

Recruitment Advertisement No. 04/2025

November 01, 2025

**NOTICE FOR INVITING APPLICATIONS FOR THE POST OF PLACEMENT
MANAGER (ON CONTRACT)**

About IIM Sirmaur:

IIM Sirmaur is one of the third-generation Indian Institute of Management established in the country. Taking forward the legacy of the IIM brand, IIM Sirmaur is committed to delivering quality education, indigenous knowledge, and practices in an enabling environment. The Institute strives for the seamless integration of management education with local and global aspirations with the understanding that management education is not just about seeking the most competitive employment opportunities but rather about learning to serve socio-economic concerns through ethical and visionary corporate leadership. Established in 2015, the Mission of the Institute is to develop and foster professionals with competencies in creating and leading future-oriented solutions for sustainable growth adhering to the highest standards of ethical and human aspects of work. Our vision is to be a “Globally Respected Institution for Management Excellence.”

Qualification and Requirements for Placement Manager:

Essential Academic Qualification:

Master of Business Administration/ Post Graduate Diploma in Management with at least 55% marks or matching CGPA from any recognized University or Institute.

Essential Skills:

- Good English Communication (verbal and written).
- Proven ability to develop sound, credible reciprocal relations with industrial relationship.
- Good PR, liaison and Relations building skills, ability to facilitate and promote industry.
- Data Management
- Analytics Skills

Experience:

At least three years of successful experience as Placement Officer/Manager or Placement Head, Training and Placement Officer at any Institute of National Importance or a premier business School with a strong corporate network. Proven track record in building a sound and credible industry liaison.

Or

Around five years of experience as HR Head, VP or senior HR level with a prestigious corporate brand with the good network with HR professionals in the industry at top-level who take decisions in the area of talent acquisition and campus placements in particular.

Necessary requirements:

- Candidate with a willingness to travel extensively to build a network with the potential recruiters.
- Membership of well-known HR networking bodies.
- A highly motivated person with a pleasing personality and strong people skills.

Job Summary:

Placement Manager will work for improving job potential of the students of IIM Sirmaur, development of industry linkages, and employment of the students with prestigious corporate brands along with overall coordination of the placement process. This is a contractual job that will require working closely with the students for competency mapping, career counselling and finding jobs for them. Additionally, the selected candidate will be required to organize conclaves, seminars and conference to strengthen the industry linkages in association with Student bodies. By building external relations with the corporate and the government institutions, the candidate is expected to also fulfil targets in terms of placement of the students and seeking other opportunities from the industry.

Essential duties and responsibilities:

- Work for employment of the students of IIM Sirmaur in the corporate world and relevant organisations.
- Bring prestigious brands and organization's to IIM Sirmaur campus for campus placements.
- Coordinate for placements drive for the students of IIM Sirmaur. (Both on and off campus).
- Take initiative to develop contacts with HR Heads and top corporate leaders leading to representation and branding of the talent pool of the students of IIM Sirmaur.
- Ability to plan and execute placement targets successfully in a time-bound and disciplined manner as per the academic calendar of the Institute.
- Collaborate and promote Career Planning services through in-class presentations, student organization outreach, new student orientation and in concert with college support services.
- Bring new national and international employment opportunities for the students of IIM Sirmaur by establishing and maintaining productive institute-employer partnerships.
- Organize conclaves, seminars and conference to strengthen the industry linkages through various direct and indirect, cultural and knowledge exchange routes.
- The candidate is expected to travel extensively and engaging companies for empaneling them as a recruiter at IIM Sirmaur.

Age Limit: Candidate's age should be preferably below 50 years.

Salary: A consolidated monthly salary of Rs. 90,000/-.

Period of Contract: The initial period of contract for the post shall be one year, which may be extended on a year-to-year basis, subject to satisfactory performance and the requirements of the Institute.

Interested candidates may send their applications in the prescribed format (Page No. 04 & 05), along with all relevant documents duly signed, to the Email address (careers@iimsirmaur.ac.in) on or before November 22, 2025.

General Instructions:

1. The candidate must be a citizen of India.
2. There will be personal Interview to select the suitable candidate.
3. Please note that the post is purely On Contract basis, and performance in the personal interview, and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIM Sirmaur.

Candidates are advised to fill out the application in the prescribed format (available on Pages 04 & 05) and submit it along with all supporting documents with respect to their educational qualifications i.e. 10th, 12th, Graduation Degree with Mark sheets, Post Graduation Degree/ Diploma with Mark sheets, and any other degree/ course completed, and must be supported with work experience proofs. A copy of the latest bio-data containing complete details must also be attached with the Application Form. **The duly filled application, along with the enclosures, should be sent at the email address: careers@iimsirmaur.ac.in with the subject line “Application for Placement Manager (On Contract)”.**

4. Shortlisted candidates who meet the prescribed qualifications, experience, and required skill set will be informed of the venue details for the Personal Interview through email. Only shortlisted candidates will be notified.
5. The qualification prescribed should have been obtained from recognized Universities/ Institutions.
6. IIM Sirmaur reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIM Sirmaur also reserves the right NOT to fill any of the post advertised.
7. No correspondence whatsoever will be entertained from the candidates regarding the conduct and result of the interview and the reasons for not being called for the interview.
8. No TA/DA will be paid to the candidates for attending the personal interview.
9. In case of any dispute, decision of the Competent Authority of IIM Sirmaur, shall be final.

Sd/-
Administrative Officer
(Personnel/ General Administration)

<u>APPLICATION FORM</u>					Photograph	
1	Name of the Candidate (in capital letters)		First	Middle	Last	
2	Gender		Male ☐			
			Female ☐			
3	Father's Name/ Husband's Name					
4	Mother's Name					
5	Date of Birth (DD/MMM/YYYY)					
6	Nationality					
7	Marital Status		Married ☐		Unmarried ☐	
8	Permanent Address		Correspondence Address			
9	Mobile No.		Email ID			
10	Present employment status		Organization Name		Current Designation	
11	Educational / Professional / Technical Qualifications starting with highest:					
	Examination Passed	Board / University / Institute	Duration of Degree / Diploma/ Training	Year of Passing	Division with % of marks	Subject Studied / Specialization

Details of employment starting with the most recent:								
	Org. / Deptt. / Institute	Design ation / Post held	Temporary / Permanent / Contract	Period			Gross monthly emolumen t	Duties performed
				From	To	No. of years		
12								
13	Have you ever been convicted by any court of law or is there any criminal case/disciplinary action/ vigilance enquiry pending against you? If so, specify.							
14	Time required to join the post in the event of selection							
15	Whether any of your close relative (s) is/ are employed in IIM Sirmaur? If yes, give details							
16	Any other relevant information:							

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied for by me and all statements made and information furnished in this application is true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification, etc., made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Signature of the Applicant

Date: