



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

Advt. No. IIML/Rectt-1C/2025

January 24, 2025

ADVERTISEMENT FOR THE CONTRACTUAL POSITIONS IN ALUMNI AFFAIRS OFFICE

Indian Institute of Management Lucknow (IIML), an autonomous institution under the Ministry of Education, Govt. of India, seeks a proactive and dynamic individual for the role of General Manager / Senior Manager-Alumni Affairs, who will be responsible for fostering a robust and active alumni network and facilitating the functioning of the Alumni Affairs Office. The position is purely contractual in nature, initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbent & need of the Institute.

The details of the positions are as under: -

S. N.	Name of Position & Emoluments	Eligibility Criteria & Job Requirement
1	General Manager (Alumni Affairs) Monthly Consolidated Emoluments: Rs.1,00,000 - 1,20,000/- (all inclusive) Age Limit: 62 years	<u>QUALIFICATIONS & EXPERIENCE:</u> <ul style="list-style-type: none">• The candidate should be a Postgraduate, preferably an MBA from a reputed Institute, with at least 10 years of experience, of which at least five years should have been in a Senior Managerial position, preferably related to the alumni relations domain.• Excellent written and spoken communication.• Demonstrated skills of social media savviness.• Proven track record of strong interpersonal and managerial skills. Familiarity with events planning and management is a plus.• Excellent Microsoft Office Knowledge (Outlook, Word, PowerPoint and Excel) and IT skill would be a plus.
2	Senior Manager (Alumni Affairs) Monthly Consolidated Emoluments: Rs. 80,000 - 90,000/- (all inclusive) Age Limit: 62 years	<u>QUALIFICATIONS & EXPERIENCE:</u> <ul style="list-style-type: none">• The candidate should be a Graduate from a reputed Institute, with at least 7 years of experience, of which at least two years should have been in a Senior Managerial position, preferably related to the alumni relations domain. Postgraduation (MBA) would be an added advantage.• Excellent written and spoken communication.• Demonstrated skills of social media savviness.• Proven track record of strong interpersonal and managerial skills. Familiarity with events planning and management is a plus.• Excellent Microsoft Office Knowledge (Outlook, Word, PowerPoint and Excel) and IT skill would be a plus.

- ❖ Only one position either General Manager OR Senior Manager, Alumni Affairs will be filled, subject to the suitability of the candidate.
- ❖ The emoluments and position would be fixed based on the candidate's qualifications and suitable experience.
- ❖ An individual can apply for only one of the posts.

KEY RESPONSIBILITIES:

This job requires the development and execution of strategies that engage alumni in meaningful ways, building enduring relationships with alumni across the globe. To succeed in this role, the applicant must be passionate, self-motivated, and possess strong leadership skills.

Key responsibilities are as follows but not limited to-

- Developing and maintain alumni relations by ensuring effective communication.
- Administering the day-to-day functioning of the alumni office.
- Maintaining and updating alumni databases.
- Maintaining and establishing alumni network in India and abroad.
- Conducting alumni meets, reunions, panel discussions, seminars and workshops.
- Developing and maintaining effective communication channels to engage alumni and students.
- Preparing the annual budget, reports and other relevant documentation.
- Any other task(s) assigned by the Institute.

GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis initially for a period of one-year, extendable on year-to-year basis for further three 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 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 above position is purely contractual in nature and thus candidate(s) will have no right to claim any regularization / absorption etc. in the Institute.
4. 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.
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**- Brief Presentation followed by Personal Interview.
9. Depending upon the number of applications, the selection process will be conducted either online or offline. Candidates are required to mandatorily mention their email ID in application form, as the communication will be done through email only.
10. 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.
11. The reservation for SC/ST, OBC and Persons with Disabilities will be applicable as per Government of India rules.

12. 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).
13. 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.
14. The panel of recommended 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.
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 **February 10, 2025 (5:00 pm)** through the Google Form link given as under: -

Link - <https://forms.gle/whhs7ZH3LwsJHQWZA>

No any other mode for receipt of applications will be entertained.

**Sd/
Chief Administrative Officer**