



# FORE School of Management

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

## **Recruitment Notice for Non-Academic Position**

**FORE School of Management:** has emerged as a leading B-School in India in a short span of time. The programs offered at the FORE School of Management are AICTE approved and are contemporary in terms of design, content, pedagogy, and process, and match the best that is offered anywhere in the world. FORE's infrastructure and faculty are highly rated and the faculty members have made meaningful contributions through pedagogical innovations which are our institutional priority. The programmes offered at FSM, enable students to be thinkers of tomorrow while enhancing their conceptual, analytical, and critical reasoning skills to communicate with impact and to be innovative, creative, and responsible in a dynamic global world.

### **FORE School of Management invites application for the following Non-Academic Position on Regular/Contract basis:**

#### **1. Programmer Analyst (02 Positions)**

- The candidate must possess B.Tech/B.E./MCA or equivalent degree with minimum of 2-5 years of domain experience.
- PHP/MySQL, PHP frameworks (Laravel, Codeigniter) CSS, JavaScript, Web2.0 (jQuery / Ajax)

#### **2. Senior Manager/Manager in Admissions Office (01 Position)**

- Handling end to end Admissions related activities of PGDM Programs; good understanding of Institutional Branding related activities, preparing promotional materials; sound knowledge of Social Media Marketing (SEOs, LinkedIn, Twitter, Facebook etc.); proficiency in using MS Excel for analyzing data etc.
- The candidate must possess an MBA or equivalent degree with a minimum of 10 years of domain experience.

Compensation will match the industry standards for similar experience, skills and profile. All the candidates must possess the Coordination Skills, Communication Skills, Interpersonal Skills etc. with relevant number of years of experience and qualification for the respective posts.

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 August 10, 2022 to [vacancy@fsm.ac.in](mailto:vacancy@fsm.ac.in) Candidates are advised to enclose their recent passport size photograph in the C.V.

The Institute solely reserves the right not to fill any advertised position without assigning any reason.