

RECRUITMENT NOTICE FOR NON-TEACHING POSITIONS

FORE School of Management (www.fsm.ac.in), established in the year 1981, is one of India's premier B-schools. FSM offers a fulltime PGDM, PGDM (International Business), PGDM (Financial Management), PGDM (Big Data Analytics), and FPM programmes. Its programs, approved by AICTE and accredited by NBA and SAQS are designed with rigor and benchmarked with the best educational offerings globally. FSM is looking for dedicated and committed person(s) for its New Delhi / Gurugram Off-Campus for the following Non-Teaching positions:

S.No.	Position	No. of Position
1.	Senior Manager (Business Development)	1
2.	Manager (Placements & Corporate Relations)	1
3.	Manager (Communication and Branding)	1
4.	Assistant Administrative Officer	1
5.	Assistant Librarian	1
6.	Library Assistant	1
7.	Accountant	1
8.	Manager (Regulatory & Accreditation)	1
9.	Executive (HR & Establishment)	2
10.	Executive (Research & Publication)	1
11.	Executive (Placements & Corporate Relations)	1
12.	Editorial Incharge (Abhigyan and FORE Print)	1
13.	Social Media Content Creator	1
14.	Graphic Designer	1
15.	Admission Counsellor	2
16.	Research Assistant / Associate	1

Qualification / Job Description and other details for the above positions are available at <https://www.fsm.ac.in/staff-positions>. Compensation will match the industry standards for similar experience, skills and profile. Interested candidates are advised to send their CV by mentioning (both in the CV and Email) the post applied for as subject line latest by April 01, 2025 to staffrecruitment@fsm.ac.in. Candidates are advised to enclose their recent passport size photograph in the CV. Please ensure your profile matches the requirements while applying. The Institute solely reserves the right not to fill any advertised position without assigning any reason.

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S. No.	Position	Job Description	Qualification and Experience
1	Senior Manager (Business Development)	<ol style="list-style-type: none"> 1. Experienced professionals in the domain of Executive Education (Preferably in the leading business schools including IIMs) 2. The candidate will be responsible to get participants in the Open MDPs as well as securing opportunities for In-Company Training Programmes. 3. Candidate should have strong connections in the Learning & Development/ HR dept in PSUs and Private Sector organisations. 	<p>Educational Qualification: MBA/ Post Graduate Degree/ PG Diploma.</p> <p>Experience: A minimum 8 - 10 years of experience preferably with management education background.</p> <p>Good command on MS-Office, Internet, Excellent Communication and interpersonal Skills.</p>
2	Manager (Placements & Corporate Relations)	<ol style="list-style-type: none"> 1. Must be able to cultivate and broaden corporate relationships with the institute and possess strong industry connections. 2. Formulate and execute strategy initiatives to optimise the efficiency of the Placements and Corporate Relations Office. 3. Supervise the placement and corporate relations office's day-to-day activities, ensuring processes are carried out efficiently and effectively. 4. Compile and deliver detailed reports on the operations, including budget preparation and tracking, placement results, and strategic endeavours of the office. 	<p>Educational Qualification: MBA or equivalent Postgraduate Degree in Business Management or a related field.</p> <p>Experience: Minimum of 6-8 years of experience in corporate relations, placements, career services, or a related field, preferably within an academic institution or B-School.</p> <p>Excellent communication and interpersonal skills.</p> <p>Strong networking, relationship-building and negotiation skills. Ability to work under pressure and meet placement targets. Strategic thinking and problem-solving abilities. Knowledge of industry trends and recruitment practices. Proficiency in data analysis, reporting, and use of placement management software.</p>
3	Manager (Communication and Branding)	<p>Strategic Planning: Develop and execute comprehensive communication and branding strategies that align with the institution's goals and objectives.</p> <ul style="list-style-type: none"> • Brand Management: Ensure consistent and cohesive brand messaging across all communication channels, including print, digital, and social media. 	<p>Educational Qualification: Master's degree in Communications, Business Management, Marketing, Public Relations, or a related field.</p> <p>Experience: Proven experience of at least 5 years in a managerial role within communications and branding,</p>

		<ul style="list-style-type: none"> • Content Creation: Oversee the creation and distribution of high-quality content, including press releases, newsletters, brochures, reports, and digital media. • Media Relations: Build and maintain strong relationships with media outlets, journalists, and influencers to secure positive coverage and enhance the institution's reputation. • Internal Communications: Lead internal communication initiatives to ensure that faculty, staff, and students are well-informed and engaged with the school's activities and achievements. • Event Promotion: Plan and execute communication and branding strategies for events, conferences, and other key initiatives to maximize visibility and participation. • Digital Presence: Manage the institution's website and social media channels, ensuring timely updates and engaging content that drives traffic and engagement. • Market Research: Conduct market research and analyze trends to identify opportunities for enhancing the institution's brand and communication efforts. • Budget Management: Develop and manage the communication and branding budget, ensuring cost-effective allocation of resources. • Team Leadership: Lead and mentor a team of communication and branding professionals, fostering a collaborative and creative work environment. 	<p>preferably in an educational institution or similar setting.</p> <ul style="list-style-type: none"> • Exceptional written and verbal communication skills. • Strong understanding of branding principles and communication strategies. • Proficiency in digital marketing, social media management, and content creation tools. • Excellent organizational and project management skills. • Ability to build and maintain relationships with key stakeholders and media. • Creative thinking and problem-solving abilities. • Strong leadership and team management skills. • Experience with budget management and resource allocation.
4	Assistant Administrative Officer	<ol style="list-style-type: none"> 1. Vendor Management: <ul style="list-style-type: none"> • Handle dealings with various vendors related to institutional services. • Monitor and supervise vendor performance to ensure compliance with agreements. • Oversee billing clearance and resolve any issues related to vendor payments. 2. Event Management: <ul style="list-style-type: none"> • Organize and coordinate institutional events such as staff retirement functions, Independence Day 	<p>Educational Qualification: Candidate must have a Graduate degree or equivalent from a recognized University with 50% minimum marks.</p> <p>Experience: Min. 2 Years of experience in the relevant field.</p>

		<p>celebrations, Republic Day, Gandhi Jayanti, New Year celebrations, convocation ceremonies, and other general events.</p> <ul style="list-style-type: none"> • Ensure all logistical arrangements are in place for successful event execution. <p>3. Repair and Maintenance:</p> <ul style="list-style-type: none"> • Coordinate and supervise repair work for sofas, chairs, and other furniture and equipment within the institute. • Manage and oversee repair work for institutional vehicles, including bikes and cars. <p>4. Telecommunications:</p> <ul style="list-style-type: none"> • Supervise the telephone services intercom and network infrastructure at the institute to ensure proper functioning and address any issues. <p>5. Administrative Tasks:</p> <ul style="list-style-type: none"> • Prepare and manage internal documents such as nameplates, posters, banners, and stamps. • Handle preparation of internal budgets, transfer, and re-appropriation notes. • Address issues related to ambulances, fax services, asset insurance, garbage shifting, and horticultural waste removal. <p>6. Safety and Security:</p> <ul style="list-style-type: none"> • Supervise and ensure the maintenance and refilling of fire extinguishers. • Track and oversee pest control services to ensure a safe environment. • Supervise housekeeping and security services to maintain cleanliness and safety on campus. <p>7. Horticulture:</p> <ul style="list-style-type: none"> • Supervise horticultural activities and ensure proper maintenance of green spaces and gardens within the institute. <p>8. Miscellaneous:</p> <ul style="list-style-type: none"> • Ensure that housekeeping services meet institutional standards. • Prepare repair notes and manage service requirements for institutional vehicles and equipment. 	<p>Strong organizational and supervisory skills. Ability to manage multiple tasks and coordinate with various departments.</p>
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5	Assistant Librarian	<ol style="list-style-type: none"> 1. Performing, supervising/ controlling/ monitoring all the professional and technical works related to the different sections as in-charge and coordinating at all levels; 2. Planning and implementing new techniques and technologies (ICT) and providing guidance to the Library staff; 3. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, annual reports and agenda notes for various committee meetings, etc.; 4. Assisting the Librarian/ Dy. Librarian in Library services and all other library matters including Planning, Organising, Development and Research activities; 5. Maintaining the discipline in the different sections under his/her control and following the rules, regulations, procedures; 6. All other jobs as may be assigned from time to time. 	<p>Educational Qualification:</p> <ol style="list-style-type: none"> 1. Master's Degree in Library & Information Science with at least 60% marks or its equivalent grade from any recognized Institution/ University; 2. Qualifying in the National Eligibility Test (NET) conducted by UGC, or any other agency approved by UGC. <p>Experience: Minimum 7 years of relevant work experience in a reputed leading business school/ research institute/ college/ university library.</p> <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> 1. Knowledge & experience in automated library operations, including e-resource management, and research support services; 2. Work experience in latest Library Management Software, especially in Libsys10. <p>Age: Below 45 years</p>
6	Library Assistant	<ol style="list-style-type: none"> 1. Membership and Circulation Work: Registration of members; Issue/ Return/ Renewal of the documents; Collection of overdue charges; No dues clearance certificates; Maintenance of Inter-Library Loan transaction records; 2. Acquisition/Procurement Work: Preparing purchase orders; Bill preparation for payment; Accessioning of books; 3. Periodicals/Serial Control Work: Order/ renewal of periodicals subscription; Data Entry of the current issues of periodicals; Reminders for non-receipt of periodicals; 4. Technical Processing Work: Cataloguing and Classification of the documents; Spine/Bar code labels; Due date slip; 5. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders; 6. Performing the stock verification task; 7. All other jobs as may be assigned from time to time. 	<p>Educational Qualification:</p> <ol style="list-style-type: none"> 1. Graduate in Arts/ Science/ Commerce or any other equivalent discipline with 50% marks. 2. Bachelor's Degree in Library & Information Science with at least 55% marks or its equivalent grade from any recognized Institution/ University. 3. Course in computer application at Graduate or PG level or 6 months Computer course from a recognized institution. <p>Experience: Minimum 2 years of relevant work experience in a reputed leading business school/ research institute/ college/ university library.</p> <p>Desirable Qualifications: Work experience in latest Library Management Software, especially in Libsys10.</p> <p>Age: Below 35 years</p>

7	Accountant	<ol style="list-style-type: none"> 1. Handling Bank receipts and payments 2. Bank reconciliations 3. Fee receipts and reconciliations 4. Salary preparation and statutory deduction, 5. Vendors payments 6. Knowledge of Statutory dues i.e. PF, TDS, GST, 7. Handling accounts payable and receivable 8. Assisting in Internal and Statutory Audit 	<p>Educational Qualification: B. Com/M. Com.</p> <p>Experience: Min. 5 Years of Experience in the relevant field.</p> <p>Knowledge of Tally and Microsoft Office is required.</p>
8	Manager (Regulatory and Accreditation)	<p>The Manager will be responsible for ensuring that the organization complies with all regulatory requirements and accreditation standards. This role involves managing regulatory filings, coordinating accreditation processes, and implementing policies to maintain compliance with industry standards. The manager will work closely with internal departments, external regulatory bodies, and accreditation agencies to ensure continuous regulatory compliance.</p> <p>Regulatory Compliance:</p> <ul style="list-style-type: none"> • Monitor and interpret regulatory requirements applicable to the organization. • Develop and implement policies and procedures to meet regulatory requirements. • Prepare and submit regulatory reports and filings in a timely manner. • Conduct internal audits and risk assessments to identify and address compliance gaps. • Serve as a liaison between the organization and regulatory agencies. <p>Accreditation Management:</p> <ul style="list-style-type: none"> • Oversee the accreditation process, ensuring adherence to accreditation standards (e.g., NBA, AACSB, SAQS etc.). • Develop and maintain documentation required for accreditation. • Coordinate accreditation site visits, surveys, and audits. • Address deficiencies and implement corrective action plans. 	<p>Education Qualifications: Master's degree in Business Administration or a related field</p> <p>Experience: 5+ years of experience in regulatory compliance, accreditation, or quality assurance.</p> <ul style="list-style-type: none"> • Experience working in education institutions. • Knowledge of accreditation standards (NBA, AACSB, SAQS etc.). <p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Strong understanding of regulatory and accreditation frameworks. • Excellent project management and organizational skills. • Strong analytical and problem-solving abilities. • Excellent communication and interpersonal skills. • Ability to collaborate with cross-functional teams. • Detail-oriented with strong documentation skills.

		<ul style="list-style-type: none"> Stay updated on changes in accreditation standards and ensure organizational readiness. <p>Policy Development and Training:</p> <ul style="list-style-type: none"> Develop and update policies and procedures to align with regulatory and accreditation requirements. Provide training and guidance to staff on compliance-related matters. Conduct workshops, awareness sessions, and compliance education programs. <p>Reporting and Documentation:</p> <ul style="list-style-type: none"> Maintain detailed records of compliance activities, audits, and accreditation efforts. Generate reports on regulatory compliance status and accreditation progress. Communicate compliance updates and findings to senior leadership. 	
9	Executive (HR & Establishment)	<p>Recruitment & Onboarding</p> <ul style="list-style-type: none"> Manage end-to-end recruitment process, including job postings, screening, and interviews. Conduct onboarding and induction programs for new employees. Maintain employee records and documentation. <p>Employee Relations & Welfare</p> <ul style="list-style-type: none"> Address employee grievances and escalate issues as needed. Foster a positive workplace culture through employee engagement initiatives. Conduct exit interviews and analyze attrition trends. <p>Payroll & Compliance</p> <ul style="list-style-type: none"> Assist in payroll processing Ensure compliance with company policies, and statutory regulations. 	<p>Education Qualifications: Bachelor's or Master's degree in HR, Business Administration, or related field.</p> <p>Experience: 2-5 years of experience in HR and administration.</p> <ul style="list-style-type: none"> Strong knowledge of norms, compliance, and HR best practices. Proficiency in HRMS, payroll software, and MS Office. Excellent communication, problem-solving, and interpersonal skills.

		<p>Performance Management & Training</p> <ul style="list-style-type: none"> • Support performance appraisal processes and maintain employee performance records. • Identify training needs and coordinate learning & development programs. <p>HR Policies & Documentation</p> <ul style="list-style-type: none"> • Draft and update HR policies, employee service book, and other guidelines. • Ensure proper documentation of HR-related activities and legal compliance. <p>General Administration & Establishment</p> <ul style="list-style-type: none"> • Oversee office administration, facility management, and vendor coordination. • Manage employee attendance, leaves, and travel arrangements. • Ensure smooth day-to-day operations within the organization. 	
10	Executive (Research & Publication)	<p>The Executive (Research & Publication) is responsible for conducting research, preparing reports, managing publications, and ensuring high-quality content production. The role involves collaborating with researchers, writers, editors, and other stakeholders to develop insightful publications that align with organizational goals.</p> <ul style="list-style-type: none"> • Work with internal teams, researchers, and external partners to produce publications. • Assist in organizing conferences, seminars, and research presentations. • Adhere to organizational guidelines and publication policies. • Familiarity with research methodologies and publication standards. 	<p>Educational Qualification: Bachelor’s or Master’s degree in Journalism, Communications, Research, or a related field.</p> <p>Experience: 1 – 3 Years in research, writing, and publication in academic area.</p> <ul style="list-style-type: none"> • Strong analytical, writing, and editing skills. • Proficiency in MS Office, MS Excel publishing tools, and data analysis software. • Attention to detail and ability to work under deadlines.

		<ul style="list-style-type: none"> • Prior work in editorial, content development, or research-based roles. 	
11	Executive (Placements & Corporate Relations)	<ol style="list-style-type: none"> 1. Identify and connect with prospective employers to acquire student internships and job opportunities. 2. Plan and oversee the logistics of placement drives, corporate meets, and networking events. 3. Maintain the database, including MIS reports and information about corporate connections and placement records. 4. Compile and deliver periodic reports on placement operations, results, and involvement with corporate entities. 5. Act as an intermediary between students, instructors, and corporate partners to ensure seamless placement procedures. 	<p>Educational Qualification: Graduation /MBA/Post Graduate Degree/PG Diploma.</p> <p>Experience: Minimum of 5 years of experience in corporate relations, placements, career services, or a related field, preferably within an academic institution or B-School.</p> <p>Excellent communication and interpersonal skills</p> <p>Strong networking, relationship-building and negotiation skills. Ability to work under pressure and meet placement targets. Proficient in using placement management software and tools.</p>
12	Editorial In-charge	<p>The Editorial In-Charge will be responsible for overseeing the content creation, editing, and publication process across various platforms. This role involves managing a team of writers, editors, and designers to ensure high-quality, engaging, and accurate content that aligns with the institutions vision and brand.</p> <p>Content Strategy & Planning</p> <ul style="list-style-type: none"> • Develop and implement editorial strategies in line with institution goals. • Plan content calendars and ensure timely delivery of articles, blogs, reports, or other media. • Conduct research to identify trending topics and audience interests. <p>Content Creation & Editing</p> <ul style="list-style-type: none"> • Supervise the creation of engaging and high-quality content. • Edit, proofread, and fact-check materials to maintain accuracy and consistency. • Ensure adherence to brand voice, style guides, and industry standards. 	<p>Educational Qualification: Bachelor’s or Master’s degree in Journalism, Communications, English, or a related field.</p> <ul style="list-style-type: none"> • Proven experience in editorial management, content writing, or publishing. • Strong leadership and team management abilities. • Excellent writing, editing, and proofreading skills. • Knowledge of SEO, digital marketing, and content management systems (CMS). • Familiarity with industry trends, media ethics, and legal compliance in publishing. • Ability to work under tight deadlines and manage multiple projects simultaneously. <p>Preferred Experience:</p> <ul style="list-style-type: none"> • 3+ years in an editorial or content management role.

		<ul style="list-style-type: none"> • Team Management • Lead a team of writers, editors, and designers, providing guidance and feedback. • Assign tasks, set deadlines, and monitor content production. • Collaboration & Coordination • Work closely with marketing, design, and social media teams to align content with branding efforts. • Coordinate with stakeholders as needed. • Ensure smooth communication between departments to maintain workflow efficiency. • Quality Control & Compliance • Maintain editorial standards, ensuring grammatical accuracy, factual correctness, and adherence to ethical guidelines. • Implement SEO best practices and optimize content for search visibility. • Ensure content complies with legal, regulatory, and copyright requirements. • Analytics & Performance Monitoring • Track content performance using analytics tools (Google Analytics, SEO tools, etc.). • Generate reports on editorial performance and suggest improvements. 	<ul style="list-style-type: none"> • Experience working in a digital media company, publishing house, or corporate editorial team. • Proficiency in tools like WordPress, Google Analytics, and Adobe Creative Suite.
13	Social Media Content Creator	<ul style="list-style-type: none"> • Content Creation: Develop, design, and manage original content (text, images, videos) across various social media platforms such as Facebook, Instagram, Twitter, LinkedIn, and YouTube. • Social Media Strategy: Collaborate with the marketing team to create and implement social media strategies that align with the institution's goals and objectives. • Community Engagement: Engage with our online community and handle inquiries in a timely and professional manner. • Analytics and Reporting: Track and analyze social media metrics and performance, providing regular reports and insights to optimize content and strategies. • Trend Monitoring: benchmarking competition and staying updated with the latest social media trends, tools, and best 	<p>Educational Qualification: Bachelor's degree in Marketing, Communications, Journalism, or a related field.</p> <p>Experience: Proven experience of at least 3 years as a social media content creator or similar role, preferable for an educational institute or a similar domain.</p> <ul style="list-style-type: none"> • Strong understanding of social media platforms, their algorithms, and best practices. • Excellent written and verbal communication skills. • Proficiency in graphic design tools such as Adobe Creative Suite, Adobe Illustrator, Coral Draw, or Canva. • Video designing and editing skills.

		<p>practices, and incorporating them into the content creation process.</p> <ul style="list-style-type: none"> • Campaign Management: Plan and execute social media campaigns to promote events, programs, and initiatives. • Collaboration: Work closely with faculty, staff, and students to gather content ideas and showcase the vibrant life at FSM. 	<ul style="list-style-type: none"> • Creative mindset and the ability to generate engaging content ideas. • Strong organizational and multitasking skills. • Ability to work independently and as part of a team.
14	Graphic Designer	<ul style="list-style-type: none"> • Graphic Design: Create visually appealing graphics, illustrations, and layouts for a variety of digital and print materials including brochures, posters, banners, social media content, and presentations. • Brand Consistency: Ensure all designs adhere to the school's branding guidelines and maintain a consistent visual identity across all channels. • Collaborative Projects: Work closely with the marketing, communications, and academic teams to understand project requirements and deliver high-quality design solutions. • Concept Development: Develop creative concepts and design ideas for marketing campaigns, events, and other initiatives. • Content Creation: Assist in the creation of multimedia content, including videos, animations, and infographics. • Photo Editing: Edit and retouch photographs for use in marketing materials and on social media. • Software Proficiency: Utilize graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) to create and edit designs. • Feedback Incorporation: Incorporate feedback from stakeholders and make revisions as needed to meet project goals. • Trend Awareness: Stay updated with the latest design trends, tools, and technologies to ensure the school's visual materials are contemporary and effective. 	<p>Educational Qualification: Bachelor's degree in Graphic Design, Fine Arts, or a related field.</p> <p>Experience: Proven experience of at least 3 years as a graphic designer, with a strong portfolio showcasing a range of design work.</p> <ul style="list-style-type: none"> • Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other graphic design software. • Excellent visual design skills with a keen eye for detail and aesthetics. • Strong understanding of design principles, typography, colour theory, and layout techniques. • Ability to manage multiple projects simultaneously and meet deadlines. • Strong communication and interpersonal skills. • Ability to work independently and collaboratively within a team environment. • Knowledge of video editing and animation software is a plus.

15	Counsellor	<p>Responsible for all aspects of the Admissions Department as delegated by the Admissions Manager, including support in Admissions process management, inquiry management, application management, selection process, withdrawal process, collaboration with accounts, academic office and branding team, data management, calling support, document management.</p> <p>Competence Required</p> <p>Effective written and oral communication, Ability to work in a team, Computer literacy (expertise in Excel, PowerPoint, basic statistical analysis, MS Word, Basic understanding of tendering and accounting practices, Basic Knowledge of web content, Ability to learn and demonstrate high ethical standards.</p>	<p>Educational Qualification: Bachelor's/Master's degree in any discipline (MBA preferred)</p> <p>Experience: 1-2 years of experience in student counselling/admissions in an educational institute</p> <ul style="list-style-type: none"> • Prior experience in MBA admissions will be an added advantage
16	Research Assistant / Associate	<p>i) To help in assisting the work</p> <p>ii) ii) Good knowledge about quantitative techniques.</p> <p>iii) iii) Good knowledge about Excel.</p>	<p>Educational Qualification: MBA or an equivalent qualification. Preference will be given to the candidates who have good academic records, willingness to learn, and experience in written communication in the academic areas.</p> <p>Experience: 1 to 3 years in the relevant field.</p>