

# Non- Faculty Staff Recruitment

Under the aegis of NTPC Education and Research Society (NEARS), NTPC School of Business (NSB) was set up in the year 2014 with the aim to nurture human capital for the entire energy sector.

NTPC School of Business (NSB) has two AICTE approved programmes, namely, Post Graduate Diploma in Management – Executive (PGDM-E) and Energy Management (PGDM-EM). These courses are designed to enrich management learning and practice at all levels of decision making in the area of energy management. The focus on energy management consolidates to deliver knowledge and value- added academic and research enrichment services for sustainable development of the Indian economy.

NTPC School of Business places high value on research and inter-disciplinary contributions in several priority sectors via specific, purpose-driven energy groups, areas and research centres. NSB welcomes applications for different administrative positions for the school. The selection will be made based on a screening criteria and the candidate may be called for Interview, if deemed necessary.

NSB reserves the right of final selection and no correspondence will be entertained in this regard. Interested candidates fulfilling below criteria, may send their CVs/Resume at [hr@nsb.ac.in](mailto:hr@nsb.ac.in)

For inquiries or, to apply, please contact HR, NSB at [hr@nsb.ac.in](mailto:hr@nsb.ac.in) . Please apply by 27 February 2022.

*Applicants required in the following areas of expertise.*

## **1. Business Development Manager\***

1. No of position – 1
2. Years of Experience – 5 – 10 years.
3. Pay Band – Level 9 to Level 11 ( 7<sup>th</sup> CPC pay matrix)
4. Qualification – Technical Graduate and MBA
5. Skills Required -
  - Knowledge of Business development, preparation of proposal, funding proposal to various clients such as ministries, multi-lateral, bi lateral donor agencies. Also having good knowledge of power sector.
  - Develop relationships with prospective clients, while maintaining existing client relationships
  - Partner with sales teams to create contract-winning proposals for current and prospective clients
  - Negotiate contract terms with clients and communicate terms to stakeholders
  - Collaborate with design and production teams to ensure contracted product specifications are executed on-time and as agreed
  - Become a subject matter expert on our business products, processes and operations, and remain up-to-date on industry news.
  - Demonstrated achievement in B2B sales.

- Excellent verbal and written communication skills, including facilitation of group presentations.
- Proficiency in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint and Access and industry-specific analysis software.
- Basic understanding of the industry, with the ability to become a subject matter expert on the job.
- Innovation and problem-solving skills that include the ability to develop and propose equipment-based solutions for clients.

## **2. Assistant Manager Contracts & Procurements**

6. No of position – 1
7. Years of Experience – 2 to 5 years.
8. Pay Band – Level 7 to Level 8 ( 7<sup>th</sup> CPC pay matrix)
9. Qualification – Technical Graduate and MBA
10. Skills Required -
  - Handles end to end contracts and procurements procedures.
  - Develop relationships with prospective clients, while maintaining existing client relationships
  - Knowledge of contract and procurement procedure.
  - Proficiency in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint and Access and industry-specific analysis software
  - Innovation and problem-solving skills that include the ability to develop and propose equipment-based solutions for the school.

## **3. Finance Manager**

1. No of position – 1
2. Years of Experience – 5 – 10 years.
3. Pay Band – Level 9 to Level 10 ( 7<sup>th</sup> CPC pay matrix)
4. Qualification – CA or ICWA qualified
5. Skills Required -
  - Person should have working experience in ERP tally, financial records keeping and data management.
  - Has experience of handling Income tax & GST related matters.
  - Preparation of the salary, computation of taxes, knowledge of filling income tax and GST returns.
  - Experience of preparation of financial statements.
  - Knowledge of raising invoices.
  - Experience in getting the statutory audit and internal audit of accounts.
  - MIS preparations & reporting.

## **4. Assistant Manager HR**

1. No of position – 1
2. Years of Experience – 2 – 5 years.
3. Pay Band – Level 7 to Level 8 ( 7<sup>th</sup> CPC pay matrix)
4. Qualification – MBA in HRM or PGDM in HR

**5. Skills Required -**

- HR managers maintain and develop effective internal procedures.
- Handle employee-related issues, support recruiting and retention efforts, and keep performance at peak levels.
- Interpersonal experts, good at identifying problems, finding solutions, and nurturing job satisfaction.
- Handling employee life cycle management i.e. recruitment, joining and working into different aspects of the domain along with handling employee engagement programmes and administrative work.
- Proficiency in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint and Access and industry-specific analysis software
- Basic understanding of the industry & ERP HCM handling experience.

**5. Teaching Assistant**

1. No of position – 2
2. Years of Experience – 0 – 3 years.
3. Pay Band – Level 5 to Level 6 ( 7<sup>th</sup> CPC pay matrix)
4. Qualification – Graduate in any discipline / MBA or PGDM preferred.

**6. Skills Required -**

- Excellent verbal and written communication skills, including facilitation of group presentations
- Proficiency in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint and Access and industry-specific analysis software
- Coordinating class's end to end, managing student's data.
- Coordinating examination working closely with exam control office.
- Preparing attendance, payment notes, leaves record of the students.
- Examination and results of the students, managing the books and study materials of the students and faculties.
- Basic understanding of the academic and classroom scenario, to assist faculties & students.