



Faculty of Management Studies

Advertisement for Recruitment of Placement Officer (on a contractual basis), General Management Program for Defence Officers

The Faculty of Management Studies (FMS), University of Delhi conducts a comprehensive General Management Program (GMP) specifically designed for defence officers transitioning to civilian careers. The program's primary objective is to bridge the gap between military service and corporate employment. By carefully crafting a curriculum that addresses the unique challenges faced by defence officers entering the business world, the program aims to facilitate smooth professional transitions for those approaching superannuation from defence services.

FMS invites applications from qualified candidates for the position of Placement Officer (on a contractual basis), who will play a key role in connecting program participants with prospective employers. The proposed placement officer would undertake a comprehensive approach to supporting program graduates. Their responsibilities would include developing robust industry networks, identifying potential employment opportunities, conducting targeted placement workshops, and providing personalized career guidance. This role is seen as instrumental in increasing the program's value and expanding its reach within the corporate sector.

The Placement Officer plays a pivotal role in bridging students and prospective employers. This involves establishing strong industry connections, coordinating recruitment processes—including tests, group discussions, pre-placement talks, and interviews—and supporting students in their pursuit of higher education.

Key responsibilities include:

- Provide comprehensive guidance to students regarding career opportunities in both national and international organizations.
- Engage empathetically with students to understand their aspirations and support them in defining and achieving their career goals.
- Profile students based on standard assessments and collaborate with faculty and external experts to offer training for skill enhancement.
- Build and maintain strong relationships with a diverse pool of recruiters across sectors.
- Proactively reach out to reputed organizations to create and expand campus recruitment opportunities.
- Effectively communicate the institute's priorities, student capabilities, and unique strengths to potential employers.
- Coordinate all aspects of the campus recruitment process—pre-placement talks, assessments, interviews, and follow-ups—with efficiency and professionalism.
- Collaborate closely with student placement teams and institutional leadership during the placement season to ensure optimal outcomes.

- Gather insights from industry about emerging skills and competencies required for various job profiles.
- Study placement practices at benchmarked institutions and introduce innovative initiatives tailored to the institute's context.
- Utilize social media and professional networks to showcase institutional achievements, disseminate job opportunities, and connect with employers.
- Master and maintain placement-related data using appropriate software tools for analysis, tracking, and reporting.
- Coordinate effectively with other departments and administrative units to ensure smooth execution of placement-related activities. Foster a culture of continuous improvement within the placement ecosystem through feedback loops and strategic planning.
- Assist in corporate relation activities of FMS (including for MBA program)

Salary: ₹120,000 per month (Consolidated Salary)

Qualification and experience: Graduate degree from a recognised University. Candidates with relevant experience (placement officer / recruitment officer) will be given preference.

Terms and Conditions of Appointment

1. The position does not confer any right to a regular post in the University of Delhi or any Government of India department.
2. No claims for future assignments or extensions are guaranteed
3. Compensation and Benefits: Consolidated monthly salary of ₹120,000. No additional benefits such as: Provident Fund, Pension Scheme, Leave Travel Concession, Medical claims.
4. The Dean of FMS and GMP Program Director reserve absolute rights to terminate the contract at any time without providing specific reasons.
5. Leave entitlements will strictly adhere to University of Delhi rules for non-teaching staff.
6. The period of appointment will be for one year, which can be extended for one more year based on performance.

How to Apply

Please apply using the link <https://tinyurl.com/3f789xpp> Application duly filled along with a CV specifying education qualifications, job experience, and skills should be uploaded on or before 25th September 2025.

Call letters will be sent through e-mail to the candidates shortlisted for the interview. Candidates called for an interview will be required to attend at their own expense.

Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for interview.
2. FMS reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. The decision of the Institute will be final and binding in this regard.

3. FMS reserves the right not to fill the post herein advertised, or cancel the advertisement in whole or in part without assigning any reason, and its decision in this regard shall be final.
7. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
8. FMS reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.
9. In case of any inadvertent mistake in the process of selection that may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidate.
10. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.
11. Any corrigendum or amendment regarding this advertisement will be published on the FMS website: www.fms.edu

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