

RECRUITMENT RULES FOR THE POST OF ASISTANT MANAGER (H.R)

(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Asstt. Manager (H.R)
2	Classification	:	Group 'A' Post (E-1)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.16,400-40,500 (IDA)
5	Age limit for direct recruitment	:	Not exceeding 35** years as on 1st Jan of Recruitment year.
6	Educational and other Qualifications for direct recruitment.		<u>Essential Educational Qualifications & Experience :</u> <u>Education Qualification(s):</u> MBA (HR)/2 Years full time PG Degree/Diploma in personnel/HR/IR/Management from recognized University/Institute with minimum 55%* marks (Desirable 60%). Professional degree in Law in addition to above qualification will be an added advantage. <u>Experience:</u> 2 years post qualification experience of working in HR Deptt. of a large organization/PSU at Supervisory level. Those working in PSU/Govt. should have 2 years experience in the next below scale i.e. Rs.12,600 - 32500 and above or 5 years experience in the scale of pay of Rs.10,900-31,500 or equivalent in related field.
7	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment.	:	60% by direct recruitment and 40% by promotion of the officers working in HR/Admn in the scale of Rs.12,600-32,500 having 4 years of related experience in case of those possessing MBA(HR)/PG Degree in PM&IR and 5 years related experience for those who are Graduate with PG Diploma in related field /LLB/MA (Pub. Admn.), failing which by direct recruitment.

*** Not applicable for existing Departmental Candidates**

**** { 1. Age Relaxation as per Govt. Rules
2. No age bar for Departmental Candidates }**
