



# FORE School of Management

Adhitam Kendra, B-18, Qutub Institutional Area, New Delhi – 110016

## Recruitment Notice for Non-Teaching Positions

FORE School of Management, New Delhi is a reputed Business School consistently ranked among the top B-schools is looking for dedicated and committed person(s) for its New Delhi / Gurugram Off-Campus for the following Non-Teaching positions:

S.No.	Position	No. of Positions	Type of Appointment	S.No.	Position	No. of Positions	Type of Appointment
1	Assistant Librarian	1	Regular	7	Executive (Executive Education)	1	Regular
2	Library Assistant	1	Contract	8	Senior Manager (Executive Education)	1	Regular
3	Assistant Administrative Officer	1	Contract	9	Executive (Placements & Corporate Relations)	1	Regular
4	Accountant	2	Contract	10	General Manager (Placements & Corporate Relations)	1	Regular
5	Executive (Academics)	1	Contract	11	Executive Assistant	1	Contract
6	Executive (Admissions)	1	Contract	12	Executive (Centre for Political Leadership & Governance)	1	Contract

Qualification and other details are attached herewith. Compensation as per the norms. 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 **Monday, September 23, 2024** to [staffrecruitment@fsm.ac.in](mailto:staffrecruitment@fsm.ac.in) Candidates are advised to enclose their recent passport size photograph in the C.V. Please ensure your profile matches the requirements while applying. The Institute solely reserves the right not to fill any advertised position without assigning any reason.

Details about the Institute can be viewed at the institute website: [www.fsm.ac.in](http://www.fsm.ac.in)

S. No.	Office	Position	Job Description	Qualification and Experience
1	Library	Assistant Librarian	<ol style="list-style-type: none"> <li>1. Performing, supervising/ controlling/ monitoring all the professional and technical works related to the different sections as in-charge and coordinating at all levels;</li> <li>2. Planning and implementing new techniques and technologies (ICT) and providing guidance to the Library staff;</li> <li>3. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, annual reports and agenda notes for various committee meetings, etc.;</li> <li>4. Assisting the Librarian/ Dy. Librarian in Library services and all other library matters including Planning, Organising, Development and Research activities;</li> <li>5. Maintaining the discipline in the different sections under his/her control and following the rules, regulations, procedures;</li> <li>6. All other jobs as may be assigned from time to time.</li> </ol>	<p><b>Educational Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in Library &amp; Information Science with at least 60% marks or its equivalent grade from any recognized Institution/ University;</li> <li>2. Qualifying in the National Eligibility Test (NET) conducted by UGC, or any other agency approved by UGC.</li> </ol> <p><b>Experience:</b> Minimum 7 years of relevant work experience in a reputed leading business school/ research institute/ college/ university library.</p> <p><b>Desirable Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge &amp; experience in automated library operations, including e-resource management, and research support services;</li> <li>2. Work experience in latest Library Management Software, especially in Libsys10.</li> </ol> <p><b>Age:</b> Below 45 years</p>
2	Library	Library Assistant	<ol style="list-style-type: none"> <li>1. <b>Membership and Circulation Work:</b> Registration of members; Issue/ Return/ Renewal of the documents; Collection of overdue charges; No dues clearance certificates; Maintenance of Inter-Library Loan transaction records;</li> <li>2. <b>Acquisition/Procurement Work:</b> Preparing purchase orders; Bill preparation for payment; Accessioning of books;</li> <li>3. <b>Periodicals/Serial Control Work:</b> Order/ renewal of periodicals subscription; Data Entry of the current issues of periodicals; Reminders for non-receipt of periodicals;</li> <li>4. <b>Technical Processing Work:</b> Cataloguing and Classification of the documents; Spine/Bar code labels; Due date slip;</li> <li>5. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders;</li> </ol>	<p><b>Educational Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Graduate in Arts/ Science/ Commerce or any other equivalent discipline with 50% marks.</li> <li>2. Bachelor's Degree in Library &amp; Information Science with at least 55% marks or its equivalent grade from any recognized Institution/ University.</li> <li>3. Course in computer application at Graduate or PG level or 6 months Computer course from a recognized institution.</li> </ol> <p><b>Experience:</b> Minimum 2 years of relevant work experience in a reputed leading business school/ research institute/ college/ university library.</p> <p><b>Desirable Qualifications:</b> Work experience in latest Library Management Software, especially in Libsys10.</p>

			6. Performing the stock verification task; 7. All other jobs as may be assigned from time to time.	<b>Age:</b> Below 35 years
3	Administration	Assistant Administrative Officer	<ol style="list-style-type: none"> <li>1. <b>Vendor Management:</b> <ul style="list-style-type: none"> <li>• Handle dealings with various vendors related to institutional services.</li> <li>• Monitor and supervise vendor performance to ensure compliance with agreements.</li> <li>• Oversee billing clearance and resolve any issues related to vendor payments.</li> </ul> </li> <li>2. <b>Event Management:</b> <ul style="list-style-type: none"> <li>• Organize and coordinate institutional events such as staff retirement functions, Independence Day celebrations, Republic Day, Gandhi Jayanti, New Year celebrations, convocation ceremonies, and other general events.</li> <li>• Ensure all logistical arrangements are in place for successful event execution.</li> </ul> </li> <li>3. <b>Repair and Maintenance:</b> <ul style="list-style-type: none"> <li>• Coordinate and supervise repair work for sofas, chairs, and other furniture and equipment within the institute.</li> <li>• Manage and oversee repair work for institutional vehicles, including bikes and cars.</li> </ul> </li> <li>4. <b>Telecommunications:</b> <ul style="list-style-type: none"> <li>• Supervise the telephone services intercom and network infrastructure at the institute to ensure proper functioning and address any issues.</li> </ul> </li> <li>5. <b>Administrative Tasks:</b> <ul style="list-style-type: none"> <li>• Prepare and manage internal documents such as nameplates, posters, banners, and stamps.</li> <li>• Handle preparation of internal budgets, transfer, and re-appropriation notes.</li> <li>• Address issues related to ambulances, fax services, asset insurance, garbage shifting, and horticultural waste removal.</li> </ul> </li> <li>6. <b>Safety and Security:</b> <ul style="list-style-type: none"> <li>• Supervise and ensure the maintenance and refilling of fire extinguishers.</li> <li>• Track and oversee pest control services to ensure a safe environment.</li> </ul> </li> </ol>	<b>Educational Qualification:</b> Candidate must have a Graduate degree or equivalent from a recognized University with 50% minimum marks.  <b>Experience:</b> Min. 2 Years of experience in the relevant field.  Strong organizational and supervisory skills. Ability to manage multiple tasks and coordinate with various departments.

			<ul style="list-style-type: none"> <li>Supervise housekeeping and security services to maintain cleanliness and safety on campus.</li> </ul> <p>7. <b>Horticulture:</b></p> <ul style="list-style-type: none"> <li>Supervise horticultural activities and ensure proper maintenance of green spaces and gardens within the institute.</li> </ul> <p>8. <b>Miscellaneous:</b></p> <ul style="list-style-type: none"> <li>Ensure that housekeeping services meet institutional standards.</li> <li>Prepare repair notes and manage service requirements for institutional vehicles and equipment.</li> </ul>	
4	Accounts	Accountant	<ol style="list-style-type: none"> <li>Handling Bank receipts and payments</li> <li>Bank reconciliations</li> <li>Fee receipts and reconciliations</li> <li>Salary preparation and statutory deduction,</li> <li>Vendors payments</li> <li>Knowledge of Statutory dues i.e. PF, TDS, GST,</li> <li>Handling accounts payable and receivable</li> <li>Assisting in Internal and Statutory Audit</li> </ol>	<p><b>Educational Qualification:</b> B. Com/M. Com.</p> <p><b>Experience:</b> Min. 5 Years of Experience in the relevant field.</p> <p>Knowledge of Tally and Microsoft Office is required.</p>
5	Academics	Executive	<ol style="list-style-type: none"> <li>Academic Programme Management</li> <li>Implementation of academic policies and procedures</li> <li>Ensures that programs meet accreditation standards and regulatory requirements</li> <li>Address student concerns and ensure academic support resources are available</li> <li>Execution of student affairs activities.</li> </ol>	<p><b>Educational Qualification:</b> Candidate must have a Graduate degree or equivalent from a recognized University with 50% minimum marks.</p> <p><b>Experience:</b> A minimum 2 - 3 years of experience in the relevant field.</p> <p>Good Written and verbal communication, Interpersonal skills and command over Excel.</p>
6	Admissions	Executive	<ol style="list-style-type: none"> <li>Responsible for all aspects of the Admissions Department as delegated by the Admissions Manager</li> <li>Including support in Admissions process management</li> <li>inquiry management</li> <li>application management</li> <li>selection process</li> <li>withdrawal process</li> <li>collaboration with accounts, academic office, and branding team</li> <li>data management,</li> </ol>	<p><b>Educational Qualification:</b> Candidate must have a Graduate degree or equivalent from a recognized University with 50% minimum marks.</p> <p><b>Experience:</b> A minimum 2 - 3 years of experience in the relevant field.</p> <p>Effective written and oral communication, Ability to work in a team, Computer literacy (expertise in Excel, basic statistical analysis, MS Word), Basic</p>

			9. calling support and document management.	understanding of tendering and accounting practices, Basic Knowledge of web content, Ability to learn and demonstrate high ethical standards.
7	Executive Education	Executive	<ol style="list-style-type: none"> <li>1. Experienced professionals in the domain of Executive Education (Preferably in the leading business schools including IIMs)</li> <li>2. The candidate will be responsible to get participants in the Open MDPs as well as securing opportunities for In-Company Training Programmes.</li> <li>3. Candidate should have strong connections in the Learning &amp; Development/ HR dept in PSUs and Private Sector organisations.</li> </ol>	<p><b>Educational Qualification:</b> Candidate must have a Graduate degree or equivalent from a recognized University with 50% minimum marks.</p> <p><b>Experience:</b> A minimum 2 - 3 years of experience preferably with management education background.</p> <p>Good command on MS-Office, Internet, Excellent Communication and interpersonal Skills.</p>
8	Executive Education	Senior Manager	<ol style="list-style-type: none"> <li>1. Experienced professionals in the domain of Executive Education (Preferably in the leading business schools including IIMs)</li> <li>2. The candidate will be responsible to get participants in the Open MDPs as well as securing opportunities for In-Company Training Programmes.</li> <li>3. Candidate should have strong connections in the Learning &amp; Development/ HR dept in PSUs and Private Sector organisations.</li> </ol>	<p><b>Educational Qualification:</b> MBA/ Post Graduate Degree/ PG Diploma.</p> <p><b>Experience:</b> A minimum 8 - 10 years of experience preferably with management education background.</p> <p>Good command on MS-Office, Internet, Excellent Communication and interpersonal Skills.</p>
9	Placements & Corporate Relations	Executive	<ol style="list-style-type: none"> <li>1. Identify and connect with prospective employers to acquire student internships and job opportunities.</li> <li>2. Plan and oversee the logistics of placement drives, corporate meets, and networking events.</li> <li>3. Maintain the database, including MIS reports and information about corporate connections and placement records.</li> <li>4. Compile and deliver periodic reports on placement operations, results, and involvement with corporate entities.</li> <li>5. Act as an intermediary between students, instructors, and corporate partners to ensure seamless placement procedures.</li> </ol>	<p><b>Educational Qualification:</b> Graduation /MBA/Post Graduate Degree/PG Diploma.</p> <p><b>Experience:</b> Minimum of 5 years of experience in corporate relations, placements, career services, or a related field, preferably within an academic institution or B-School.</p> <p>Excellent communication and interpersonal skills</p> <p>Strong networking, relationship-building and negotiation skills. Ability to work under pressure and meet placement targets. Proficient in using placement management software and tools.</p>

10	Placements & Corporate Relations	General Manager	<ol style="list-style-type: none"> <li>1. Must be able to cultivate and broaden corporate relationships with the institute and possess strong industry connections.</li> <li>2. Formulate and execute strategy initiatives to optimise the efficiency of the Placements and Corporate Relations Office.</li> <li>3. Supervise the placement and corporate relations office's day-to-day activities, ensuring processes are carried out efficiently and effectively.</li> <li>4. Oversee and assess the placement team's performance and activities, ensuring they align with strategic objectives. Ensure the MIS is diligently maintained and regularly updated to facilitate data-driven decision-making.</li> <li>5. Compile and deliver detailed reports on the operations, including budget preparation and tracking, placement results, and strategic endeavours of the office.</li> </ol>	<p><b>Educational Qualification:</b> MBA or equivalent postgraduate degree in Business Management, Human Resources, or a related field.</p> <p><b>Experience:</b> Minimum of 8-10 years of experience in corporate relations, placements, career services, or a related field, preferably within an academic institution or B-School.</p> <p>Excellent communication and interpersonal skills.</p> <p>Strong networking, relationship-building and negotiation skills. Ability to work under pressure and meet placement targets. Strategic thinking and problem-solving abilities. Knowledge of industry trends and recruitment practices. Proficiency in data analysis, reporting, and use of placement management software.</p>
11	Executive Assistant	Executive	<ol style="list-style-type: none"> <li>1. Good Communication Skill (written and oral)</li> <li>2. Good knowledge of computers</li> <li>3. Good Knowledge of letter drafting</li> <li>4. Coordination Skills</li> <li>5. Handling Calendar Events</li> <li>6. Organizing Reports and Documents</li> <li>7. Answering Phone Calls</li> <li>8. Setting up meetings</li> </ol>	<p><b>Essential Qualifications:</b> Candidate must have a Graduate degree or equivalent from a recognized University with 50% minimum marks.</p> <p><b>Experience:</b> Minimum 2 - 3 years of experience in the relevant field.</p>
12	Centre For Political Leadership & Governance (CPLG)	Executive	<ol style="list-style-type: none"> <li>1. Armchair research activity</li> <li>2. Preparation of Documents</li> <li>3. Project report formulation</li> <li>4. Social media research</li> <li>5. Interacting with outside people</li> <li>6. should be ready to travel</li> </ol>	<p><b>Essential Qualifications:</b> Postgraduate/MBA</p> <p><b>Experience:</b> 0-5 Years</p> <p>Skills-Reasonably good communication skill, should be good in basic computer skills, Extrovert with ability to keep things to himself/herself and positive Attitude.</p>