

Those who have already applied for this post vide our advertisement dated 07/09/2023 need not apply again.

Administrative Officer (Personnel)

Salary: Level 10 in the pay matrix (Rs. 56,100- Rs. 1,77,500) VII CPC

No. of Post: 01 (One) - Unreserved

Age Limit: 40 years (45 years for Central & State Govt. Autonomous Bodies, University Employees)

Qualification & Experience: Master's degree with 55% marks with five years' experience in Personnel/ Purchase & Stores/Finance & Accounts of Govt/University/Autonomous Body.

Desirable:

1. Candidates having 5 years' experience in the Pay Level 7 and above can apply.
2. Degree in Law.

Job Description:

1. Recruitment and Hiring: You will be responsible for managing the recruitment and hiring process for new employees, which includes posting job listings, screening resumes, conducting interviews, and making job offers, Appointments as per FRSR/GOI rules.
2. Employee Records: You will be responsible for maintaining accurate employee records, including employment contracts, performance evaluations, and other personnel files like Service Books, Leave files, etc.
3. Benefits Administration: You will be responsible for managing employee benefits, such as health insurance, CEA, Compensatory & other Allowances, retirement plans, Monitoring and processing leave applications as per rules, etc.
4. Compliance: You will ensure that the organization is complying with all relevant laws and regulations related to personnel and labour laws.
5. Employee Relations: You will be responsible for managing employee relations, including resolving conflicts, providing guidance on employee policies, and managing disciplinary actions.
6. Training and Development: You will be responsible for coordinating training and development programs for employees to help them grow professionally and improve their skills.
7. Performance Management: You will be responsible for managing the performance management process, which includes setting goals, providing feedback, and conducting performance evaluations, procedure for promotion, MACP cases, seniority etc.
8. Able to handle and manage General administration functions like medical bills, Transport, Security, RTI cases, etc.
9. Any other relevant jobs in Administration as assigned by the Competent Authority from time to time.