



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.

1. **Executive (Academic Services) - Establishment**
(Functioning Areas: Establishment, Regulation, Accreditation, Ranking, Recruitment etc.)
2. **Executive (Academic Services) – Publication**
(Functioning Areas: Research and Publications, Working Papers, Conferences, Documentation of Publications etc.)
3. **Sr. Manager/Manger (Academic Services) – Publication**
(Functioning Areas: Research and Publications, Working Papers, Conferences, Documentation of Publications etc.)
4. **Sr. Manager/Manager for (MDP/Executive Education)**
(Functional Areas: Marketing and Execution of MDPs, Executive Education including PGDM Executive Programme and Online Programmes)
5. **Secretary/Executive Assistant**
(Functional Areas: Secretarial, Board Meetings, Scheduling of Calender, Travel Management, Time Management, Various Reports, Administration, Agreements/MoUs etc.)

For SI No. 1 & 2, the candidate must be a Graduate/Post-Graduate with relevant work experience of minimum 5 years in a Business School/Management institution of repute.

For SI No. 3, the candidate must be a Post-Graduate with relevant work experience of minimum 8 years in an Editorial position in a Business School/Publication industry of repute. The candidate must of good writing skills, editing skills, proof-reading skills etc.

For SI No. 4, the candidate must be a Graduate/Post Graduate/MBA with relevant work experience of minimum 10 years, out of which 5 years should be in a similar profile in a Business School/Management institution of repute. The candidate must have strong industry connect, marketing orientation and good client acquisition skills. Strong knowledge of marketing online programs is also needed.

For SI No. 5, the candidate must be a Graduate/Post Graduate with relevant work experience of minimum 10-15 years, out of which 5 years should be in a similar profile in a Business School/Industry of repute.

For all the above mentioned positions, 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 10, 2020 to staffrecruitment@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.