
Invitation for the position of Chief Manager (Placement & Business Development) on contract

Management Development Institute Gurugram (MDI Gurgaon), one of India's premier Business Schools, launched its second campus at Murshidabad in West Bengal in 2014 with an intention to impart management education, nurture talent, and groom them to become global leaders. The campus was inaugurated by the Hon'ble President of India, Shri Pranab Mukherjee in August 2014, with simultaneous commencement of classes for the first batch of students of AICTE approved 2-years full time residential Post Graduate Program in Management (PGPM). The establishment of this prestigious institution in the eastern economic region was in fulfilment of certain academic and visionary objectives while keeping in view the high standards of professional education, training and skills that a reputed B-School like MDI would usher in its wake.

The Murshidabad Campus has been making significant strides since inception. Classes for the first batch (2014-16) of students of the Post Graduate Program in Management (PGPM) commenced in August 2014, with three more batches entering MDIM portals over successive years. Being a new campus, MDI Murshidabad's present take-off course is its most popular 2 year PGPM on General Management, approved by AICTE and offering 4 major areas of specialization, viz. HRM, Finance, Marketing and Operations, with their respective sub-electives. With its magnificent rural landscape, the campus, spread over 10 acres of greenery with state of the art infrastructure and facilities, attracts students pan India. MDI Murshidabad proposes to add on new programs in connected fields over consecutive years, with the principal thrust being towards procreation and development of innovative courses through domain integration and with the idea of infusing a definite purpose and meaning towards its existence and identity.

Along with MDIM core faculty, professors of MDI Gurgaon uniformly visit Murshidabad campus for academic mentoring and integration. Distinguished personalities across India in the field of academics, industry, business, government, international relations, etc. frequent MDIM campus at regular intervals to address MDIM students and build a robust interface between the Industry and Academia. Placements for first and second batch of passouts have been phenomenally successful at both Internship and Final levels with some of the top organizations providing ready employment across various sectors. MDI Murshidabad aspires to further leverage these developments along with the legacy of the MDI brand towards higher achievements in multiple spheres.

Management development programs (MDPs) and other training and skill development initiatives are also featured regularly in the campus calendar. Executives, trainees and officials receive open as well as customized knowledge through these programs which are of varying duration.

Research is an important constituent of MDI's vision and mission. The entire academic community is research active and carries out research work of consistently higher standards that can contribute to the national goal of innovation, socio-economic development and environmental sustainability.

MDI Murshidabad is presently on the drive to strengthen further its Placement, MDP and Training Divisions for which applications are invited from dynamic and experienced persons with good industry contacts for the position of Chief Manager (Placement & Business Development).

Candidate's Profile:

- Good academic record with an MBA/ PGDBM/ PGDM
- Dynamic and good network with industry, corporate & business houses on placement of management students
- 10 to 15 years of extensive experience in placement of students, B2B sales, representing brand name of educational institutes preferably business schools.
- Preferably below 50 years of age
- Excellent written and verbal communication skills

Job Profile:

- Conducting Final and Summer Placement activities for the PGPM students
- Tap more hiring opportunities in core companies for students
- To enhance Value Placements through better Brands coming on campus as recruiters as well as higher salary packages offered to students year on year
- To sell the skills of students to employers
- To brief students on job market realities and opportunities in the market
- To orient students with interview techniques, soft skills, art of negotiation, CV writing, personality development, interpersonal and communication skills, career planning and career mapping etc. Conduct competency building workshops, attitude and grooming workshops, resume building workshops etc.
- Counselling of students and evaluation of their performance and make recommendations for personal growth
- To remain updated with student's profile, previous work experience, academic achievements, and other special attributes which can match with job requirements.
- Seek employers and bring them to campus for hiring
- Establish relationship with the HR departments of the Industry, Corporate & Business houses and promote students for placements as appropriate
- Networking with employers and mentoring students for best fit
- Contact Industry, Corporate & Business houses to develop reciprocally beneficial partnerships for jobs and internships
- Develop an active on-campus business and industry presence – schedule and advertise campus recruitment for employers
- Help students identify employment options that match their career interests. Assist students in all aspects of job search including resume writing, interviewing techniques and job referrals
- Schedule and follow up on student interviews with prospective employers
- Prepare a database of companies, their contacts and prospective employers. Create a quantitative and qualitative measurement system to evaluate the effectiveness of the stakeholders and success of the entire system utilizing data and resources for improvement of the standards of engagement
- Designing annual placement activity calendar, outstation tour plans (corporate visits), budgeting, keeping track of annual income and expenditure for placement
- Business development for the Institute in the form of corporate tie-up with industry/ corporate/ business houses for MDPs, trainings & Consultancy assignments etc.
- Sell open MDPs to companies for nomination to the programmes

- Identify needs of the companies for custom MDP programmes and work with Dean (Academic) & Chairperson (MDP) to get these designed for selling custom MDPs to the companies
- Get Consulting projects from companies
- Marketing and Branding of the Institute
- Identify case study development opportunities with companies to be authored by MDIM faculty.
- Carry out any other duties as assigned

Compensation package: Monthly consolidated fixed remuneration payable would be Rs. 1.5 Lakhs. In addition, variable pay in the form of bonus/ incentive would be paid annually based on performance and business outcome.

Tenure: Appointment will be made on contract for an initial period of 2 years with the provision of further extension based on performance and output.

How to apply: Application in the prescribed format attached herewith with full bio-data and self-attested photocopies of all relevant certificates, shall be emailed to registrar@mdim.ac.in latest by **3rd September 2018 (5:00 p.m.)**

For further details about the Institute, please visit www.mdim.ac.in

(Registrar)

APPLICATION FORM

1. Position applied for
2. Name (Mr/Mrs/Ms)
(in Capital letters)
3. Father's Name
4. Age(Yrs.)/ Date of Birth(DD)(MM)(YYYY)
(As on application date)
5. Educational Qualifications

PHOTOGRAPH
To be signed by
the applicant,
across the
photograph

Examination Passed	Name of Board/ University	Marks		Year of Passing	% marks obtained
		Maximum Marks	Marks Obtained		
X					
XII					
Graduation					
Post Graduation					
Other Qualification					

6. Details of Experience (starting with present job)

Name of Organization employed	Post/ Designation Held	Period (DD/MM/YYYY)		Nature of job & responsibilities held	Pay Scale & Gross Salary Drawn Per Month (Rs.)
		From	To		

Note: Please attach separate sheets for more information, if any

7. Present Pay Scale and Gross Salary drawn (attach Salary Slip) :
8. Notice Period required, if selected:
9. Current Postal Address (mention e-mail ID and contact number:
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E-mail ID:

Contact No.

10. Reference of two employers:

	Reference 1 (Present Employer)	Reference 2 (Previous Employer)
Name of the Organization		
Address of the Organization		
Name of contact person		
Designation		
Contact No.		
E-mail ID		

11. Do you have any relative serving or retired at MDI, Murshidabad: Yes / No

If yes, please provide the following details:

Name:

Designation:

Relationship:

Certified that all information provided above are true to the best of my knowledge. I undertake that in case if any information is found incorrect I shall be held responsible for the same. Further, it is certified that I have understood and complied with all the terms and conditions as contained in "General Instructions to the Candidate" of advertisement.

(Signature of the applicant)

Date:

Name:

Place:

Attachments/ Enclosures: Attach Self-attested copy of the following certificates –

1. Curriculum Vitae/ Resume
2. DOB Certificate
3. Educational Certificates (As mentioned at Point 5 above)
4. Experience Certificates (As mentioned at Point 6 above)
5. Latest Pay Slip