



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 on Regular/Contract basis.

A. Sr. Manager/Manager for various Academic Activity:

1. Sr. Manager/Manager (Academics)
2. Sr. Manager/Manager (Placements)
3. Sr. Manager/Manager (MDP/Executive Education)
4. Sr. Manager/Manager (Admissions)

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. 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.

B. Research Assistant/ Research Associate (On Contract Basis):

We are looking for talented and highly motivated graduate/post-graduates, Research Scholars to work as a Research Associate in various domains such as Marketing, Economics, OB & HR, QT & Operations, Finance, Information Technology, International Business, and Communication for our Seed Money Projects. These projects provide opportunities to the selected candidates to interact with academicians, policymakers, industry leaders and entrepreneurs to develop an understanding in various management areas. Additionally, they will gain first-hand experience on conducting primary and secondary research under the guidance of distinguished faculty members.

The Research Associates are expected to design and develop questionnaires and be able to analyze data in a meaningful manner. They will be expected to primarily work from the FORE School of Management, New Delhi, unless the project requires them to work at locations outside New Delhi. Candidates must be familiar with web-based technologies and be comfortable with MS Office applications particularly Word and Excel sheets with some knowledge of SPSS and other research software. Ability to work independently in an unstructured environment would be a major plus.

A consolidated fixed salary shall be paid depending upon Qualifications and experience. The duration of the project is six months to one year, depending upon the project requirements.

The upper limits of consolidated monthly salary on contract for Research Support staff

Research Assistant: Rs. 20,000/- per month (Qualification: Minimum MBA or equivalent).

Research Associate: Rs. 25,000/- per month (Qualification: Minimum MBA or equivalent with at least two years of work experience).

Interested candidates are advised to send their C.V. by mentioning (both in the C.V. and Email) the post applied for as subject line (latest by June 01, 2018 at staffrecruitment@fsm.ac.in). Candidates are advised to enclose their recent passport size photograph in the C.V.