Administrative Officer**