



**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 **Training and Placement Officer (TPO) for DGR and MBA (Finance) at Career Development Centre, Department of MBA (Finance), AJNIFM, Faridabad.**

**No. of Post: 01**

**Monthly Salary:** 1,50,000/- (Fixed)

**Upper Age Limit:** Not more than 50 years on the last date of application.

**Duration:** Initial appointment for 1 year followed by extension based on the periodic performance review.

**Essential Qualification:** Two-year MBA/PG degree in Management or in Human Resource Management or related discipline with minimum 60% marks from a recognized university/institution.

**Experience:**

**Experience in handling campus placement for freshers (MBA students) and senior officers attending Directorate General Resettlement program (DGR) at the Institute.**

Five years of working experience in a reputed Institution as Training and Placement Officer. 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 as well as officers undergoing training in DGR.
- Experience in working with ERP portals or similar students' data management tools that handle campus placements.
- 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 IIMs/IITs/CFTIs and other Higher Educational Institutes is desirable.
- Membership of renowned HR networking bodies
- A highly motivated person with a pleasing personality and strong people skills.
- Candidate with the willingness to travel extensively to build a network with potential recruiters.

**Job Profile:**

- 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.
- Conducting of 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.
- Plan strategy for admission of MBA (Finance) students.
- Digital Marketing-Social Media.
- Webinar/Seminars on a career in Finance.
- Specially design landing page/microsite for driving prospective students.

**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](mailto:anilgera@nifm.ac.in) latest by 04.06.2026
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](mailto:anilgera@nifm.ac.in), Mobile No. 9871341508].