



# INDIAN INSTITUTE OF MANAGEMENT

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

Website: [www.iiml.ac.in](http://www.iiml.ac.in)

Advt. No. IIML/Rectt-1C/2024

January 11, 2024

## **ADVERTISEMENT FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER ON CONTRACT BASIS**

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 the post of **Chief Administrative Officer (on contract)** initially for a period of one year, extendable for a further period of 2 years, subject to the satisfactory performance of the incumbent and need of the Institute. The contract may further be extended by two years, in case incumbent is found suitable by the duly constituted Assessment Committee, subject to maximum age limit of 65 years.

The details are as under: -

S.N.	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1.	<b>Chief Administrative Officer (CAO) - 01 post</b>  <b>Pay Level-13</b> (Rs 1,23,100-2,15,900) <i>on monthly consolidated emoluments</i>  <b>Age:</b> Below 62 years.	<p>The position of CAO calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions and primarily focuses on planning &amp; driving the Institute's administrative activities. The CAO will be assisted by various departmental heads and is required to lead and guide them in their day-to-day activities and to coordinate with the academic and administrative activities including personnel, general administration, legal, estate management, stores &amp; purchase, contract services, facilities, community welfare etc. The incumbent will also be responsible in organizing meetings of BoG/its committees, follow ups. He/She has to manage funds, drive budgets and automate processes. He /She needs to continuously interact with faculty, officers, staff, various departments &amp; students to understand their expectations.</p> <p>The CAO will report to and be responsible to the Director of the Institute and perform a set of responsibilities which facilitates, planning, directing &amp; controlling administrative activities in accordance with the rules &amp; policies of IIM Lucknow.</p> <p><b><u>ESSENTIAL QUALIFICATIONS:</u></b></p> <p>Post Graduate Degree in any discipline from a recognized University/Institute or Chartered Accountant/ Cost Accountant/ Company Secretary with good academic records.</p> <p><b><u>DESIRABLE:</u></b></p> <p>Qualification in areas of Management / Law.</p> <p><i>The appointment will be made in Pay Level-13 on monthly consolidated emoluments in case of retirees, depending upon overall performance and suitability of the candidates empaneled.</i></p>

	<p><b><u>EXPERIENCE:</u></b></p> <p>Minimum 15 years of administrative experience in a senior position preferably in Educational Institutions of higher learning, Government Organizations/Public Sector Undertakings/ Autonomous Bodies and Commercial organizations of repute.</p> <p>Applicants should have adequate grasp of financial, purchase, personnel, legal, conducting Board meetings, preparation of agenda notes and recording minutes of meetings, campus management/ development related activities and flair for serving educational institutions.</p> <p>Retired/Voluntary retired persons having sound health around 62 years of age or below may also apply, if they fulfill the eligibility criteria and are willing to work on contract basis on consolidated emoluments.</p> <p><b>The campus stay is compulsory for which Institute will provide suitable unfurnished accommodation on the campus.</b></p>
--	--

**GENERAL CONDITIONS:**

1. The selected candidate (s) will be engaged on contract basis initially for a period of 1 year, extendable further two years, subject to satisfactory performance of the incumbent & need of the Institute. The contract may further be extended by two years, in case the incumbent is found suitable by duly constituted Assessment Committee, subject to maximum age limit of 65 years.
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 further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
3. The date for 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 final selection process along with one set of photocopies of these documents.
5. Candidates already in government service should either apply through proper channel or should produce 'No Objection Certificate' from the present employer at the time of Interview, if called for the same.
6. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
7. **Selection Process-** Through Interview, which may also be conducted through online mode. Candidates are required to mandatorily mention their **email ID** in the application form.
8. The reservation for SC/ST/OBC and Persons with Disabilities will be applicable as per Government of India rules.
9. 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).

10. 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.
11. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
12. 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. The selected candidate will work six days in a week (one weekly paid-off).
13. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
- 14. The Institute also reserves the right not to fill the post, if it so desires.**
15. No interim correspondence will be entertained or replied to.
16. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
17. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
18. For any clarification / queries, candidates may contact the Principal SAO (HR) on Phone No. +91-522-6696919 or the Personnel Section on Phone No. +91-522-6696912.

#### **HOW TO APPLY**

Interested and eligible candidates should submit their application **ONLY** in the prescribed ***Application Form*** (Page- 4 to 6 of this PDF file) along with self-attested photocopies of testimonials relating to educational qualifications, experience etc. and a recent passport size photograph affixed on the application. Application should reach to the Undersigned on or before **12.02.2024 (5:30 pm)** through Speed Post / Registered Post / Courier only. The Institute will not be responsible for any postal delay. The envelope containing the applications should be clearly superscribed in bold "**Application for the post of Chief Administrative Officer**".

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

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



# INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

**POST APPLIED FOR: Chief Administrative Officer**

**ADVERTISEMENT NO. IIML/Rectt-1C/2024 dated January 11, 2024**

01	NAME		PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH
02	FATHER'S / HUSBAND'S NAME		
03	CONTACT NO.		
04	ALTERNATE CONTACT NO.		
05	EMAIL ID		
06	ALTERNATE EMAIL ID		
07	ADDRESS FOR COMMUNICATION (With Pin Code)		
08	PERMANENT ADDRESS (With Pin Code)		
09	DATE OF BIRTH & AGE AS ON 12.02.2024 (YEARS/MONTHS)	DoB: _____ & Age: _____ Years & _____ Months	
10	CATEGORY (SC / ST / OBC / PWD / UR)		
11	NATIONALITY		

**12. EDUCATIONAL QUALIFICATIONS:**

	*Name of the Examination Passed	Mode of Study i.e., Regular (full-time) / Private / Distance / Part-time etc.	Year of Passing	Division & % of Marks	Name of the Board / University	Subjects / Specialization	Enclosure No.
10 <sup>th</sup>							
12 <sup>th</sup>							
Gradua- -tion							
Post- -gradua- -tion							

Other							
Other							

*\*Mention name of degree/certificate/course*

<b>13.</b>	<b>TOTAL EXPERIENCE:</b>	<b>YEAR (S)</b>	.....	<b>MONTH (S)</b>	.....
------------	--------------------------	-----------------	-------	------------------	-------

*Work Experience in chronological order, starting with the first job*

Name of Organization with Address	Post Held & Pay Scale/Pay Level/ Monthly consolidated emoluments	Period of service			Nature of work & level of responsibilities in not more than 100 words	Enclosure No.
		From	To	Experience* (years / months)		

*\*Attach Experience certificates as per above details and latest Pay Slip Attach separate sheet, if required.*

**14. ANY OTHER RELEVANT INFORMATION:** .....  
.....  
.....  
.....

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If at any time it is found that I have concealed any information or have given any incorrect data, my candidature / appointment, may be cancelled / terminated, without any notice or compensation.

DATE : \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_