

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

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

1	Name of Post	:	Manager (H.R)
2	Classification	:	Group 'A' Post (E-2)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.20,600-46,500 (IDA)
5	Age limit for direct recruitment	:	Not exceeding 45** 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> 6 years post qualification experience of working in HR / P&A Deptt. of a large organization out of which 4 years should be in a Supervisory Officer position (equivalent to E-0 level of NSC). Those working in PSU/Govt. should have 2 years experience in the next below scale i.e. Rs.16,4000-40,500 or 4 years experience in the scale of pay of Rs.12,600-32,500 and above or equivalent in related field. The candidate should have exposure to the cross functional areas of HR/IR and Administration such as manpower Planning/training/ selection/ recruitment/handling legal issues/ employees welfare activities, general administration.
7	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment.	:	By promotion of the officers at the level of Assistant Manager (HR) (E-1) of HR/ Admin discipline having MBA (HR)/PG Degree in PM&IR with 4 years experience. In case of Graduates having Diploma in related fields/LLB/MA (Pub. Admn.), 5 years related experience in the scale of Rs.16,400-40,500 (E-1), 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 }**
