



Requires

Executive-Human Resources

The Institute is looking for a dynamic candidate for the Executive position in the HR department of the Institute.

Job Responsibilities:

- Assist with end-to-end recruitment activities including scheduling interviews, candidate communication, and documentation.
- Perform general HR operational tasks such as record-keeping, employee data updates, and coordination with other departments.
- Assist with employee onboarding and exit formalities.
- Provide support during audits and ensure compliance with HR policies and procedures.
- Responsible for various operational tasks in the HR department and dispensary.
- Verifying the bills received from dispensary to ensure accuracy and compliance with contractual terms and co-ordinate with Accounts team for payments.
- Managing various data of Medical expenses of the Institute dispensary.
- Co-ordination in managing contracts and service agreements related to consultation, laboratory services, hospitals, pharmacy stores and Insurance (TPA).
- Verifying Medical reimbursement of the staff/faculty through the ESS portal and co-ordinate with Accounts team for payments.
- Any other task assigned by the department head from time to time.

Experience & Skill Requirements:

- The candidate should be a graduate (full time) with first class from any recognized university. Master's degree in Human Resources Management will be preferred.
- Proficient in English Language written and verbal communication as well as comprehension.
- Proficient in MS Office and working knowledge of SAP HCM.
- Minimum three years of experience in HR field. Preference will be given to the candidate having working knowledge of 7th Central Pay Commission.
- Knowledge of all statutory/labour laws.
- Candidate should have demonstrated capability of being a team player and resourceful in managing challenges.

Age: Max. 30 years as on the last date of application. Institute provide age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

Reporting to: The selected person will report to the Assistant General Manager or any other senior position within the HR Department.

Salary & Allowances: Selected candidates will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 2 under the pay matrix of 7th Central Pay Commission. Beside the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **July 23, 2025**.

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