INDIAN INSTITUTE OF MANAGEMENT
LUCKNOW

invites applications for the following post on direct recruitment basis:

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of Post &amp; Pay band</th>
<th>No. of Post</th>
<th>Qualifications &amp; Experience</th>
</tr>
</thead>
</table>
| 1.    | Financial Advisor- cum-Chief Accounts Officer (Pay Band Rs.15600-39100 + Grade Pay Rs.7600/-) | 1 post (GEN) | **Qualifications:** The applicant should be possessing ACA/AICWA/MBA (Finance).

**Experience:** Minimum 10 years experience with sound knowledge of Central Govt. rules relating to Accounts/Audit, Service conditions, Treasury and Finance, with at least 3 years experience in the immediate lower pay band of PB-3 + GP 6600/- or equivalent.

The job among other things requires Financial / Budgetary planning and control, Resources Generation, Control of Accounts, Investment Planning Management Reporting and Audit Expertise in using computer systems for processing/retrieval of accounts/finance related data will be desirable.

Age: Not exceeding 50 years. |
| 2.    | Finance & Accounts Officer (Pay Band Rs. 15600-39100 + Grade Pay Rs.5400/-) | 1 post (GEN) | **Qualifications:** ACA/AICWA/MBA (Finance) with a minimum of 5 years in-line experience out of which at least 3 years should be in the next lower Pay Band, PB-2 + Grade Pay of Rs.4600/- or equivalent. Knowledge of computer operation and computerized accounting system is essential. Persons possessing SAS/M.Com qualification having vast experience and background of dealing with Central Govt. rules relating to Accounts/Audit/Budget etc. will be also be considered.

Knowledge of computer operations and computerized accounting systems is essential.

Age: Not exceeding 45 years.

Note: The position F&A Officer is for IIML-Noida Campus. |
| 3.    | Junior Engineer (Civil) Pay Band Rs. 9300-34800/- + GP Rs.4200/- | 1 post (GEN) | First division Civil Engineering Degree/Diploma from a reputed Institute/Engineering College with a minimum of 3 years experience out of which at least one year should be in the next lower Pay Band – PB-1 + GP 2800/- or equivalent in civil construction & maintenance jobs in a reputed organization preferably Central/State Govt. Undertakings. Knowledge of Commuter operation is essential.

Age: Not exceeding 35 years. |
| 4.    | Junior Engineer (Electrical) Pay Band - Rs. 9300-34800/- + GP Rs.4200/- | 1 post (Reserved for OBC) | First division Electrical Engineering Degree/Diploma from a reputed Institute/Engineering College with a minimum of 3 years experience out of which at least one year should be in the next lower Pay Band – PB-1 + GP 2800/- or equivalent in electrical maintenance & other related jobs in a reputed organization preferably Central/State Govt. Undertakings. Knowledge of Commuter operation is essential.

Age: Not exceeding 35 years. |

GENERAL CONDITIONS:

1) All other allowances are as applicable to Central Govt. employees stationed at Lucknow / Noida.
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 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) Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for test/interview.

5) 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 written test/interview. The decision of the Institute will be final and the Institute will not entertain any correspondence in this respect.

6) Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.

7) Higher start in the Pay Band may be given to the exceptionally qualified candidate(s).

8) 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.

9) SC/ ST/PWD/Women candidates are not required to submit the application fees.

10) The post of Finance & Accounts Officer is for Noida Campus only and the candidates will have no vested right to be posted at Lucknow.

11) Outstation candidates called for written test/interview will be reimbursed II AC (for Sr. No. 1) III AC (for Sr. No. 2) and Sleeper Class (for Sr. No. 3 & 4) to-and-fro actual fare by the shortest route.

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 should submit their application ONLY in the prescribed Application Form available in 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 10th February 2017.

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

FOR THE POST OF ..............................................................

1. NAME ________________________________

2. FATHER’S/HUSBAND’S NAME
   ________________________________

3. PERMANENT ADDRESS
   ________________________________
   ________________________________
   ________________________________
   TELEPHONE NO. ________________________________

4. ADDRESS
   ________________________________
   ________________________________
   FOR COMMUNICATION ________________________________
   ________________________________
   ________________________________
   TELEPHONE NO. ________________________________
   E-MAIL ________________________________

5. DATE OF BIRTH ________________________________    SEX : MALE / FEMALE
   AGE AS ON LAST DATE OF APPLICATION _____YEARS _____ MONTHS ___ DAYS

6. A. CASTE ___________________ SUB-CASTE ___________________

   B. WHETHER BELONGS TO GEN./SC/ST/OBC/EX-SERVICEMEN ______

   C. WHETHER PHYSICALLY HANDICAPPED: YES/NO, IF YES, PLEASE SPECIFY VH/HH/OH.....................
      (attach the documentary proof, if belongs to SC/ST/OBC/PH categories)

7. IDENTIFICATION ________________________________

   MARKS

8. NATIONALITY ____________________________
9. GENERAL CONDITION OF HEALTH

NORMAL/ HANDICAPPED (SPECIFY DETAILS) __________________________

HEIGHT ___________ WEIGHT ___________ BLOOD GROUP ______

10. MARITAL STATUS: MARRIED / UNMARRIED

OTHER (SPECIFY) __________________________

11. IF MARRIED, IS SPOUSE EMPLOYED/ NOT EMPLOYED

IF EMPLOYED, WHERE (GIVE COMPLETE ADDRESS) ____________________

__________________________________

12. DETAILS OF CHILDREN:

Name                   Gender     DoB/Age

__________________________________     _______     _______

__________________________________     _______     _______

__________________________________     _______     _______

13. EDUCATIONAL QUALIFICATIONS:

<table>
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<tr>
<th>Name of the Examination Passed</th>
<th>Year of Passing</th>
<th>Marks details</th>
<th>% of marks</th>
<th>Name of the Board/ University</th>
<th>Subjects Taken</th>
<th>Div</th>
</tr>
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</table>
14. TOTAL EXPERIENCE : YEAR (S) _______________ MONTH (S) ________________

(Work Experience in chronological order, starting with the first job: Attested copy of proof of each experience to be attached)

<table>
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<tr>
<th>Name &amp; Address of Employer</th>
<th>Post held</th>
<th>Scale of pay / PB &amp; GP</th>
<th>Period of service</th>
<th>Nature of work &amp; level of responsibilities (please attach separate sheet, if needed)</th>
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<tr>
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<td></td>
<td>From Year</td>
<td>To Year</td>
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</table>

15. Present Basic Pay : Rs.

16. Referees : Name, Designation, addresses, contact numbers and email IDs of two referees : (Referees should not be related to the candidate)

<table>
<thead>
<tr>
<th>Referee - 1</th>
<th>Referee - 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name…………………………………………</td>
<td>Name…………………………………………</td>
</tr>
<tr>
<td>Designation …………………….</td>
<td>Designation …………………….</td>
</tr>
<tr>
<td>Address…………………………………</td>
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<tr>
<td>PIN Code …………………….</td>
<td>PIN Code …………………….</td>
</tr>
<tr>
<td>Phone/Mobile ………………….</td>
<td>Phone/Mobile ………………….</td>
</tr>
<tr>
<td>Email …………………………</td>
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17. ANY OTHER RELEVANT INFORMATION

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18. Details of Demand Draft

Amount : Rs.……………………………………
Demand Draft No.  ……………………………
Drawn on (Name of Bank)  ……………………………

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 ______________________________

(For use of the forwarding office)
(For candidates who are working under Govt./PSU/Autonomous Institutions etc.)

(i) Certified that Shri/Smt./Km.__________________________________ is working in this institution/organization__________________________ (Office/ Department), which is a Central Govt./State Govt./Autonomous body of Central/ State Govt./PSU on Regular/Temporary/adhoc basis since________________ and that entries made /particulars furnished by him/her have been checked and verified and found correct as per office records.

(ii) It is also certified that there is no vigilance/disciplinary case pending or being contemplated against him/her and his/her integrity is beyond doubt.

Signature _____________________________________________
Date……………. Name of the forwarding officer…………………………………
Place……………. Designation _____________________________________________
Office Stamp (seal)