



# 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-13C/2023

December 20, 2023

## Advertisement for the post of Head (Administration) on Contract

### Basis for IIML-Noida Campus, Noida

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 **Head (Administration) on contract basis for its Noida Campus, Noida** 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 found suitable by duly constituted Assessment Committee.

The details are as under: -

S. N.	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1.	<p><b>Head (Administration) - 01 post</b></p> <p><b>Monthly Consolidated Emoluments:</b> Between Rs. 90,000/- to 1,20,000/- (all inclusive)</p> <p><b>Age Limit:</b> 50 to 57 years as on last date for receipt of the application</p>	<p>The Head (Administration) should have the acumen and the stature to be the overall in-charge of all administrative activities such as Infrastructure and Estate Management, Transport, Personnel, Security, Horticulture, Sanitation, Stores &amp; Purchase, Facilities, Students Affairs and MDP Hostels etc. He will report to the Dean-Noida Campus and perform a set of assigned administrative duties &amp; responsibilities under his guidance in accordance with the set rules &amp; policies of the Institute. The incumbent needs to continuously interact with various departments, Faculty and students to understand the expectations. He/She will be assisted by Officers &amp; Staff to carry out his responsibilities.</p> <p><b><u>QUALIFICATIONS &amp; EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>• Candidates should possess a Postgraduate degree from a recognized University / Institute with a minimum of 15 years' relevant experience in the areas of administration and allied areas.</li> <li>• In case of exceptionally deserving candidates, the requirement of Post-graduate may be relaxed.</li> </ul> <p><b><u>DESIRABLE SKILLS AND ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills with ability to handle the cross functional teams with a solution oriented mindset.</li> <li>• The candidate should possess basic computer knowledge such as MS Office Tools, Email etc.</li> <li>• Good understanding of Central Government Rules, Regulations &amp; procedures.</li> <li>• Excellent communication skills - oral and written.</li> </ul> <p><i><b>The campus stay is compulsory for which an unfurnished accommodation will be provided on the campus, subject to availability of the accommodation, as per rules.</b></i></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 found suitable by duly constituted Assessment Committee.
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. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. **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.
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](http://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 the 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. The selected candidate will work six days in a week (one weekly paid-off).
12. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
13. **The Institute also reserves the right not to fill the post, if it so desires.**
14. No interim correspondence will be entertained or replied to.
15. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
16. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
17. 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 & 5 of this PDF file) along with self-attested photocopies of their 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 **January 23, 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 for the post applied for.

**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:** .....

**ADVERTISEMENT NO.** .....

01	NAME		PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH
02	FATHER'S / HUSBAND'S NAME		
03	CONTACT NO.		
04	ALTERNATE CONTACT NO.		
04	EMAIL ID		
05	ALTERNATE EMAIL ID		
05	ADDRESS FOR COMMUNICATION		
06	DATE OF BIRTH & AGE (YEARS/MONTHS)	DoB: _____ & Age: _____ years & _____ months	
07	CATEGORY (SC / ST / OBC / PWD / UR)		
08	NATIONALITY		

**09. 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
10 <sup>th</sup>	-----					
12 <sup>th</sup>						
Grada- -tion						
Post- -gradua- -tion						
Others						
Others						

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

<b>10.</b>	<b>TOTAL EXPERIENCE:</b>	<b>YEAR (S)</b>	.....	<b>MONTH (S)</b>	.....
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*Work Experience in chronological order, starting with the first job*

Name of Organization with Address	Post Held & Pay Scale/ Monthly consolidated emoluments	Period of service			Nature of work & level of responsibilities in not more than 100 words
		From	To	Experience (years / months)	

*Attach separate sheet, if required.*

**11. ANY OTHER RELEVANT INFORMATION:** .....

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**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: \_\_\_\_\_