PROJECT- Senior Management Positions/Management Positions (ProjectCode-C-01) Position→ One Position for each Work Area Code

WORK AREA CODE	Work Area	SKILL SET	Experience
C-0105	**Post of Sr.Manager/ Manager (Human Resource Development)**	The post of Sr. Manager/Manager (Human Resource Development) requires a candidate to be well versed with HR policies and practices. Knowledge of rules relating to Performance Management System. Knowledge of DOPT rules, Promotion rules, government norms on reservation policy.Good drafting, presentation, inter-personal communication & managerial skills.Good liaison experience with campuses for recruitment, HR consulting companies and manpower outsourcing vendors, etc.Good working knowledge of ERP practices. **Profile of Sr. Manager/Manager (Human Resource Development)** • Research, preparation & proposing amendments in the existing policies for organization improvement and its employees. • Ensure smooth functioning of existing Performance appraisal system in-line with Organization's goals & objectives through ERP. • Co-ordinate regular Grade Promotions as per existing policy. • Coordinate and conduct Responsibility Promotions as per organization requirement. • Campus recruitment and induction of manpower. • Co-ordinate and induct contractual manpower through outsourcing agencies. • Handling Grievance/disciplinary related matters and redressal. • Regular, routine activities related to HR functions – employee satisfaction survey, etc. • ERP implementation of HR functions & practices. • Co-ordination & implementation of people CMMI/ RTIs & Audits.	Minimum 10 years

| | | **QUALIFICATIONS AND EXPERIENCE**

The applicant should be an MBA(HR/OB) from a reputed institution. Minimum experience of 10 years in HR.

Age
Not exceeding 45 Years as 01.01.2022 (for internal candidates not exceeding 48 years) | |