



INDIAN INSTITUTE OF MANAGEMENT

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

Website: www.iiml.ac.in

Advt. No. IIML/Rectt-11C/2019

September 19, 2019

ADVERTISEMENT FOR THE CONTRACTUAL POSITIONS OF MANAGER (CCMR OFFICE)

Indian Institute of Management Lucknow invites applications from interested and eligible candidates for the following position purely on contractual 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 Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Manager (CCMR Office)- 01 post</p> <p>Monthly Emolument Rs. 50,000/- (all inclusive)</p> <p>Age- Not exceeding 40 years</p>	<p>Essential Qualifications:</p> <ul style="list-style-type: none">i. MBA / Master's Degree in Management/ M.A. in English or its equivalent from a UGC recognised University / Institute of repute.ii. Knowledge of computer operations.iii. Should have excellent writing ability as well as effective verbal communication skills. <p>Experience:</p> <ul style="list-style-type: none">i. The applicant should have minimum of 1 year of relevant experience in handling corporate communication, public relations and marketing activities. Should be capable of establishing and maintaining effective working relationships with various external agencies, including Government organizations and Media representatives.ii. The applicant should have the capability to create and maintain positive relationships between the clients and the public often using media outlets and produce press releases and manage public events.

GENERAL CONDITIONS:

1. The selected candidate will be engaged on contract basis initially for period of 1 year, extendable upto further two years, subject to satisfactory performance & 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. The above post is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
7. No TA/DA or any other incidental expenses will be reimbursed to attend the Written Test / Interview.
8. The selected candidate may be posted either at IIM Lucknow campus or its Noida Campus as per requirement in the Institute's interest.
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 number of posts may be increased or decreased depending upon the requirement of the Institute. The Institute also reserves the right not to fill the post (s), if it desires so.
11. No interim correspondence will be entertained.
12. Canvassing in any form will be a disqualification.
13. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
14. For any query / clarification please feel free to contact Senior Administrative Officer (Rectt.) 0522-6696919 or Recruitment Section 0522-6696940.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following google-form link on or before **30th September 2019 (5:00 pm)**:

<https://forms.gle/WactgtoQHystGAei8>

No other mode of application will be entertained.

**OFFICER ON SPECIAL DUTY
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
PRABANDH NAGAR, IIM ROAD, LUCKNOW – 226 013**