Arun Jaitley National Institute of Financial Management

अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान

Department of MBA (Finance), Career Development Centre

Arun Jaitley National Institute of Financial Management (AJNIFM) is an Autonomous Body under Ministry of Finance, Government of India.

Applications are invited from Indian Nationals for the contractual post of **Placement Manager at Career Development Centre, Department of MBA (Finance), AJNIFM, Faridabad.**

No. of Post: 01
Monthly Salary: 80,000/- (Fixed)
Upper Age Limit: Not more than 50 years on the last date of application.
Duration: Initial appointment for 2 years followed by extension based on the periodic performance review.

Essential Qualification: Two-year Master degree in Commerce or Management or related discipline with minimum 60% marks from a recognized university/institution.

Experience:
Two years of working experience in a reputed Institution as Placement Officer/Manager. The candidate should possess the following skills:

- Excellent communication skills, inter-personal skills to represent organization interest with business and human resource leadership of national and multinational companies in India and abroad.
- Comprehensive understanding of industry practices and corporate relations and relevant experience in an educational institute catering to industry-academic interface.
- Experience in coordinating recruitment drives for placements, internships and facilitating necessary training and skilling programs for MBA (Finance) students.
- Experience in handling and usage of popular social media tools.
- Experience in handling office team, students team and organizing events connected with branding of organization.

Desirable:

- The experience in Higher Educational Institutes is desirable.
- A highly motivated person with a pleasing personality and strong people skills.
- Candidate with the willingness to travel to build a network with potential recruiters.

Job Profile:

- Coordinating with relevant stakeholders to facilitate building of CV of the students for Internship & Placements in an attractive and efficient manner as per the industry standards.
- Conducting of employment gap analysis on students.
- Facilitating the training of students as per outcome of the employability Gap Analysis.
- Coordinating and Conducting CV authentication of the students.
- Connecting the Institute with Prospective employers.
- Formulating academia-corporate connects by conducting business conclave, inviting key persons from the corporate for guest lectures, arranging corporate / industrial visits, leverage rich alumni base to establish connects.
- Formalize and institutionalize the process of Internship and Placement by establishing the Recruiter Policy, Internship Policy, Placement Policy and Placement and Internship calendar.
- Development of the student placement cell.
- Organize workshops for training the Student Placement Team in CV buildup, effective networking strategies.
- Strengthening the Internship process so that there are more pre-placement offers in hand of the students.
- Build Alumni network by conducting alumni engagement activities such as alumni meets.
- Connecting with all the stakeholders of the programme viz. Programme Office, Faculties, Students and the prospective employers to bridge the skill and information gap.
- Webinar/Seminars on a career in Finance.

General Instructions for Application and Other Terms & Conditions of Recruitment Application:

1. Interested candidates may apply and furnish the detailed CV mentioning, date of birth, qualification, experience, salary drawn etc. and application may be sent to Shri Anil Kumar Gera, Senior Private Secretary, MBA (Finance) Cell @ anilgera@nifm.ac.in latest by 6th November 2026.
2. Shortlisted candidates (based on qualification, experience and suitability for the post) will be informed via email to appear for an offline/online interview.
3. No intimation will be sent to the rejected candidates.

For any queries, contact, Shri Anil Kumar Gera, Senior Private Secretary, Department of MBA(Finance) Career Development Centre [email: anilgera@nifm.ac.in, Mobile No. 9871341508).