

ADVERTISEMENT FOR HIRING OF CONSULTANT – ADMISSIONS

Footwear Design & Development Institute popularly known as FDDI, working under the aegis of the Ministry of Commerce & Industry, Govt. of India. FDDI invites applications from qualified and experienced professionals for the position of Consultant – Admissions at its Head Office, Noida. The following are the criteria and terms and conditions for the selection of the candidates:

1. Eligibility Criteria:

- Educational Qualification: Postgraduate degree in Management/ Marketing/ Education/ Design or equivalent from a recognized institute (FDDI, NIFT, IIT, IIM or similar premier institution).
- Experience: Minimum 20 years of professional experience in admissions, outreach, student recruitment, or related areas, preferably with reputed higher education institutions.
- Desirable Experience: Digital marketing, CRM-based lead management, international student recruitment, and academic consulting.

2. Key Responsibilities:

- Plan and implement admission outreach campaigns (digital/print/school connect).
- Develop and manage lead generation and conversion processes.
- Coordinate with all campuses to ensure uniformity in admissions processes.
- Advise on admission brochures, websites, and digital collaterals.
- Strengthen FDDI's aspirational value by showcasing alumni success, industry linkages, and academic excellence.
- Support initiatives for lateral entry, reserved category outreach, scholarships, and international student intake.
- Monitor conversion ratios and prepare regular progress reports for management.

3. Compensation:

Consolidated payment, negotiable based on last CTC and experience. Increment per annum and other terms of engagement also negotiable.

4. Period of Engagement:

Initially for a period of two year, extendable by one year based on performance and requirement.

5. Functional Responsibility:

The Consultant shall report to the Managing Director FDDI.

6. Age Limit:

Candidate should be below 58 years of age as on the date of application.

7. Method of Selection:

The selection of candidates shall be through interview.

8. Travelling Allowance & Daily Allowance:

The Consultant, if required, may undertake domestic tours subject to approval of the competent authority. The entitlements for the tour shall be as per the E-7 level of FDDI policy.

9. Application Process:

Interested candidates may apply in the prescribed format annexed herewith, attaching copies of relevant supporting documents (self-attested and scanned) regarding qualification, experience, and age proof to email – jobs@fddiindia.com.

The last date of submission of application in the prescribed format along with CV shall be 10 days from the date of publication of this advertisement on the website.

Incomplete applications and those not in proper format will not be considered. Only shortlisted candidates will be invited for the interview.