



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 6 months to be extendable subject to performance review.

Senior Manager – Admissions: 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 years' experience in admissions, academic administration, program coordination or related roles.

Upper Age Limit: 55 years as on 01.02.2026

Remuneration:

Maximum Upto Rs. 75,000/- per month as per experience & Qualification.

Programme: MBA (Finance)

The Senior Manager – Admissions shall be responsible for **planning, administering, and overseeing the complete admission lifecycle** of the MBA (Finance) programme, ensuring **transparency, regulatory compliance, academic integrity, and timely coordination** among all stakeholders.

Core Responsibilities

1. Admissions Planning & Governance

- Prepare and implement the annual admission plan, calendar, and timelines for the MBA (Finance) programme.
- Ensure compliance with institutional policies, reservation norms, eligibility criteria, and applicable UGC/JNU/GoI guidelines.
- Assist in formulation and revision of admission-related policies, rules, and procedures.

2. Application Processing & Selection Management

- Supervise receipt, scrutiny, and verification of applications and supporting documents.
- Coordinate shortlisting of candidates as per approved criteria.
- Maintain merit lists, waiting lists, and admission records with accuracy and confidentiality.
- Coordinate offer issuance, acceptance, and admission confirmation.

3. GD / Interview / Selection Process Coordination

- Plan and coordinate Group Discussion, Written Test, and Personal Interview processes (online/offline).
- Constitute interview schedules, panel-wise allocations, and candidate grouping in consultation with faculty.
- Compile evaluation sheets, consolidate scores, and assist in finalization and declaration of results.

4. Inter-Departmental Coordination

- Act as the nodal officer for coordination between:
 - Programme Office
 - Faculty and Interview Panels
 - Examination / IT / Accounts Sections
 - Academic Administration
- Ensure smooth functioning of admission portals, fee collection systems, and enrolment processes.

5. Communication & Candidate Interface

- Draft admission notifications, information brochures, instructions, and official communications.
- Respond to admission-related queries from applicants and parents in a timely and professional manner.
- Ensure clarity, consistency, and correctness of information disseminated through official channels.

6. Records, Reporting & Documentation

- Maintain comprehensive physical and digital admission records.
- Prepare admission-related reports, statistics, and notes for:
 - Academic Council / Board / Director
 - Audits, inspections, and reviews
- Ensure data accuracy, confidentiality, and archival of records.

7. Academic On boarding Support

- Coordinate joining formalities and induction of newly admitted students.
- Support programme office during commencement of the academic session.
- Assist Program Director in addressing admission-related grievances, if any

8. Institutional Representation & Support Functions

- Represent the Institute in admission-related interactions with external bodies, testing agencies, and partner institutions.
- Support alumni and academic engagement activities linked to admissions and student induction.
- Perform any other academic or administrative duties assigned by the competent authority

Qualifications & Experience

- Postgraduate degree in any discipline.
- Minimum **5 years of experience** in academic admissions, programme administration, or academic management in a reputed institution.
- Experience in MBA / postgraduate programme admissions will be preferred.

Key Competencies

- Strong administrative and coordination skills
- Sound understanding of academic systems and regulations
- Excellent drafting and communication ability
- High integrity, discretion, and attention to detail
- Ability to manage timelines and multiple stakeholders

Nature of Appointment

- Contractual (initially for six months, extendable based on performance)

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).