



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 Society under Ministry of Finance, Government of India.

AJNIFM invites applications for the following job / services in its campus in the Department of MBA(Finance) purely on contract basis, initially for 1 year to be extendable subject to performance review.

Senior Manager – Admissions & Corporate Engagement: One Position

Qualification & Experience:

Post Graduate Degree in any discipline from a reputed university / Institute or its equivalent grade and consistently good academic record.

Experience:

Minimum of 5-7 years' experience in admissions, academic administration, program coordination or related roles.

Upper Age Limit: 55 years as on 01.01.2026

Remuneration:

Maximum Upto Rs. 60,000/- per month as per experience & Qualification.

Desirable:

- Strong Organizational and coordination skills
- Excellent communication, interpersonal strategic planning, data analysis, leadership, and CRM skills.
- Proficiency in MS office (Word, Excel, Power Point, Sheets)
- Knowledge of Digital Marketing
- Strong Communication and Stakeholder Management Skills

Job Profile:

1. Marketing & Outreach

- Plan and execute marketing campaigns, promotional events, build relationship with educational partners.
- Draft and manage email and WhatsApp communication campaigns
- Coordinate admission-related social media activities
- Manage student data, CSV files, and remarketing of leads
- Coordinate with third-party agencies for lead generation

2. Admissions Operations Management

- Own and manage the end-to-end MBA(Finance) admission process
- Plan and manage admission timelines and key milestones
- Handle student enquiries and admission-related communications
- Ensure smooth execution of application processing, fee coordination, and admission confirmations

3. Cross Functional Coordination

- Smooth Coordination between Program office, Computer Section, Faculty Panels and internal team
- Coordinate application form activation, payment gateway testing, and technical support
- Ensure alignment of all stakeholders with timelines, processes and updates

4. Process Setting & Documentation

- Develop and maintain trackers, sheets, and process documents for admissions and GDPI
- Maintain accurate records of application, Fee Status and confirmation
- Upkeep of Proper Documentation

5. GDPI Planning & Coordination

- Plan and coordinate GDPI process (online and offline)
- Prepare GDPI schedules, faculty-wise panel allocation, and student group division
- Create and Manage GDPI evaluation sheets, and compile the final result of GDPI
- Verification and declaration of result

6. Reporting & Stakeholder Communication

- Prepare periodic admission status updates and reports
- Communicate progress, issues and outcomes to the senior authorities
- Serve as a liaison for prospective students, parents etc.
- Represent the Institute professionally in all internal and external interactions

7. Corporate, Academic & Alumni Engagement

- Coordinate Corporate Connect Programs, including proposal drafting and communication
- Coordinate Mentor-mentee program activities among the Alumni & Students
- Support planning and execution of Alumni Meet and Alumni Engagement initiatives
- Liaison with universities, colleges, institutes and academic bodies for webinars, seminars, and outreach programs.

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, Department of MBA (Finance) anilgera@nifm.ac.in within 10 days 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 01.01.2026 on which the advertisement for the position was published on Institute website.