



# 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-04C/2019

## **Advertisement for the Post of Manager (Career Development) on Contract Basis**

Indian Institute of Management Lucknow invites applications for its Noida Campus from interested and eligible candidates for one position of **Manager (Career Development)** purely on contractual basis initially for a period of one year extendable up to further two years, subject to satisfactory performance & need of the Institute. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p><b>Manager (Career Development) - 01 post</b></p> <p>Monthly emolument Rs. 50,000/- (all inclusive)</p> <p>Age- Below 40 years</p>	<p><b>Essential Qualifications:</b> A Full-time Masters / Post Graduate Degree in Management (AICTE / UGC Recognized MBA or PG Diploma in Management) with at least 50% marks throughout i.e. at post-graduate and undergraduate degrees, HSC and SSC (12<sup>th</sup> &amp; 10<sup>th</sup>) levels.</p> <p><b>Desirable Qualifications:</b> MBA with Marketing and / or HR focus / specialization.</p> <p><b>Experience details:</b> Minimum 5 years of relevant work experience. Preference will be given to the candidates having experience of Placements and Career Development Services in an educational organization of repute.</p> <p><b>Job Requirement:</b> To generate employment opportunities for students by establishing and maintaining relationships with potential recruiters of repute. To search for employment as well as experiential (e.g. summer internships) opportunities for students. Support Career Development activities through Presentations, Industry Outreach, and Student Orientation. The candidate should have strong industry networking skills and should be passionate about helping students succeed professionally. Should be willing to travel outstation.</p>

### **GENERAL CONDITIONS:**

1. The candidate selected for the position of **Manager (Career Development)** will be engaged on contract basis initially for period of 1 years, extendable upto further two years' subject to satisfactory performance & need of the Institute.
2. Interested and eligible candidates are advised to fill the brief information in the online form at: <https://forms.gle/se8hGGU2t48kDxyU6> as well as email their filled-in Application Form (in the prescribed format ONLY) to [recruitcontract@iiml.ac.in](mailto:recruitcontract@iiml.ac.in) with a subject line "**Application for the post of Manager (Career Development), Noida Campus**" on or before the last date & time. **It is mandatory** for every applicant to fill the online application form as well as send the application over email in the prescribed format. The applications received in any format other than the prescribed one and through any other means (except the online-form and email), will be summarily rejected.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written Test/ Interview.

4. The date of Written Test / Interview will be communicated later to the shortlisted candidates by email ONLY. The candidates are advised to check their emails regularly.
5. 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.
6. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
7. 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 Written Test/ Interview.
8. The above post is of contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
9. No TA/DA or any other incidental expenses will be reimbursed to attend the Written Test / Interview.
10. No interim correspondence will be entertained.
11. Canvassing in any form will be a disqualification.
12. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
13. For any other clarification / queries, candidates may contact the Career Development Office, IIML Noida Campus at Phone No. 0120-6678410.

#### **How to apply:**

Interested and eligible candidates have to download the Application Form ( Page-3 & 4 of this advertisement). After printing the Application Form, candidates will be required to fill their details in the Application form, paste their recent size photograph, sign at appropriate place, scan the filled & signed application form and email the same to: [recruitcontract@iiml.ac.in](mailto:recruitcontract@iiml.ac.in) with a subject line **“Application for the post of Manager (Career Development), Noida Campus”** latest by **12<sup>th</sup> June 2019 (5:30 pm)**.

**Further the candidates are also required to fill their details in the online form (Google Form) available on the link provided below:**

<https://forms.gle/se8hGGU2t48kDxyU6>

It is mandatory for the candidates to fill both the forms i.e. online application form (Google Form) and Application Form (Page-3&4 of this advertisement). Application in any other format and received after the date & time mentioned above will not be considered.

**Head Administration**  
**Indian Institute of Management Lucknow-Noida Campus**  
**B-1, Institutional Area, Block B, Industrial Area, Sector 62, Noida-201307 (U.P.)**



# INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

POST APPLIED FOR: MANAGER (CAREER DEVELOPMENT)

ADVERTISEMENT NO. ....

01	NAME		PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH
02	FATHER'S / HUSBAND'S NAME		
03	CONTACT NO.		
04	EMAIL ID		
05	ADDRESS FOR COMMUNICATION		
06	DATE OF BIRTH & AGE (YEARS/MONTHS)	DoB: _____ & Age: _____years & _____months	
07	CATEGORY (SC / SC / ST / OBC / PWD / EWS/ 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 Taken
10 <sup>th</sup>	-----					
12 <sup>th</sup>						
Graduation						
Post-graduation						
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 Employer with Address	Post held & Monthly consolidated emoluments	Period of service			Nature of work & level of responsibilities in not more than 100 words
		From	To	Experience (years / months)	

**11. 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: \_\_\_\_\_