



**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](http://www.iifm.ac.in), Tel No. 0755 2775716, 2773799,

## **Contractual Appointment as Placement Officer**

### **No. IIFM/PERS/A-69 (12)/ 2021**

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

#### **Placement Officer (01)**

The Placement officer will be required to carry out all matters related to Summer Internship and Placement. She/ He is expected to travel extensively and may be assigned any other related job by the Institute from time to time.

#### **Essential qualifications & Experience:**

- i. MBA or Post Graduate Diploma in Management with minimum 50% marks in any discipline (10+2+3+2) from a reputed University / Institute.
- ii. Post qualification experience of 8 years, including experience of independently handling placement activities of any management institute/ college/ university for 5 years.
- iii. Should have proven experience as a recruiter liaison, and have worked closely with management students for placement.
- iv. Should be excellent in oral and written communication in English.
- v. Should have Proficiency in MS Office, data handling & analysis, and be internet savvy.

#### **Desirable:**

- i. Relevant knowledge of sectors such as Natural Resource Management/ Environment/ Development/ Rural Livelihood.
- ii. Relevant knowledge of working in government/ autonomous educational institutions.
- iii. Excellent analytical abilities with an eye on the market conditions and be an effective leader with a high degree of personal drive, people management skills & entrepreneurial spirit.

#### **Remuneration:**

The selected candidate will be paid consolidated monthly emoluments of Rs. 80,000/- (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.

**The desirable maximum age** is about 45 years as on the closing date of applications.

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

**Mode of application:** Candidates fulfilling the above requirements may visit our website [www.iifm.ac.in/vacancies](http://www.iifm.ac.in/vacancies) and submit their application online under the link <https://erp.iifmbhopal.edu.in/iifmapp/apply/63> uploading self-attested scanned copy of the certificates/testimonials and a brief write-up on work and experience. **The online application will be available upto 22<sup>nd</sup> November, 2021 5.00 pm ONLY.** Only shortlisted candidates will be called for further online interview.

Please note that this is a contractual position and has nothing to do with the permanent establishment of IIFM, Bhopal. Based on this position, any claim for regular appointment in IIFM will not be entertained.

**CHIEF ADMINISTRATIVE OFFICER**