



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 as Deputy Placement Officer

No. IIFM/PERS/A-69 (02)/2022

Applications are invited for the position of Deputy Placement Officer purely on a 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: -

Deputy Placement Officer (01)

The Deputy Placement Officer will be required to carry out various activities related to Placement and Summer Internship. 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 3 years in a reputed organization.
- iii. Should be proficient in people management with excellent interpersonal skills.
- 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. Experience in handling placement activities of any reputed institute/College/ University.
- ii. Relevant knowledge of placements in reputed B-Schools in India.
- iii. Proven experience of working with multiple stakeholders.

Remuneration:

The selected candidate will be paid consolidated monthly emoluments of 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.

The desirable maximum age is not more than 45 years as on the closing date of applications.

Period of Contract: Initially for one year and extendable up to a maximum of three 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 and submit their application online under the link <https://erp.iifmbhopal.edu.in/iifmapp/apply/72> 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 27th January, 2022 5.00 pm ONLY.** Only shortlisted candidates will be called for further online interview.

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

CHIEF ADMINISTRATIVE OFFICER