



Arun Jaitley National Institute of Financial Management
अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
Sector – 48, Pali Road, Faridabad – 121 001 (Haryana) India

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

AJNIFM invites applications for the following job / services in its campus purely on contract basis, initially for 6 months to be extendable subject to performance review.

Placement Consultant: One Position

Qualification & Experience:

MBA/Post Graduate degree in any discipline with minimum 60% marks from a reputed university / Institute or its equivalent grade and consistently good academic record.

Experience:

Minimum of 5 years' experience in placement and career development.

Upper Age Limit: 55 years as on 01.01.2025

Remuneration:

Maximum Upto Rs. 1,50,000/- per month as per experience & Qualification.

Desirable:

- The experience in IIMs/IITs/CFTIs and other Higher Educational Institutes is desirable.
- Proficiency in computer operations like Data Management, MS Windows & MS Office is must.
- 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 participants for Internship & Placements in an attractive and efficient manner as per the industry standards.
- Conducting of employment gap analysis on participants.
- Facilitating the training of participants as per outcome of the employability Gap Analysis.
- Conducting of CV authentication of the participants.
- 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 participants.
- Build Alumni network by conducting alumni engagement activities such as alumni meets.
- Connecting with all the stakeholders of the programme viz. Programme Office, Faculties, Participants 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 online furnishing all particulars of qualification, experience, salary drawn etc. The application may be sent to Shri Anil Kumar Gera, Senior Private Secretary, MBA (Finance) Cell @ anilgera@nifm.ac.in within two weeks after publication of the advertisement.
2. All qualifications must be from UGC recognized University / Deemed University or AICTE approved autonomous institutions (wherever applicable). The courses offered by autonomous institutions should be equivalent to the relevant course approved / recognized by Association of Indian University (AIU).
3. Cut-off date for determining the age will be kept 01.01.2025 on which the advertisement for the position was published on Institute website.