



**INDIAN INSTITUTE OF FOREST MANAGEMENT**  
(An autonomous Institute of Ministry of Environment, Forest & Climate Change,  
Government of India)  
Post Box No. 357, Nehru Nagar, BHOPAL-462003 M.P.  
Tel. 0755 2775716, 2773799 Fax: 2772878, website: [www.iifm.ac.in](http://www.iifm.ac.in)  
Email: [hr@iifm.ac.in](mailto:hr@iifm.ac.in)

---

**CONTRACTUAL APPOINTMENT**

No. IIFM/PERS/A-69/03/2017

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:**

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. Should be excellent in oral and written communication in English.
3. 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.
4. Should be proficient in man-management with excellent interpersonal skills.
5. Should have Proficiency in MS Windows and MS Office, M.S Power Point, and Internet and keenness to travel.

**b) Experience:**

**Essential:**

Post qualification experience of atleast 5-7 years in independently handling Summer Internship/Field Work/placement activities of reputed Management Education Institute/University/College

**Desirable:**

1. Relevant experience in Institutions in Natural Resource Management/Forestry/Rural Development or in any IIM/IIT and other institutes of national/international repute
2. In depth knowledge of B-School / Sectoral Management Institute's employment trends
3. Ability to network with employees to create enhanced opportunities for training and employment.

**Remuneration:**

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

**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, subject to the performance.

Interested candidates may email their applications with details of qualifications, experience and self-attested copies of certificates to [hr@iifm.ac.in](mailto:hr@iifm.ac.in) before 17.00 hours on 07/07/2017. Please note that this is a contractual position and have nothing to do with permanent establishment of IIFM.

**Director**

## Job Profile: Internship and Placement Officer

1. To coordinate with client organizations/industry on behalf of the Institute for Summer Internship and Placement of its students.
2. The SI & Placement Officer (Placement) is expected to travel extensively to meet the corporate representatives.
3. To project the image of the institute through professional client relationship
4. To design and get the SI and placement brochures printed.
5. To contact companies and invite them to the campus or to arrange for the campus placement activities, including video-conferencing.
6. Be a host to these companies when they visit IIFM in connection with matters related to Summer Internship and/or for placement.
7. To coordinate with students and be sensitive to their needs and motivate them, if necessary.
8. To assist the Chairperson-SI & Placement in conducting SI presentation, preparation of SI Result/Grades and all related matters.
9. The candidate should be well versed in marketing the institute with the external stake holders.
10. He/she shall report to the Chairperson, SI & Placement
11. Any other job as assigned by the higher officials from time to time.

\*\*\*\*\*