

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
(DEEMED UNIVERSITY)**

Urgently requires well qualified and experienced persons for the post of “**Administrative Officer (HR/Admin)**” in the payscale **P3 - 15600-39100 with Grade Pay of Rs. 5400** plus allowances as per the rules of the Institute. Eligible and experienced candidates may also be considered in the payscale **P3 – 15600-39100 with Grade Pay of Rs. 6600**. The **probation period** will be **two (02) years**. The incumbent will be regularized on term / regular basis subject to performance.

a. Qualification, Experience: The applicant must be a Post Graduate / MBA in HR / Admin Management. Candidate with Degree in Law will be preferred. Should have demonstrated initiative, leadership and supervisory skills, strong communication skills in English (Both oral and written). Should have at least a minimum of 10 years of experience in related areas, out of which 5 years’ experience should be in a similar position preferably in an academic institution/University. AO (HR/Admin) would be responsible for implementation of IGIDR’s approved HR and administrative policies and procedures. The incumbent has to actively interact with the Faculty, Administration and other staff members. He/she will provide leadership in ensuring equity and transparency in application of the policies.

b. Nature of Job:

- Assisting the management in various HR and administrative processes such as planning manpower needs of the organization.
- Developing and implementing efficient recruitment and appointment processes in the organization and instituting suitable induction programs.
- Effective implementation of performance appraisal processes and administering the compensation policies.
- Developing and implementing appropriate Training programs for the employees.
- Promoting employee relations, team building, recognition and reward programs, and career planning for staff.
- Implementing efficient leave and attendance procedures, promotions and reassignments, as well as retirement processes.
- Recommending appropriate improvements in internal HR and administrative processes.
- Leading special projects in HR related matters.
- Assist in all matters relating to administration and legal processes.
- Assist in matters relating to the corporate function of the Institute.

General Information:

- a. Age:** 40 to 50 years.
- b.** Second Class to and fro rail fare will be paid on production of their ticket to those outstation candidates called for interview.
- c.** Reservations will be applicable as per Government Policy.

Candidates who have applied earlier in response to our advertisement for AO (HR/Admin) need not apply again.

Eligible and interested candidates may submit their application mentioning the 'Post applied for Administrative Officer (HR) on the envelope, along with all relevant documents showing proof of age, experience, qualifications and two references by **7th November, 2016** to:

**The Registrar,
Indira Gandhi Institute of Development Research,
Santosh Nagar, Film City Road,
Goregaon-E, Mumbai-400 065.**

Mere fulfillment of the minimum qualifications etc. will not vest any right on a candidate for being called for test / interview. The Institute reserves the right to short list the candidates for interview and relax the selection criteria in exceptional cases and / or cancel the recruitment process / reject the application, without assigning any reason and without prior notice to the candidate.