



FORE School of Management

Adhitam Kendra, B-18, Qutub Institutional Area, New Delhi – 110016

Recruitment Notice for Non-Academic Positions

FORE School of Management invites application for the following Non-Academic positions on Regular/Contract basis.

Executive for various Academic Activity:

1. Executive (Academic Services)
(Functioning Areas: Establishment, Regulation, Accreditation, Ranking, Recruitment etc.)
2. Executive (MDP/Executive Education)
(Functioning Areas: Management Development Programmes, Faculty Development Programmes, Short Term Certification Courses, Online Courses etc.)
3. Executive (Office)
(Functioning Areas: FORE Alumni and other office works)

The candidate must be a Post-Graduate with relevant work experience of minimum 5 years, out of which 2 years should be in an administrative position in a Business School/Management institution of repute. The candidate must have strong interpersonal skills, good communication skills and well versed with MS Office.

Compensation will match the industry standards for similar experience, skills and profile.

Interested candidates are advised to send their **C.V.by mentioning (both in the C.V. and Email) the post applied for as subject line** latest by **February 26, 2019** at staffrecruitment@fsm.ac.in. Candidates are advised to enclose their recent passport size photograph in the C.V.