



FORE School of Management
Adhitam Kendra, B-18, Qutub Institutional Area, New Delhi – 110016

Recruitment Notice for Office Assistant

The Foundation for Organisational Research and Education (FORE), was established in 1981 as a Society registered under the Societies Registration Act XXI of 1860. With its Registered Office in the Union Territory (now, National Capital Territory) of Delhi, the Society set its objectives in organisational research, management development, executive education, management education and consultancy. This Society has existed for over 42 years and has established itself as a center of excellence in management education, development, research and consultancy.

With the above background, FORE invites applications for the post of Office Assistant (One Post) on Contract basis.

Qualification:

Essential: Candidate must have a Graduate degree or equivalent from a recognized University with 50% minimum marks with sound communication skill (written and oral), good knowledge of computers and letter drafting.

Desirable: Experience of working in journal publication office and/or academic related support functions in any reputed educational institution.

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 for as subject line latest by **Monday, July 15, 2024** to staffrecruitment@fsm.ac.in. Candidates are advised to enclose their recent passport size photograph in the C.V.

The Institute solely reserves the right not to fill any advertised position without assigning any reason.