

ESSENTIAL QUALIFICATION & EXPERIENCE

1). Senior Administrative Officer

Full time MBA(HR) / Post Graduate Degree in Personnel Management. Candidates should have obtained First class in both U.G. and P.G. levels with minimum 5 years relevant Post-qualification experience.

Experience / Skill sets :

Experience in the following areas, namely,

- Recruitment / Man power planning
- Maintenance of Service Records
- Wage & Salary Administration
- Loans and Advances
- Employee Welfare
- Management of Contract Labour
- Leave Records
- Performance Management
- Grievance Handling
- Maintenance of Discipline
- Legal & Vigilance activities
- General Administration, Purchase & Housekeeping
- Student / Hostel related activities etc.

2). Administrative Officer

Full time MBA(HR) / Post Graduate Degree in Personnel Management. Candidates should have obtained First class in both U.G. and P.G. levels with minimum 2 years relevant Post-qualification experience.

Experience / Skill sets :

Experience in the following areas, namely,

- Recruitment / Man power planning
- Maintenance of Service Records
- Wage & Salary Administration
- Loans and Advances
- Employee Welfare
- Management of Contract Labour
- Leave Records
- Performance Management
- Grievance Handling
- Maintenance of Discipline
- Legal & Vigilance activities
- General Administration, Purchase & Housekeeping
- Student / Hostel related activities etc.

3) Administrative Assistant Gr.III

Full time Graduate in any discipline with minimum 2 years relevant Post-qualification experience.