



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Vacancy Advertisement

Indian Institute of Management Lucknow (IIML) invites applications from eligible candidates for the following posts on direct recruitment basis:-

Name of Post	Pay Band	No. of posts	Qualification
Librarian Age Limit : Below 50 Years	15600- 39100 + GP Rs.8000/-	01	<p>Essential qualifications : First class Master's Degree in Library/Information Science or Associateship in information science. Candidates having Doctoral degree in Library Science will be preferred.</p> <p>Exceptionally deserving candidates with Doctoral Degree in Library Science can be considered for higher Pay Band of Rs.37400-67,000/- + Grade Pay of Rs.9500/-.</p> <p>Experience : Minimum 10 years inline experience at executive level in an Academic/Research Institution of repute. Preference will be given to the applicants who have been associated with the development of Libraries in technical/management subjects and also who have sound knowledge and practical experience of managing a state-of-art library in a highly automated, integrated and networked environment.</p>
PS to Director Age Limit: 26-40 years	Pay Band Rs. 15600- 39100/- + Grade Pay Rs.5400/-	01	<p>Essential qualifications: Master's degree in any discipline from a recognized University with minimum 55% marks & 80 w.p.m in shorthand & 35 w.p.m in English typing on computer</p> <p>Experience : Minimum 8 years relevant experience in Central/State Govt. Offices/University/Autonomous organizations/ PSU out of which 5 years as Personal Assistant or equivalent Secretarial position in the Grade Pay of Rs.4200/- and above. Candidates must be proficient in computer office applications and Secretariat practices. The incumbent should have command over spoken and written English along with drafting skills. Campus stay is compulsory requirement for which unfurnished accommodation will be provided as per entitlement.</p>
PA to CAO Age Limit: 35 years	PB-2 – Rs.9300- 34800/- + Grade Pay Rs.4200/-	01	<p>Essential qualifications : Graduate in any discipline with minimum 50% of marks from a recognized University and a speed of 80 w.p.m in English shorthand and 35 w.p.m in English typing on computer or bilingual.</p> <p>Experience : Minimum 3 years experience in the PB-1 + Grade Pay of Rs.2800/- or 5 years in the PB-1 + Grade Pay of Rs.2400/- as Stenographer/UDC or equivalent posts in any Central/State/ University/Public</p>

			Sector undertaking/Autonomous Bodies or holding equivalent positions in the reputed institutions/corporate/bank. Proficiency in computer operation is a must.
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GENERAL CONDITIONS:

- 1) All other allowances are as applicable to Central Govt. employees stationed at Lucknow.
- 2) Persons working in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies etc. should send their applications either through proper channel or should furnish 'No Objection Certificate' at the time of test/interview.
- 3) Crucial date for determining the age limit shall be the closing date for the receipt of applications from the candidates. The age limit is relaxable to candidates belonging to SC/ST/OBC/PWD category as per Central Govt. rules for which Applicants have to attach the necessary certificates as prescribed by the Govt. of India.
- 4) There is no age limit for the departmental candidates.
- 5) Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for test/interview.
- 6) All the applications received within the due date in response to this advertisement shall be considered by a Screening Committee and ONLY the candidates recommended by the Screening Committee will be called for test/interview. The decision of the Institute will be final and the Institute will not entertain any correspondence in this respect.
- 7) **Selection Process for Librarian** - The candidates are required to make a brief presentation followed by personal interview. The presentation will be of 15 minutes duration for which the topics will be indicated at the time of issuing the interview call letter.
- 8) **Selection Process for P.S. to Director** - Shorthand, Computer typing test and paragraph writing of 200 words (in English) followed by Personal Interview. The topic for paragraph writing will be given on the spot.
- 9) **Selection Process for PA to CAO** - Shorthand and computer typing test followed by paragraph writing of 200 words (in English). The topic for paragraph writing will be given on the spot.
- 10) The candidates are required to pay a non-refundable application fee of Rs.500/- (five hundred only) in the form of demand draft in favour of Director, Indian Institute of Management, payable at Lucknow. Application fee once paid shall not be refunded under any circumstances.
- 11) The out-station candidates called for interview for the post of Librarian will be paid AC II tier railway fare and for the post of PS to Director and PA to CAO will be paid AC III tier railway fare (to and fro) by the shortest route for which proof of journey/copy of ticket is required to be produced. No other incidental expenses or local conveyance will be reimbursed.
- 12) IIML reserves the right not to fill any or all the posts, if it desires so.
- 13) Canvassing in any form will be a DISQUALIFICATION.

14) Legal disputes if any will be restricted within the jurisdiction of Lucknow only.

How to apply:

Interested and eligible candidates may submit their application **ONLY** in the prescribed ***Application Form*** available on the Institute's website (www.iiml.ac.in) along with attested photocopies of certificates relating to educational qualifications, experience etc. and a recent passport size photograph affixed on the application. Applications should reach to the Undersigned on or before 31.03.2016 by speed post/registered post at the below address :

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

