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|  | INDIAN INSTITUTE OF MANAGEMENT LUCKNOW Prabandh Nagar, IIM Road, Lucknow – 226 013. |

**Date : 04/02/2016**

**WALK-IN-INTERVIEW**

Indian Institute of Management Lucknow (IIML) is conducting **walk*-in-interview*** on Wednesday, 17th February, 2016 at its IIML-Noida Campus for appointment of Sr. Administrative Officer and Estate Manager purely on contractual basis. The details are given below:

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| **SN** | **Post details** |  **Qualification and Experience** |
| 1. | Post | **Senior Administrative Officer** (contract) | First class Post Graduate Degree in any discipline from a recognized University or Institution. Candidates having MBA or equivalent qualification in management or LL.B will be preferred.**Experience** : 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 in the Grade Pay of Rs 5400/-The candidate should have experience of working in Government Organizations/Public Sector Undertakings/Autonomous organizations dealing with Establishment related matters viz- framing of Establishment Policies, Implementation of Rules and Regulations, General Administration and drafting of official notes etc. Thorough knowledge of Government rules and regulations (FR & SR etc.) is essential.Should be well versed in computer applications and have command over spoken and written English. *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.***Job Profile:** 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.  |
| No. of post | 01 |
| Remuneration | Rs.50,000/- (all inclusive) per month. |
| Position for | IIML Noida Campus |
| Age Limit | Below 50 Yrs |
| 2. | Post | **Estate Manager** (contract) | First class B.Tech or equivalent degree in Civil Engineering or Post Graduate in Management with minimum 10 years post qualification experience in supervisory capacity, especially in the area of estate, infrastructure, project & 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. Candidates having LL.B degree will be preferred.**Job Profile:** 1- Will operate as part of the Estates Management team.2- Management of IIML-NC property under management guidance, Acquisition/ utilization / documentation / preservation of deeds, records & maps, leases & licenses survey/ demarcation, removal of encroachments and unauthorized structure if any, asset registration, maintenance of building register, valuation/ condemnation/ drafting lease/ license agreements.  3- Management of facilities & related works. 4- Co-ordination & liaison with Govt. departments, Noida Development Authority and other Deptts. regarding management of campus & civic amenities, preservation of campus and environment etc.  5- Any other duties assigned from time to time. |
| No. of post | 01 |
| Remuneration | Rs.40,000/- (all inclusive) per month. |
| Position for | IIML- Noida campuses |
| Age Limit | Below 45 years |

**GENERAL CONDITIONS:**

1. The candidates are advised to forward their resume to e-mail recruit@iiml.ac.in latest by 15.02.2016 upto 5.30 pm for registration purpose. **However they are advised to come for interview only if they strictly fulfill the eligibility criteria. No separate intimation would be given for attending the interview.**
2. The candidates have to produce their bio-data alongwith a set of photocopies 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. No TA/DA or any other incidental expenses will be reimbursed.
4. 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.
5. 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.
6. Experience criteria may be relaxed in exceptionally deserving cases.
7. IIML reserves the right not to fill any or all the posts, if it desires so.
8. Canvassing in any form will be a disqualification.
9. Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
10. Interested and eligible candidates may appear before the Selection Committee as per following Schedule :

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| Position | Date of Walk-in-interview | Reporting Time | Venue |
| Senior Administrative Officer | Wednesday, 17th February, 2016 | 09.30 AM sharp[The registration will be closed at 10 AM and no candidates will be entertained after that] | IIML Noida CampusB-1, Sector-62, Noida – 201 307 |
| Estate Manager | Wednesday, 17th February, 2016 | 1. PM sharp

[The registration will be closed at 01.30 PM and no candidates will be entertained after that] | IIML Noida CampusB-1, Sector-62, Noida – 201 307 |

1. 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**