



INDIAN INSTITUTE OF MANAGEMENT

Prabandh Nagar, IIM Road, Lucknow-226013 (U.P.)

Website: www.iiml.ac.in

Advt. No. IIML/Rectt-12C/2023

December 8, 2023

ADVERTISEMENT FOR THE CONTRACTUAL POSITIONS

Indian Institute of Management Lucknow invites applications from interested and eligible candidates for the following position purely 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.

The details are as under: -

Name of Position & Emoluments	Eligibility Criteria & Job Requirement
Assistant (Taxation) - 1 position Monthly Emolument between Rs. 25,000/-to Rs.35,000/- (all inclusive) Age- Not exceeding 35 years	<u>Essential Qualifications:</u> i) Graduation in Commerce with at least 50% marks from a recognized University/Institute of repute and CA-Inter/CMA-Inter. ii) Knowledge of MS office and other computer related tasks. iii) Candidate should have good experience of handling of GST related work (Reconciliation/ Return Filing etc.). He/ She should be able to handle all GST compliances <u>Experience:</u> 1 year of relevant work experience; <u>Desirable Qualifications:</u> Preference will be given to candidates possessing Postgraduate Degree from a recognized University/Institute of repute.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of one year, extendable upto 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 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 qualifications and/or experience.
3. The date for Written Test / Interview will be communicated later 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 Written Test / Interview along with one set of photocopies of these documents. Failure to do so may result in cancellation of their candidature.

5. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. **Selection Process-** The process of selection may included Written Test/Interview or Skill Test. Candidates are required to mandatorily mention their email ID in the application form.
7. The reservation for SC/ST, OBC and Persons with Disabilities will be applicable as per Government of India rules.
8. 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).
9. 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.
10. 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.
11. 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.
12. No TA/DA or any other incidental expenses will be reimbursed to attend the Written Test / Interview.
13. The Institute also reserves the right not to fill the position (s), if it desires so.
14. No interim correspondence will be entertained.
15. Canvassing in any form will be a disqualification.
16. 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 **December 29, 2023 (5:00 pm)** through the Google Form link given as under:

Link – <https://forms.gle/7d2exPyf7CEK353w6>

No other mode of application will be entertained.

Chief Administrative Officer
Indian Institute of Management
Prabandh Nagar, IIM Road
Lucknow – 226 013