



Indian Institute of Management Kashipur
Kundeshwari, Kashipur 244713 (Uttarakhand)

Recruitment Notice

Advt. No. Placement/Rectt./2025

09.07.2025

Applications are invited for the post of **Manager (Placement)**. Appointments will be made on a contract basis for a period of six months only.

Qualifications & Experience:

- The candidate should have a good academic record throughout the career with a full-time post-graduate degree preferably in management from a recognized university / institute.
- The applicants should be an excellent marketing person with interpersonal and networking skills.
- The candidate must possess a minimum of five (5) years of work experience in Industry / Academia related to placement activities, corporate liasoning, marketing and branding of the institute.

Job Description:

- Managing the placement process-
 - Establish strategic corporate relations and invite companies to the Institute for students' placement process.
 - Organize and manage various events/ conferences/ workshops/ conclaves of the Institute.
 - Represent the institute in all prominent industry/ corporate events and workshops.
- Reaching out to the companies -
 - Communicating with the corporate HRs and strengthening the corporate relationship.
 - Plan and conduct competency development activities for students.
- Liaising with the chairpersons, faculty members, staff members and student placement committee to formulate and execute corporate relations and placement policies.
- Counselling and ensuring mental well-being of students with respect to placements
- Ensure compliance to higher authorities regarding documentation and preparation of goals and targets, quarterly reports, annual reports, final placement reports, and any other document required by higher authorities.

Pay:

- A fixed remuneration of Rs. 65,000/- shall be paid per month.

Selection Process:

- Shortlisted candidates will be interviewed in person or online.
- Mere fulfilment of the above-mentioned qualifications and experience does not entitle a candidate to be called for interview.

How to Apply:

- Interested candidates may send their updated CV along with educational and experience certificates at email address Recruitment@iimkashipur.ac.in.
- **Last Date of Application: 18.07.2025**

*sd/
Chief Administrative Officer*
