

## 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	Project Associate (HR & Admin)	Rs.35,000/- per month	2	Direct on Contract Basis	Graduate in any discipline from any recognised University and PGD (HRM)	a) 2-4 years working experience in office administration b) Should possess communicative skills in English c) Experience in Inventory management d) Experience in Payroll management e) Efficiency in MS Office • Preference will be given to post graduate candidates with relevant experience	• Maximum 35 years • Age relaxation will be applicable to the candidates belonging to ST/SC/OBC as per GoI rules	<ul style="list-style-type: none"> <li>• To Assist Senior management in the administration related work</li> <li>• To Assist Project Manager (HR) in daily HR matters</li> <li>• Co-ordinate effectively with multiple levels of stakeholders for the smooth implementation of Project under the guidance of Project Manager (HR)</li> <li>• Prepare reports and summaries for Officers to manage process flow of tasks</li> <li>• Assist in prepare matrix of work division and tracking of tasks matrix to ensure effective and timely completion of tasks by staff</li> <li>• Assist in managing correspondence with Ministry and States</li> <li>• Assist in arranging Induction/ workshop/write-shops for the internal staff members and other stakeholders on regular intervals</li> <li>• Any other work assigned by the seniors, from time to time.</li> </ul>