



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

Advertisement No.: IIML/Rectt.-7C/2026

Date: 14.08.2026

Advertisement for the post of Junior Manager (Content Writer & Website Coordinator) on contract basis

Indian Institute of Management Lucknow (IIML), an Institute of National Importance and an autonomous Institution under the Ministry of Education, Government of India, invites applications from highly motivated, proactive, and dynamic professionals for the post of Junior Manager (Content Writer & Website Coordinator). 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 incumbents and need of the Institute. Other details are given as under:

S. N.	Post & Emoluments	Eligibility Criteria
1.	Junior Manager (Content Writer & Website Coordinator) - 01 Post Monthly Consolidated Emoluments: ₹ 60,000/- + HRA fixed ₹ 7,080/- Total = ₹ 67,080/- Age Limit: 40 years	Essential Qualification: • Minimum Post-graduation with at least 60% marks or its equivalent in regular mode from a recognized University/Institute of repute. • Proficiency and knowledge of AI based design tools such as Canva, Adobe photoshop and similar software. Experience: • At least 02 (Two) years of relevant experience as mentioned in the job description given below. Desirable Qualification & Skills: • Experience in roles involving the design, development, and promotion of executive education programs, learning and development (L&D) initiatives, or related professional services. • Excellent verbal and written communication skills, the ability to call, connect and engage in meaningful conversations, and build rapport with potential clients. Engage with potential customers to understand their requirements and effectively translate them into tailored proposals using PowerPoint presentations that align with their expectations. Excellent analytical, time management skills and advanced computer literacy to manage content workflows and digital platforms efficiently. Additional knowledge through short-term courses in Digital and Social Media Marketing will be an advantage.

		• Experience in managing programmes in IIMs/IITs or any Institute of National Importance. JOB DESCRIPTION / KEY RESPONSIBILITIES: • Proficiency and experience in AI-based design tools such as Canva, Adobe Photoshop and similar software. • Lead the conceptualization, design, and production of a variety of promotional materials for government and private sector programmes, including brochures, flyers, posters, branding assets, PowerPoint decks, and the annual MDP programme calendar. • Create marketing & collaterals and content for Executive Education Programmes. • Create content for IIM Lucknow's Executive Education web page and other Social Media handles such as LinkedIn, Facebook, Twitter, YouTube and Blogs. • Develop and maintain dynamic, high-quality website content in alignment with the strategic and branding goals of the Executive Education department. • Conceptualize and organize events such as Webinars & seminars through interaction with the Executive Alumni, community of IIM Lucknow for the hosting of events. • Promote the above-mentioned events through social media posts. • Update and engage event-related information through posts. • Oversee day-to-day content planning, posting, and performance monitoring of the MDP–Executive Education social media pages to strengthen online visibility and outreach. • Undertake consistent and strategic content posting and collaborate with Advertising agency to amplify reach by posting MDP creatives on the Institute's main LinkedIn page for broader visibility.
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GENERAL CONDITIONS:

1. Only Indian citizens are eligible to apply.
2. Once the application is finally submitted through the Google Form, no request for modification or correction shall be entertained.
3. The selected candidate will be engaged on contract basis initially for a period of one-year, extendable on year-to-year basis upto three years, subject to satisfactory performance of the incumbent & need of the Institute.

4. 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.
5. The Institute strives to promote gender balance and encourages applications from women candidates.
6. Normal working hours for the contractual positions will be from 0900 to 1730 hrs for 5 days in a week. Working hours are subject to change, as per need of the Institute. However, in exigencies of the work, the incumbent may be required to work beyond office hours and/or on holidays. No extra allowance or remuneration for such work is admissible.
7. HRA shall not be admissible, if provided with campus accommodation, subject to availability and other terms & conditions.
8. Preference may be given to the Agniveer applicants, subject to fulfilling the prescribed qualifications & experience.
9. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written Test / Skill Test/ Interview. The Institute reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a reasonable number based on higher qualifications and/or experience.
10. Candidates are required to mandatorily provide a valid and active email ID in the application form, as all communications related to the selection process will be made exclusively through email.
11. The date for the selection process will be communicated later **ONLY** to the shortlisted candidates **through email**. The candidates are advised to check their email regularly.
12. The Institute shall not be responsible for any delay or non-receipt of communication due to incorrect or inactive email ID provided by the candidate.
13. No rounding off of percentage (%) is allowed. Candidates are required to fill their exact percentage of marks while filling online application form.
14. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
15. The age limit is relaxable to candidates belonging to SC/ST/OBC/PwBD category as per Central Government rules for which applicants have to attach the necessary certificate(s) as prescribed by the Government of India.
16. **Selection Process-** Personal Interview and/or Skill test.
17. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational/professional qualifications, work experience, age, caste etc. for verification purposes at the time of the final selection process. Failure to do so may result in the cancellation of their candidature.
18. 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).
19. 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.
20. 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.
21. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
22. The number of posts may be increased or decreased as per need of the Institute.
23. The Institute reserves the right to modify, amend, or cancel the recruitment process, in part or in full, at any stage without assigning any reason. The Institute also reserves the right not to fill any or all of the advertised posts, as it may deem fit.

24. No interim correspondence will be entertained or replied to.
25. Canvassing in any form will be a disqualification.
26. Legal disputes, if any will be restricted within the jurisdiction of Lucknow only.

HOW TO APPLY

1. Interested and eligible candidates may submit their application form on or before **30-08-2026** through the Google Form Link- <https://forms.gle/Njmmv8stzkFhmuBGA>
2. No other mode for receipt of applications will be entertained. The Institute shall not be responsible for incomplete submissions or technical issues at the candidate's end.
3. In case of any technical issues, applicants may contact on 0522-6696940 during office hours (09:00 AM to 05:30 PM) on any working day.