

## Human Resource in DDU-GKY, NIRDPR, Hyderabad

Division	Position	Salary	No. of Positions	Method of Recruitment	Educational Qualification	Selection Criteria		Roles and Responsibilities
						Exp.	Age	
ADM N	Manager (HR)	Rs.50,000/- per month	1	Direct on Contract Basis	Any Post-Graduate with specialization in Human Resource Management/ MBA with Human Resource Management/ Personal Management	<ul style="list-style-type: none"> <li>• Minimum of 2 years working experience in Administration/managing Human resources preferably in Government run Institutes/Organization</li> <li>• Excellent drafting skills for writing formal communications/preparation of reports</li> <li>• Fluency in English language</li> <li>• Person with thorough knowledge on GoI rules on service matters</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 35 years</li> <li>• Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules</li> </ul>	<ul style="list-style-type: none"> <li>• To facilitate and track the recruitment processes</li> <li>• To assist in collaborating with other Institutes in HR development</li> <li>• To assist Management in organizing workshops/</li> <li>• Seminars/capacity building of Staff</li> <li>• To handle day to day correspondence in administration</li> <li>• To address and resolve grievances of the Staff</li> <li>• To facilitate/organize Orientation programme for newly recruited staff</li> <li>• Any other job as assigned by the Director concerned</li> </ul>