



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.

Administrative Officer:

The candidate must be a Post Graduate/MBA with relevant work experience of minimum 10 years, out of which 5 years should be in an administrative position in a Business School/Management institution of repute.

Executive (Placement/Admissions):

The candidate must be a Graduate with relevant work experience of minimum 5 years, out of which 3 years should be in Placements/Corporate Affairs/Admissions in a Business School/Management institution of repute.

Executive (Office):

Graduate with relevant work experience of minimum 5 years, out of which 3 years should be in a Business School/Management institution of repute.

Note: For all the above 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 the post applied as subject line latest by January 09, 2018 at academicservices@fsm.ac.in.