



# INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road, Lucknow – 226 013.

Date : 01/03/2016

## JOB OPENINGS

Indian Institute of Management, Lucknow requires following Officers (on contract basis) for a period of 3 years for its Noida Campus at B-1, Sector-62, Noida :-

SN	Post details		Qualification and Experience
1.	Post	<b>Senior Administrative Officer</b> (contract)	<p>First class Post Graduate Degree in any discipline from a recognized University or Institution. Candidates having First class MBA or equivalent qualification in management will be preferred.</p> <p><b>Experience</b> : At least 10 years of post-qualification administrative experience in a government department or reputed Management Education Institute/IIT/University/ College / commercial organization of national repute, out of which at least 5 years at the level of Administrative Officer/Assistant Registrar or equivalent. The candidate having experience of working in Government Organizations/Public Sector Undertakings/Autonomous organizations dealing with Establishment related matters would be preferred. Knowledge of Government rules and regulations is desirable. Should be well versed in computer applications and have command over spoken and written English.</p> <p>Campus stay is compulsory for the position of Senior Administrative Officer for which an unfurnished accommodation will be provided as per norms. However, the license fee and electricity charges will be payable.</p> <p><i>Retired/Voluntary Retired Government Officials below the age of 62 years having qualifications and experience as above may also be considered subject to their suitability for the position.</i></p> <p><b>Job Profile:</b> To assist in planning and implementing activities related to administration in terms of existing and upcoming facilities of the Institute. In-charge of day-to-day administration and will facilitate smooth functioning of the Institute.</p>
	No. of post	01	
	Remuneration	Rs.50,000/- (all inclusive) p.m (Negotiable as per qualification & experience)	
	Position for	IIML Noida Campus	
	Age Limit	Below 50 Yrs	

2.	Post	<b>Estate Manager</b> (contract)	<p>First class B. Tech / Equivalent degree in Civil Engineering or first class MBA / equivalent qualification in Management with minimum 7 years post qualification experience in supervisory capacity, especially in the area of estate, infrastructure, project &amp; facilities management in reputed organizations. Must have hands-on experience in facilities management of reputed organizations and residential complexes and should be able to foresee and administer estate related activities of the Institute effectively under management direction plan.</p> <p><b>Job Profile:</b></p> <p>1- Will operate as part of the Estates Management team.</p> <p>2- Management of IIML-NC property under management guidance, Acquisition / utilization / documentation / preservation of deeds, records &amp; maps, leases &amp; licenses survey/ demarcation, removal of encroachments and unauthorized structure if any, asset registration, maintenance of building register, valuation/ condemnation/ drafting lease/ license agreements.</p> <p>3- Management of facilities &amp; related works.</p> <p>4- Co-ordination &amp; liaison with Govt. departments, Noida Development Authority and other Deptts. regarding management of campus &amp; civic amenities, preservation of campus and environment etc.</p> <p>5- Any other duties assigned from time to time.</p>
	No. of post	01	
	Remuneration	Rs.40,000/- (all inclusive) p.m  (Negotiable as per qualifications & experience)	
	Position for	IIML- Noida campuses	
	Age Limit	Below 45 years	

**GENERAL CONDITIONS:**

- 1) The interested and eligible candidates may forward their application to e-mail '[recruit@iiml.ac.in](mailto:recruit@iiml.ac.in)' latest by 14.03.2016 upto 5.30 pm. The application should contain the full details. The details of qualifications and experience should be in chronological order as per below table :

**Qualifications :**

Examination passed	Year of passing	% of marks	Board/University	Subjects Taken

**Experience :**

Name & address of organization	Post held	Scale of Pay/ consolidated pay	Period of service		Nature of work & level of responsibilities (Please attach sheet, if needed)
			From	To	

- 2) The candidates have to produce their bio-data alongwith one set of self-attested photocopies of all testimonials in support of their educational qualifications, experience etc. at the time of interview. They should also bring all testimonials, in original, for verification purpose.
- 3) **Those appeared in walk-in-interview for the above positions on 17.02.2016 need not to apply again.**
- 4) All the applications received within the due date in response to this advertisement shall be considered for short-listing by a Screening Committee and ONLY the candidates recommended by the Screening Committee will be called for interview. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this respect.
- 5) Candidates called for the interview will be paid AC (III tier) to and fro railway fare by the shortest route for which proof of journey/copy of ticket is required to be produced. No any other incidental expenses or local conveyance will be reimbursed.
- 6) The contract engagement will be for a period of three years which will be renewed year to year basis depending upon satisfactory performance of the incumbent.
- 7) Experience criteria may be relaxed in exceptionally deserving cases.
- 8) IIML reserves the right not to fill any or all the posts, if it desires so.
- 9) Canvassing in any form will be a disqualification.
- 10) Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
- 11) For any clarifications/queries, candidates may contact Sr. Admn. Officer (Estt.) at phone No. 0522-6696919 or at Personnel & Establishment Section, Phone Nos. 0522-6696912, 6696914.

**CHIEF ADMINISTRATIVE OFFICER**  
**Indian Institute of Management**  
**Prabandh Nagar, Off Sitapur Road**  
**Lucknow – 226 013**