



INDIAN INSTITUTE OF FOREST MANAGEMENT
POST BOX NO. 357, NEHRU NAGAR, BHOPAL-462 003

Contractual Appointment as “Placement Officer”

No. IIFM/PERS/A-69 (33)/2020

Applications are invited by email up to 17:00 hours on 07.04.2020 for engagement of **Placement Officer** on contract basis. For details of qualifications, experience, compensation, other eligibility conditions and application format please visit our website www.iifm.ac.in Application will be accepted **only by email at hr@iifm.ac.in** by 17:00 hours on 07.04.2020.

Chief Administrative Officer



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An Autonomous Institute under the Ministry of Environment,
Forest & Climate Change),
Post Box No. 357, Nehru Nagar, Bhopal-462003 (M.P.) India
Website: www.iifm.ac.in, Tel No. 0755 2775716, 2773799

CONTRACTUAL APPOINTMENT FOR PLACEMENT OFFICER

No. IIFM/PERS/A-69 (33)/2020

Applications are invited by email for the following position purely on contract basis for a period of one year which is extendable up to three years depending on the performance of the candidate. Detailed qualification, experience, and remuneration are given below:-

Essential qualifications & Experience:

- i. Post-graduate degree or Post Graduate Diploma with minimum 50% marks in any discipline (10+2+3+2) from a reputed University / Institute
- ii. Post qualification experience of 5 years in independently handling Placement/ Internship/ Fieldwork activities of reputed B-School (NIRF Ranking)/ College/ University.
- iii. Should be excellent in oral and written communication in English.
- iv. Should have excellent analytical abilities with an eye on the market conditions and be an effective leader with a high degree of personal drive, entrepreneurial spirit & people skill.
- v. Should be proficient in people management with excellent interpersonal skills.
- vi. Should have Proficiency in MS Office, and be internet savvy.
- vii. Should have experience of industry/ recruiter liaison.

Desirable:

- i. Relevant knowledge of sectors such as Natural Resource Management/ Environment/ Development/ Rural
- ii. Relevant knowledge of placements in reputed B-Schools in India.

Remuneration:

The selected candidate will be paid consolidated monthly emoluments ranging from Rs 50,000/- to Rs. 60,000/- (inclusive of all). The candidate shall not be eligible for any other allowance or perks. However, reimbursement of mobile phone charges and TA/ DA for official tours will be allowed as per the Institute's norms.

Job Description

- To assist the Chairperson-Summer Internship & Placement in all related matters.
- To coordinate with recruiters and potential recruiters on behalf of the Institute for Summer Internship and Placement of its students.
- She/ he should correspond with prospective recruiters for Placement and build an effective network of potential recruiters. Strengthen the Institute's recruiter database by adding new recruiters.
- Be a host to the organizations who visit the camps for campus placements and Summer Internships. Interact with recruiters at the time of placements and share the feedback with students and Chairperson-SI & Placement.

- To make arrangements for the campus placement activities, including pre-placement interactions.
- Collaborate and promote Career Planning Service through in-class presentations, student organization outreach.
- To organize regular industry interaction for the students.
- To design and get the SI and placement brochures printed.
- To coordinate with students, be sensitive to their needs and organize soft skill training for them.
- The Placement officer will be required to organise the annual Summer Internship Conclave.
- The Placement Officer is expected to travel extensively.
- She/ He shall report to the Chairperson-SI & Placement
- She/ He may be assigned any other job by the higher officials from time to time.

Maximum Age Limit shall be 45 years as on the closing date of applications.

Period of Contract: Initially for a period of one year and extendable up to a maximum of three years, depending on the performance of the candidate.

Interested candidates may submit their applications through email only with details of qualifications, experience duly filled in the specified format to hr@iifm.ac.in on or before **17.00 hours on 07/04/2020**. Please note that this is a contractual position and has nothing to do with the permanent establishment of IIFM. **Please note that if application found to be submitted not as per the specified format, will be summarily rejected.**

Last date of receiving application: 7th April 2020 5.00 PM (through email only)

Chief Administrative Officer

