



INDIAN INSTITUTE OF FOREST MANAGEMENT

(An autonomous Institute of Ministry of Environment, Forest & Climate Change,
Government of India)

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Summer Internship & Placement Officer (On Contract Basis)

No. IIFM/PERS/A-69/03 (3)/2018 : 29/08/2018

Applications are invited by email for the following position purely on contract basis for a limited period, as per the details given below:-

01. Summer Internship & Placement Officer – 01 Position

a) Essential qualifications and Experience:

1. Post-graduate degree or Post Graduate Diploma with minimum 50% marks in any discipline (10+2+3+2) from a reputed University / Institute
2. Post qualification experience of at least 3-5 years in independently handling Summer Internship/Placement activities of reputed (as per NIRF Ranking) Management Education Institute/University/College

b) Desirable:

1. Work experience of handling Summer Internship/Placement activities of any IIM/IIT or any top NIRF Ranking Private B-School
2. In depth knowledge of B-School/Sectoral Management Institute's campus placements

3. Ability to network with recruiters to create enhanced opportunities for training and employment.
4. Should be excellent in oral and written communication in English.
5. Should have excellent analytical abilities with an eye on the market conditions and be an effective leader with high degree of personal drive, entrepreneurial spirit & people skill.
6. Should have Proficiency in MS Windows and MS Office, M.S Power Point, and Internet.
7. Should have keenness to travel across the country.
8. The incumbent should be able to create hiring opportunities in core companies for students, enhance value placements, develop and maintain database of prospective students for placement.

c) Remuneration:

Selected candidate will be paid consolidated monthly emoluments ranging from Rs 50,000 to 70,000/- (Rs Fifty Thousand to Seventy Thousand), depending upon the qualification and experience. Reimbursement of mobile phone charges and TA/DA (including economy air fare) for official tours will be allowed as per Institute's norms. The candidate shall not be eligible for any other allowances or perks.

d) Age Limit:

Candidates should not be more than 45 years as on the closing date of applications. Persons having 10 years or more experience in Summer Internship, placement and related activities in reputed Institutions will be given age relaxation up to 62 years.

e) Period of Contract:

Initially for a period of one year and extendable up to a maximum of three years, subject to the performance.

Interested candidates may email their applications with details of qualifications, experience to hr@iifm.ac.in before **17.00 hours on 24/09/2018**. Please note that this is a contractual position and have nothing to do with permanent establishment of IIFM. **Those who have applied in response to earlier advertisement No. IIFM/PERS/A-69(3/2)/2018 need not apply again.**

Chief Administrative Officer

Job Profile: Summer Internship and Placement Officer

1. To assist the Chairperson-Summer Internship & Placement in all related matters.
2. To coordinate with recruiters and potential recruiters on behalf of the Institute for Summer Internship and Placement of its students.
3. Should correspond with prospective recruiters for Placements and build an effective network of potential recruiters. Strengthen the Institutes recruiter data base by adding new recruiters.
4. 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.
5. To make arrangements for the campus placement activities, including pre-placement interactions.
6. Collaborate and promote Career Planning Service through in-class presentations, student organization outreach.
7. Contact business and industry to develop reciprocally beneficial partnerships for jobs, internships and job shadowing opportunities.
8. To organize regular industry interaction for the students.
9. To design and get the SI and placement brochures printed.
10. To coordinate with students, be sensitive to their needs and organize soft skill trainings for them.
11. The SI & Placement Officer is expected to travel extensively.
12. He / She shall report to the Chairperson-SI & Placement
13. He / She may be assigned any other job by the higher officials from time to time.
