



INDIAN INSTITUTE OF MANAGEMENT

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

Website: www.iiml.ac.in

Advt. No. IIML/Rectt-4C/2021

May 18, 2021

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 details are as under: -

S.N.	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1.	Head (Administration) - 01 position Monthly Consolidated Emoluments: Between Rs. 80,000/- to 100,000/- (all inclusive) Age: Preferably below 55 years. It can be relaxed in case of exceptionally deserving candidates.	<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 & Purchase, Facilities, Students Affairs and MDP Hostels etc. He will report to the Dean-Noida Campus and perform a set of assigned administrative duties & responsibilities under his guidance in accordance with the set rules & 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 & Staff to carry out his responsibilities.</p> <p><u>QUALIFICATIONS & EXPERIENCE:</u></p> <ul style="list-style-type: none">• 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.• In case of exceptionally deserving candidates, the requirement of Post-graduate may be relaxed. <p><u>DESIRABLE SKILLS AND ABILITIES:</u></p> <ul style="list-style-type: none">• Good interpersonal skills with ability to handle the cross functional teams with a solution oriented mindset.• The candidate should possess basic computer knowledge such as MS Office Tools, Email etc.• Good understanding of Central Government Rules, Regulations & procedures.• Excellent communication skills - oral and written.

GENERAL CONDITIONS:

1. The candidate selected for the above position will be engaged on contract basis initially for a period of one year, extendable for a further period of 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 Selection Process/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 of selection process/interview will be communicated later to the shortlisted candidates by email ONLY. The candidates are advised to check their emails regularly.**
4. In view of the current COVID-19 situation, the selection process may be conducted in online mode (through Google meet etc.). Candidates are required to mandatorily mention their **Gmail ID** in application form.
5. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational / professional qualifications, work experience, age etc. for verification purpose at the time of final selection process. Failure to do so may result in cancellation of their candidature.
6. 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.
7. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
8. 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.
9. The above position is of contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
10. No TA/DA or any other incidental expenses will be reimbursed to participate/attend the Interview.
11. No interim correspondence will be entertained.
12. The Institute also reserves the right not to fill the post if it so desires.
13. Canvassing in any form will be a disqualification.
14. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
15. For any clarification / queries, candidates may contact the Senior Administrative Officer (Estt.) on Phone No. +91-522-6696919 or the Personnel Section on Phone No. +91-522-6696912.

HOW TO APPLY:

Interested and eligible candidates may submit their form online by clicking on the following Google-Form link on or before **02.06.2021 (5:00 pm)**. No any other mode of application will be entertained.

Link - <https://forms.gle/am6JcMJRxuWVb88A7>

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