



Arun Jaitley National Institute of Financial Management
अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
Department of MBA (Finance), Career Development Centre

Arun Jaitley National Institute of Financial Management (AJNIFM) is an Autonomous Body under Ministry of Finance, Government of India.

Applications are invited from Indian Nationals for 01 (one) contractual position of **Training and Placement Officer (TPO) at Career Development Centre, AJNIFM, Faridabad.**

No. of Position : 01 (One)

Monthly Salary: Rs. 1,50,000/- (Fixed)

Upper Age Limit: Not more than 50 years on the last date of submission of application.

Duration: Initial engagement will be for 1 year and it will be followed by extension based on the requirements of the Institute and periodic performance review.

Essential Qualification: Two-year MBA/PG degree in Management in Human Resource Management or related discipline with minimum 60% marks from a recognized university/Institution.

Experience:

Five years of working experience in a reputed Institution as Training and Placement Officer. The candidate should possess the following skills:

- Excellent communication skills, inter-personal skills to represent organization interest with business and human resource leadership of national and multinational companies in India and abroad.
- Comprehensive understanding of industry practices and corporate relations and relevant experience in an educational institute catering to industry-academic interface.
- Experience in coordinating recruitment drives for placements, internships and facilitating necessary training and skilling programs for MBA(Finance) students.
- Experience in working with ERP portals or similar students' data management tools that handle campus placements.
- Experience in handling and usage of popular social media tools.
- Experience in handling office team, students team and organizing events connected with branding of organization.

Desirable:

- The experience in IIMs/IITs/CFTIs and other Higher Educational Institutes is desirable.
- Membership of renowned HR networking bodies
- A highly motivated person with a pleasing personality and strong people skills.
- Candidate with the willingness to travel extensively to build a network with potential recruiters.

Job Profile:

- Building of CV of the students for Internship & Placements in an attractive and efficient manner as per the industry standards.
- Conducting of employment gap analysis on students.
- Facilitating the training of students as per outcome of the employability Gap Analysis.
- Conducting of CV authentication of the students.
- Connecting the Institute with Prospective employers.
- Formulating academia-corporate connects by conducting business conclave, inviting key persons from the corporate for guest lectures, arranging corporate / industrial visits, leverage rich alumni base to establish connects.
- Formalize and institutionalize the process of Internship and Placement by establishing the Recruiter Policy, Internship Policy, Placement Policy and Placement and Internship calendar.
- Development of the student placement cell

- Organize workshops for training the Student Placement Team in CV buildup, effective networking strategies.
- Strengthening the Internship process so that there are more pre-placement offers in hand of the students.
- Build Alumni network by conducting alumni engagement activities such as alumni meets.
- Connecting with all the stakeholders of the programme viz. Programme Office, Faculties, Students and the prospective employers to bridge the skill and information gap.
- Plan strategy for admission of MBA (Finance) students.
- Digital Marketing-Social Media.
- Webinar/Seminars on a career in Finance.
- Specially design landing page/microsite for driving prospective students.

General Instructions for Application and Other Terms & Conditions of Recruitment Application:

1. Interested candidates may apply and furnish the detailed CV mentioning date of birth, qualification, experience, salary drawn(if any) etc. and application may be sent to Shri Anil Kumar Gera, Senior Private Secretary, MBA (Finance) Cell @ anilgera@nifm.ac.in latest by 30.11.2025.
2. Shortlisted candidates(based on qualification, experience and suitability for the post) will be intimated via email to appear for an offline/online interview.
3. No intimation will be sent to the rejected candidates.

In case of any query, you may please contact Shri Anil Kumar Gera, Senior Private Secretary, Arun Jaitley National Institute of Financial Management [email: anilgera@nifm.ac.in, Mobile No. 9871341508).