## **JOB SPECIFICATION SHEET**

1. Designation : General Manager (Finance & Administration)

2. Classification : Group 'A' Post (E-7 Grade)

3. Pay Scale : Rs. 100000-260000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 55 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum of 18 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Finance & Accounts with eight years\_at senior management position handling Finance, Taxes, Balance Sheet and other functions. Good knowledge of labour laws and P&A functions is preferable. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. The position requires that the candidate should have ability to organize Finance & Administration functions independently and should have thorough knowledge of framing policies required for mitigation of risk to the corporation and financial concurrence. Position requires reporting to the Board of Directors, Audit Committee and thus also requires continuous updating of relevant laws and exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines and secretarial laws and framing policies for its implementation.

9. Period of Probation : One year, extendable by one more year, if considered necessary

#### **Note:**

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Deputy General Manager (Finance)** 

2. Classification : Group 'A' Post (E-6 Grade)

3. Pay Scale : Rs. 900000-240000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 52 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

8. Experience for

**Direct Recruitment** 

A minimum 16 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts with six years\_at senior management capacity handling Finance, Taxes, Balance Sheet and other function and has been responsible as Head of Department. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. The position requires ability of the candidate to organize Accounting & other related functions independently. Candidate should have relevant experience in Financial Planning, MOU finalization, Finalization of Accounts as per Revised Schedule VI and settlement of queries of statutory and C&AG auditors. The position also calls for financial concurrence and in this context sound exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws is a must. Knowledge of Cost Accounting, Budget preparation, drafting F & A Manuals and Standard Operating Procedures, centralized cash management, multi unit accounts handing, Tax Laws is also required.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Senior Manager (Finance)** 

2. Classification : Group 'A' Post (E-5 Grade)

3. Pay Scale : Rs. 80000-220000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 49 Years

7. Qualification for :

Direct Recruitment

Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

8. Experience for

Direct Recruitment

A minimum 14 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Finance & Accounts with four years at Departmental Head position handling Finance, Taxes, Balance Sheet and other functions. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. The position requires ability of the candidate should have ability to evolve short and long range financial plans, budget estimates and overseeing cash and credit facilities. The candidate should have the ability to organize Accounting functions, Cost Accounting functions, Budget preparation independently. Financial Concurrence of proposals would require thorough knowledge of monitoring receivables and payables, centralized cash management, multi unit accounts handing, Revised Schedule VI, Tax Laws, statutory compliances, labour laws, CVC, DPE, CAG guidelines & secretarial laws.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Manager (Finance)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts with two years at Departmental Head position handling Finance, Taxes, Balance Sheet and other function. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. The position requires the candidate to have thorough knowledge of General Accounting, Corporate Book Keeping, Revised Schedule VI and Chart of Accounts, Taxation, Pay Roll, Revenue Billing, Cost Accounting, Budget preparation, Stores Accounting and Sales Accounting. He shall be required to be conversant with statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws as he would be a part of Tender Recommendation Committee. He should independently finalize the Balance Sheet after consolidation and should have the ability to monitor maintenance of Cost Records.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Dy. Manager (Finance)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 43 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts handling finance, Taxes, Balance Sheet and other function. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. The position requires the candidate to have thorough knowledge of General Accounting, Corporate Book Keeping, Revised Schedule VI and Chart of Accounts, Taxation, Pay Roll, Revenue Billing, Cost Accounting, Budget preparation, Stores Accounting and Sales Accounting. He shall be required to be conversant with statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws as he would be a part of Tender Recommendation Committee. The candidate has to make active contribution in finalizing the Balance Sheet and in consolidation ensuring proper detailing required for annual accounts and its audit. The position requires proper quantitative reconciliations and input-output analysis required in maintenance of Cost Records and valuation of Stocks.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Asst. Manager (Finance)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. Qualification for :

Direct Recruitment

Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

8. <u>Experience for</u> :

Direct Recruitment

A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts department having experience of handling finance, Taxes, knowledge of Balance Sheet and other functions. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. The candidate should have experience in General Accounting, Chart of Accounts, Corporate Book Keeping, Taxation— Income Tax, VAT and Service Tax, Pay Roll, Revenue Billing, Accounting of Receivables and Payables, Stores Accounting and Cost Accounting. The candidate should have the exposure in Insurance, banking and audits. Sound knowledge of Revised Schedule VI, ability to finalize Balance Sheet of Units of entities having multiple Units, Inter Unit Reconciliations, Tax Laws, XBRL, IFRS, GST, DTC and exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws and GFR would be preferred as the candidate shall be required to be a member of Tender Committee.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Jr. Manager - Finance** 

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

8. Experience for

**Direct Recruitment** 

A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts department having experience of handling Finance, Taxes, knowledge of Balance Sheet and other functions. Should have capacity in dealing matters related to General Accounting, knowledge of Chart of Accounts, Corporate Book Keeping, Taxation, Pay Roll, Receivable and Payable Management, Revenue Billing, Purchase Finance, Treasury Management and Insurance matters. Knowledge of Revised Schedule VI, Tax Laws, TDS and Service Tax issues with latest developments in XBRL, Accounting Standards, CVC, DPE and CAG guidelines would be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Accounts Officer

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

8. Experience for

Direct Recruitment

A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts department having experience of handling finance, Taxes, Balance Sheet and other function . Should have capacity in dealing matter related to General Accounting, Corporate Book Keeping, Taxation, Pay Roll, Revenue Billing, Purchase Finance, Debtors & Creditor analysis, Insurance, Banking and Reconciliation, TDS- Employees, Professional, Contractors, Cost compilation, Trust Accounting.. Knowledge of Revised Schedule VI, Tax Laws, XBRL, IFRS, GST, DTC and exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws is would be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Internal Auditor

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 Years

7. Qualification for

**Direct Recruitment** 

Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

## 8. Experience for

<u>Direct Recruitment</u>: A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in the Audit/Accounts department/Experience with CA/ICWA firms. The candidate should be conversant and should be capable to implement effective and Reliable Management Information System. The candidate should be able to review implementation of all policy matters and to review implementation of various Government Schemes. The candidate should have good knowledge and exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws and should have sound knowledge of systems and its implementation.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Research & Development Engineer

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for :

Direct Recruitment

Full time Engineering Degree in Mechanical / Electronics Engineering with minimum 55% marks. Masters Degree in Rehabilitation Engineering or Biomedical Engineering will be preferred.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector or research organization of repute . Should have sound knowledge of Rehabilitation Engineering, manufacturing techniques Assistive Technology, Gait Analysis, Orthopedic implants, applications of latest technology in the field of Assistive Devices etc., manufacturing of adaptive equipment / assistive devices for PwDs.

Experience in dealing with development of drawings, material specifications and part lists along with knowledge of production equipment and tools is essential. Knowledge in design/ testing of prototype samples, conversion of drawing / design and manufacturing data into metric system as also IS Specification is essential.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Jr. Manager - Design & Development

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

:

6. Age Limit : 37 yrs

7. Qualification for :

**Direct Recruitment** 

Full time Engineering Degree in Mechanical / Electrical/ Electronics Engineering with minimum 55% marks from recognized university / institute

8. Experience for

**Direct Recruitment** 

:

A Minimum 5 years post qualification experience for Degree Holders in Public Sector Undertaking or Reputed Private / Manufacturing Sector or research organization of repute in related field. Sound knowledge of computer aided design tools, design / production process, engineering process improvement Methods and manufacturing methods are must. Should have sound knowledge of Rehabilitation Engineering , manufacturing techniques Assistive Technology, Gait Analysis, Orthopaedic implants, applications of latest technology in the field of Assistive Devices etc. , manufacture of adaptive equipment / assistive devices for PwDs. Experience in dealing with development of drawings, material specifications and part lists along with knowledge of production equipment and tools is essential. Knowledge in design/ testing of prototype samples, conversion of drawing / design and manufacturing data into metric system as also IS Specification is essential.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Asst. Manager (Design & Development)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. <u>Qualification for</u> : Direct Recruitment

Full time Engineering Degree in Mechanical / Electrical/ Electronics Engineering with minimum 55% marks from recognized university / institute.

8. <u>Experience for</u>
Direct Recruitment

A minimum 08 years post qualification experience for Degree Holders in Public Sector Undertaking or Reputed Private / Manufacturing Sector or research organization of repute with two years in the field of Rehabilitation Engineering, development of drawings . Should have worked in immediate lower scale for at least 02 years. Sound knowledge of computer aided design tools, design / production process, engineering process improvement Methods and manufacturing methods are must. Experience of manufacturing techniques Assistive Technology, Gait Analysis, Orthopaedic implants, applications of latest technology in the field of Assistive Devices etc, manufacturing of adaptive equipment / assistive devices for PwDs is desirable. Experience in dealing with development of drawings, material specifications and part lists along with knowledge of production equipment and tools is essential. Knowledge in design/ testing of prototype samples, conversion of drawing / design and manufacturing data into metric system as also IS Specification is essential.

9. Period of Probation : One Year extendable by one more year, if considered necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : Officer – Tool & Die Design

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for :

**Direct Recruitment** 

Full time Engineering Degree / Diploma in Mechanical / Production/ Manufacturing Engineering with minimum 55% marks from recognized university / institute...

8. Experience for

Direct Recruitment

A minimum 2 years post qualification experience for Degree Holders and 10 Years for Diploma in Public Sector Undertaking or Reputed Private / Manufacturing Sector in related field . Experience in Tool & Die Design along with knowledge of designing jigs , Fixtures, Press Tools and Plastic Moulding Dies, Operation CNC Machine is essential. Knowledge of materials , tolerance and preparation of technical specification will be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Jr. Manager** – (**Tool & Die Design**)

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 yrs

7. <u>Qualification for</u> : Direct Recruitment

Full time Degree in Production/ Manufacturing Engineering with minimum 55% marks from recognized university / institute..

8. Experience for :

**Direct Recruitment** 

A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in related field.

Candidate should have sound knowledge of preparing designs & drawings various jigs, Fixtures, Press Tools, special tooling, gauges, Dies, Close Die forgings, pressure die casting and Plastic Moulding, machining and assembly works is essential. Knowledge of preparing specifications related to materials, Operation CNC Machine, details of heat treatment, and finishing limits & tolerance will be preferred.

9. Period of Probation : One Year extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Asst. Manager (Tool & Die Design)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. Qualification for :

**Direct Recruitment** 

Full time Engineering Degree in Mechanical / Production/ Manufacturing Engineering with minimum 55% marks from recognized university / institute...

8. Experience for

**Direct Recruitment** 

:

A minimum 08 years post qualification experience for Degree Holders in Public Sector Undertaking or Reputed Private / Manufacturing Sector with two years experience in senior position in tool room / tool design department. Should have worked in immediate lower scale for at least 02 years. Candidate should have sound knowledge of preparing designs & drawings various jigs, Fixtures, Press Tools, special tooling, gauges, Dies, Close Die forgings, pressure die casting and Plastic Moulding, machining and assembly works is essential. Knowledge of preparing specifications related to materials, details of heat treatment, and finishing limits & tolerance will be preferred.

9. Period of Probation : One Year extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : General Manager (P&A)

2. Classification : Group 'A' Post (E-7 Grade)

3. Pay Scale : Rs. 100000-260000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 55 Years

7. <u>Qualification for</u>:

Direct Recruitment

A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks. Degree in Law would be an added advantage

8. Experience for

**Direct Recruitment** 

A minimum 18 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration department with eight years at senior management capacity in related field . Should have worked in immediate lower scale for at least 02 years. The candidate should have strong communication and managerial skills with exposure to the entire cross functional areas of HR /IR and administration. The incumbent shall be responsible for Manpower Planning / training / recruitment / selection / handling / legal issues / employees welfare activities, general administration and liasioning with Govt. agencies.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : **Deputy General Manager (P&A)** 

2. Classification : Group 'A' Post (E-6 Grade)

3. Pay Scale & Grade : Rs. 90000-240000

4. Whether Selection Post: Yes

5. Method of Appointment: Direct Recruitment

6. Age Limit : 52 Years

7. Qualification for

Direct Recruitment

A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks . Degree in Law would be an added advantage.

8. Experience for

**Direct Recruitment** 

A minimum 16 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration department with six years at senior management capacity in related field . Should have worked in immediate lower scale for at least 02 years. The candidate should have strong communication and managerial skills with exposure to the entire cross functional areas of HR /IR and administration. The incumbent shall be responsible for Manpower Planning / training / recruitment / selection / handling / legal issues / employees welfare activities, general administration and liasioning with Govt agencies.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Senior Manager (P&A)

2. Classification : Group 'A' Post (E-5 Grade)

3. Pay Scale : Rs. 80000-220000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 49 Years

7. <u>Qualification for</u> :

Direct Recruitment

A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks . Degree in Law would be an added advantage.

8. Experience for

Direct Recruitment

A minimum 14 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration department with four years at senior capacity in related field . Should have worked in immediate lower scale for at least 02 years. The candidate should have strong communication and managerial skills with exposure to the entire cross functional areas of HR /IR and administration. The incumbent shall be responsible for Manpower Planning / training / recruitment / selection / handling / legal issues / employees welfare activities, general administration and liasioning with Govt agencies.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Manager (P&A)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

:

6. Age Limit : 46 Years

7. Qualification for :

Direct Recruitment

A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks . Degree in Law would be an added advantage

8. <u>Experience for</u>

Direct Recruitment

A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration department with two years at senior capacity in related field . Should have worked in immediate lower scale for at least 02 years. The candidate should have sound knowledge of factories act, statutory labour laws, should have strong communication and managerial skills with exposure to the entire cross functional areas of HR /IR and administration. The incumbent shall be responsible for Manpower Planning / training / recruitment / selection / handling / legal issues / employees welfare activities, general administration and liasioning with Govt. agencies.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Deputy Manager (P&A)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

:

6. Age Limit : 43 Years

7. Qualification for :

**Direct Recruitment** 

A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks . Degree in Law would be an added advantage.

8. Experience for

Direct Recruitment

A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration. Should have worked in immediate lower scale for at least 02 years in related field. The candidate should have sound knowledge of factories act, statutory labour laws, personnel management and good communication skills (written & oral) with exposure to the entire functional areas of HR / IR and administration. The incumbent should have experience for Manpower Planning / recruitment / selection / handling / legal issues / employees welfare activities, general administration.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Asst. Manager (P&A)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. Qualification for :

**Direct Recruitment** 

A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks . Degree in Law would be an added advantage.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 8 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration. Should have worked in immediate lower scale for at least 02 years in related field. The candidate should have sound knowledge of factories act, statutory labour laws, personnel management and good communication skills (written & oral) with exposure to the entire functional areas of HR / IR and administration. The incumbent should have experience for Manpower Planning / training / recruitment / selection / handling / legal issues / employees welfare activities, general administration. Proficiency in Computers( MS Office & Internet etc.) would be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Junior Manager (P&A)

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks . Degree in Law would be an added advantage.

8. Experience for

**Direct Recruitment** 

A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration. The candidate should have adequate knowledge of factories act, statutory labour laws, personnel management . Should have good communication skills (written & oral) with exposure to functional areas of HR / IR like training / recruitment / selection / handling / legal issues / employees welfare activities, general administration. Proficiency in Computers( MS Office & Internet etc.) would be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : Legal and Industrial Relation Officer

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for

**Direct Recruitment** 

Any Graduate with Bachelor of Law (full time degree course) from recognized institute / university. Post Graduate Degree in law will be preferred.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector having sound knowledge in Personnel Management / Industrial Relation/ Labour Welfare / Labour Management / Labour Administration / Labour Laws, Arbitration, Service Matters. Expertise in searching judgment online essential

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Personnel & Administrative Officer** 

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for

**Direct Recruitment** 

A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks . Degree in Law would be an added advantage.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Personnel / Administration Department. Knowledge in Personnel Management, Labour Law and Factories Act is essential. Experience in functional areas of HR like training / recruitment / employees welfare activities, general administration & proficiency in Computers (MS Office & Internet etc.) would be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Welfare Officer

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for

**Direct Recruitment** 

Full time Graduate degree from recognized institute / university and full time Post Graduate Degree / Post Graduate Diploma in Social Welfare.

8. Experience for

Direct Recruitment

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector experience in labour or Social Welfare Work in an organization employing a substantial labour force / or experience of other social and administrative work . Expertise in MS Office is also essential.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Public Relation Officer** 

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. <u>Qualification for</u> :

**Direct Recruitment** 

Full time Graduate degree from recognized institute / university with Post Graduate Degree / Post Graduate Diploma in Mass Communication / Journalism.

8. Experience for

**Direct Recruitment** 

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in liaison with print / electronic media and state / central government organization, exposure to modern publicity techniques (Media pitching, media outreach, media follow-ups), good communication skill (both written and oral) . Computer knowledge of MS-Office, Corel draw, Flash, Dream weaver etc is desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Hindi Officer** 

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for

**Direct Recruitment** 

Master's Degree of a recognized university or equivalent, in Hindi with English as a subject at the Degree level or vice versa

8. <u>Experience for</u>

Direct Recruitment

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector having experience of terminological work in Hindi and / or translation work from English to Hindi or Vice-versa , implementation of official language policy / official language act/ rules of Govt of India. Experience in writing of journalism in Hindi will be preferred. Experience in teaching will not be considered.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Medical Officer

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 Years

7. Qualification for : MBBS Degree is essential.

<u>Direct Recruitment</u> Qualification should be recognized by Medical Council of India. Candidates should also be registered with either Medical Council of India or State Medical

Council

8. Experience for

<u>Direct Recruitment</u>: A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private hospital. Experience in ICU / NICU / RCU / PICU / Emergency Medical Service Unit is preferable. Experience of attending to casualty/industrial emergent cases arising from industrial accidents, injuries will be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Secretary to CMD

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 Years

7. <u>Qualification for</u> : Direct Recruitment

Should have full time recognized graduate degree from any university/ institute with Diploma / certificate in Secretarial Practice . PG Degree/ Diploma in management would be added advantage.

8. <u>Experience for</u>

### **Direct Recruitment**

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector providing secretarial support to CEO / managing Director. Experience in organizing MD's work schedule, Travel planning, booking accommodation preparation of powerpoint presentations, arranging meetings and seminars, taking minutes at meetings, transcribe, typing, handling all phone calls and mail, screening, assistance & upkeep of CMD office. Candidate should have excellent self drafting skills & good speed of shorthand, typing & proficiency in Computers(MS Office & Internet etc.).

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Company Secretary

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 43 Years

7. Qualification for

**Direct Recruitment** 

A recognized degree with membership of institute of Company Secretary. Preference will be given to the candidates with additional qualification of CA/ ICWA/Degree in Law.

8. <u>Experience for</u>

Direct Recruitment

A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration department with two years in immediate lower grade. The candidate should have strong communication skills (written & oral). Should have complete knowledge & experience of working in secretarial department dealing with board matters company law affairs, industrial legislation. Adequate knowledge of statutory laws, labour laws, Tax laws, Companies Act, DPE guidelines & corporate governance is essential.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : General Manager (Production)

2. Classification : Group 'A' Post (E-7 Grade)

3. Pay Scale : Rs. 100000-260000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 55 Years

7. Qualification for

<u>Direct Recruitment</u>: A recognized full time engineering degree in Mechanical /

Production / Manufacturing/Electrical/Electronics with minimum 55% marks from recognized University/Institute. Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Operations/ TQM/ Materials / Marketing/ or

other management discipline will be preferred

8. Experience for

**Direct Recruitment** 

A minimum 18 years post qualification experience in Public Sector Undertaking or reputed Private Manufacturing Sector /multi product engineering industry with eight years at senior management capacity in production engineering / rehabilitation engineering. Candidate working in public sector undertaking must have minimum 02 years experience in immediate lower scale. Candidate working in private sector must have comparable CTC in immediate lower scale. Candidate should have experience in manufacturing process, marketing, State-of-theArt techniques of Production, manufacturing process, supply chain management, Quality control/ Quality assurance, inventory control, logistic management, design and development of rehabilitation aids and appliances Precision manufacturing, excellent management, interpersonal and team work skills and communication abilities at all levels..

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Deputy General Manager ( Production)** 

2. Classification : Group 'A' Post (E-6 Grade)

3. Pay Scale : Rs. 90000-240000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 52 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Materials / Marketing/ TQM or other management discipline.

8. Experience for Direct Recruitment

A minimum 16 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector /multi product engineering industry with six years at senior management capacity in production / rehabilitation engineering. Should have worked in immediate lower scale for at least 02 years. Candidate should have experience in manufacturing process, marketing, State-of-the-Art techniques of Production , manufacturing process, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances Excellent management, interpersonal and team work skills and communication abilities at all levels.

9. Period of Probation : One year, extendable by one more year, if considered necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Senior Manager (Technical)** 

2. Classification : Group 'A' Post (E-5 Grade)

3. Pay Scale : Rs. 80000-220000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 49 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Materials / Marketing/ TQM or other management discipline.

8. Experience for

Direct Recruitment

A minimum 14 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector /multi product engineering industry with four years at senior management capacity in production / rehabilitation engineering. Should have worked in immediate lower scale for at least 02 years. Candidate should have experience in manufacturing process, marketing, State-of-the-Art techniques of Production , manufacturing process, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances Excellent management, interpersonal and team work skills and communication abilities at all levels.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Manager (Production)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale & Grade : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Materials / Marketing/ TQM or other management discipline.

8. <u>Experience for</u>

Direct Recruitment

A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector /multi product engineering industry with two years\_at middle management capacity in production / rehabilitation engineering. Should have worked in immediate lower scale for at least 02 years. Candidate should have experience in manufacturing process, marketing, State-of-the-Art techniques of Production , manufacturing process, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances Excellent management, interpersonal and team work skills and communication abilities at all levels..

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Deputy Manager (Production)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 43 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Materials / Marketing/ TQM or other management discipline.

8. Experience for

Direct Recruitment

A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector /multi product engineering industry in production / rehabilitation engineering. Should have worked in immediate lower scale for at least 02 years. Candidate should have experience in manufacturing process, marketing, State-of-the-Art techniques of Production , manufacturing process, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances .

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### **Note:**

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Asst. Manager (Production)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks. Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Materials / Marketing/ TQM or other management discipline.

8. Experience for :

A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in production / multi product engineering industry /rehabilitation engineering. Should have worked in immediate lower scale for at least 02 years. Candidate should have experience of CNC Machines, manufacturing process, marketing, State-of-the-Art techniques of Production , manufacturing process, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances .

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : **Jr. Manager - Production** 

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 Years

7. Qualification for :

Direct Recruitment

Full time Bachelors Degree in Mechanical / Production/ Manufacturing Engineering with 55% marks from recognized university.

8. Experience for :

**Direct Recruitment** 

A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in production / assembly shop/multi product engineering industry. Knowledge of CNC Machines, modern machine tools, manufacturing processes, tolerances, modern production management techniques, assembly line techniques etc is essential. Knowledge of labour law will be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Officer - Production** 

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 Years

7. Qualification for :

**Direct Recruitment** 

Full time Bachelors Degree in Mechanical / Production/ Manufacturing Engineering with 55% marks from recognized university.

8. <u>Experience for</u> :

Direct Recruitment

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in production / assembly shop. Knowledge of CNC Machines, modern machine tools, manufacturing processes, tolerances, modern production management techniques, assembly line techniques etc is essential. Knowledge of labour law will be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Senior Manager (Maintenance)** 

2. Classification : Group 'A' Post (E-5 Grade)

3. Pay Scale & Grade : Rs. 80000-220000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 49 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree in Mechanical / Production / Manufacturing / Electrical/ Electronics. Masters Degree in any engineering discipline / PG Diploma would be added qualification .

8. <u>Experience for</u> : Direct Recruitment

A minimum 14 year post qualification experience in public sector undertaking or Reputed Private / manufacturing sector in maintenance department with four years in senior capacity. Should have worked in immediate lower scale for at least two years. Candidate should have vast experience in the distribution of power supply and maintenance of electrical equipment, Switch gear (HT/LT), CNC in-built machines and plants. Operation and maintenance of sub-station, power generator control and power wiring or Candidate should have experience in design/ detail engineering, experience in maintenance of production machines and plants, pneumatic and Hydraulic control, understanding of mechanical drawing, operation manual, engineering specification or execution of civil / structure work of RCC / Structural steel etc. Sound knowledge of Health and Safety regulation, Electricity Act & Rules, Boiler regulation act, pollution control rules, Tendering procedure for AMC of plants etc. is desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### **Note:**

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Manager (Maintenance)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale & Grade : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree in Mechanical / Production / Manufacturing / Electrical/ Electronics. Masters Degree in any engineering discipline / PG Diploma would be added qualification .

8. Experience for

#### Direct Recruitment

A minimum 12 year post qualification experience in public sector undertaking or Reputed Private / manufacturing sector in maintenance department with two years in senior capacity. Should have worked in immediate lower scale for at least two years. Candidate should have vast experience in the distribution of power supply and maintenance of electrical equipment, Switch gear (HT/LT), CNC in-built machines and plants. Operation and maintenance of sub-station, power generator control and power wiring or Candidate should have experience in design/ detail engineering, experience in maintenance of production machines and plants, pneumatic and Hydraulic control, understanding of mechanical drawing, operation manual, engineering specification or execution of civil / structural works of building / long span industrial construction equipment foundation, super structure work of RCC / Structural steel etc. Sound knowledge of Health and Safety regulation, Electricity Act & Rules, Boiler regulation act, pollution control rules, Tendering procedure for AMC of plants etc. is desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### **Note:**

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Dy. Manager (Maintenance)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale & Grade : Rs. 60000-180000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 43 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree in Mechanical / Production / Manufacturing / Electrical/ Electronics. Masters Degree in any engineering discipline / PG Diploma would be added qualification .

8. <u>Experience for</u> :

Direct Recruitment

A minimum 10 year post qualification experience in public sector undertaking or Reputed Private / manufacturing sector in maintenance department. Should have worked in immediate lower scale for at least two years. Candidate should have vast experience in the distribution of power supply and maintenance of electrical equipment, Switch gear (HT/LT), CNC in-built machines and plants. Operation and maintenance of sub-station, power generator, control and power wiring or Candidate should have experience in design/ detail engineering, experience in maintenance of production machines and plants, pneumatic and Hydraulic control, understanding of mechanical drawing, operation manual, engineering specification or execution of civil / structural works of building / long span industrial construction equipment foundation, super structure work of RCC / Structural steel etc. Sound knowledge of Health and Safety regulation, Electricity Act & Rules, Boiler regulation act, pollution control rules, Tendering procedure for AMC of plants etc. is desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Asst. Manager (Maintenance)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale & Grade : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree in Mechanical / Production / Manufacturing / Electrical/ Electronics. Masters Degree in any engineering discipline / PG Diploma would be added qualification .

8. Experience for

#### Direct Recruitment

A minimum 8 year post qualification experience in public sector undertaking or Reputed Private / manufacturing sector in maintenance department. Should have worked in immediate lower scale for at least two years. Candidate should have vast experience in the distribution of power supply and maintenance of electrical equipment, Switch gear (HT/LT), CNC in-built machines and plants. Operation and maintenance of sub-station, power generator, control and power wiring or Candidate should have experience in design/ detail engineering, experience in maintenance of production machines and plants, pneumatic and Hydraulic control, understanding of mechanical drawing, operation manual, engineering specification or execution of civil / structural works of building / long span industrial construction equipment foundation, super structure work of RCC / Structural steel etc. Sound knowledge of Health and Safety regulation, Electricity Act & Rules, Boiler regulation act, pollution control rules, Tendering procedure for AMC of plants etc. is desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Civil Engineer

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 yrs

7. Qualification for :

Direct Recruitment

Full time Bachelors Degree in Civil Engineering with 55% marks from recognized university.

8. Experience for

Direct Recruitment

A minimum 5 years post qualification experience for Degree Holder in Public Sector Undertaking or Reputed Private / Manufacturing Sector in related field Candidate should have experience in Design / detail engineering or execution of civil / structural works of buildings / long span industrial construction equipment foundation , super structure work of RCC / Structural steel etc. Knowledge in the field of estimation of bill of quantities, preparation of measurement book, verification of work, maintenance of pumphouse, basic cost estimation based on Central / State PWD rates including experience in the field of analysis of market rates and preparation of construction schedule, supervising the contractor work is also desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Junior Manager (Maintenance)** 

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 yrs

7. Qualification for

**Direct Recruitment** 

Full time Bachelors Degree in Electrical Engineering with 55% marks from recognized university.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum five year post qualification experience for degree holder in public sector undertaking or Reputed Private / Manufacturing sector in related field. Candidate should have experience in distribution of power supply and maintenance of electrical equipment, control and power wiring, Switch gear (HT / LT), CNC in-built machines and plants. Operation and maintenance of sub-station, Power generator, Power and lighting system, understanding the electrical circuit diagram. Experience in installation and maintenance of CCTV system, PA system, Telephone exchange, Air conditioning system, Electrical load estimation or experience in maintenance of production machines and plants, pneumatic and Hydraulic control understanding of mechanical drawing, operation manual, engineering specification. Knowledge of preventive maintenance techniques, maintaining of log book, maintaining stock of spares, Tendering procedure for AMC, Electricity Act & Rules, Boiler Regulation Act pollution control rules etc. is essential.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Officer - Maintenance

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. <u>Qualification for</u> : Direct Recruitment

Full time Bachelors Degree in Mechanical / Electrical / Electronics /Civil Engineering with 55% marks from recognized university. (For Electrical - should possess electrical supervisors licence from electrical safety Department for working on HT and LT.)

8. Experience for

### Direct Recruitment

A minimum two year post qualification experience for Degree holders in public sector undertaking or Reputed Private / Manufacturing Sector in electrical maintenance. Installation of electrical equipment, general electrical wiring and machine control wiring, experience in maintenance of CNC operated machines and plants, air conditioning, CCTV, PA system, Telephone exchange, sub-station and power generator is desirable or experience in maintenance of production machines and plants, pneumatic and Hydraulic control understanding of mechanical drawing, operation manual, engineering specification. Knowledge of preventive maintenance techniques is essential.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : General Manager (Projects & Commercial)

2. Classification : Group 'A' Post (E-7 Grade)

3. Pay Scale : Rs. 100000-260000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 55 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree in Mechanical / Electrical/Electronics/ Civil with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials / Marketing/ TQM or other management discipline.

8. Experience for

### Direct Recruitment

A minimum 18 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects /production/ materials Management with eight years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Experience in making estimates, project planning, execution and management techniques such as PERT / CPM is essential. Candidate should be able to handle large scale projects independently, make executable plans, analyze critical activities and offer viable solutions. Knowledge in manufacturing process, Production, manufacturing process, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances would be preferred. Adequate knowledge of purchase procedures of PSUs, SCM, logistics management, CRM etc. Sound knowledge of import and export is essential. Candidates having exposure in handling turn key projects of sizeable value of engineering industry will be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### **Note:**

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Deputy General Manager (Project Management)** 

2. Classification : Group 'A' Post (E-6 Grade)

3. Pay Scale : Rs. 90000-240000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 52 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree in Mechanical / Electrical/Electronics/ Civil with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials discipline.

8. Experience for Direct Recruitment

A minimum 16 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects/ production/ materials department with six years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Experience in making estimates , project planning , execution and management techniques such as PERT / CPM is essential. Experience in projects related to expansion and establishment of plant will be preferred. Candidate should be able to make executable plans, analyze critical activities and offer viable solutions. Candidates having exposure in handling turn key projects of sizeable value of engineering industry will be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Senior Manager (Project Management)

2. Classification : Group 'A' Post (E-5 Grade)

3. Pay Scale : Rs. 80000-220000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 49 Years

7. Qualification for Direct Recruitment

A recognized engineering degree in Mechanical / Electrical/Electronics/ Civil with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials Management.

8. Experience for Direct Recruitment

A minimum 14 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects/ production/ materials department with four years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Experience in making estimates , project planning , execution and management techniques such as PERT / CPM is essential . Experience in deploying man power, operational team and cost analysis will be preferred. Candidate should be able to make executable plans, analyze critical activities and offer viable solutions. Candidates having exposure in handling turn key projects of sizeable value of engineering industry will be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Manager Projects Management (Mechanical)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. Qualification for

<u>Direct Recruitment</u> Full time engineering degree in Mechanical with minimum 55%

marks from recognized university / institute.

### 8. Experience for

<u>Direct Recruitment</u>: A minimum 12 years post qualification experience in public sector undertaking or reputed private/ manufacturing sector in project execution/Project Management/Project Planning/Project Coordination /Production/Material /Manufacturing department. Should have worked in immediate lower scale for at least 02 years if working in Public Sector Undertaking. In case of private Sector employee, CTC should be comparable to the immediate lower scale. Knowledge and Experience of modern Project Planning and Management techniques such as PERT/CPM CHARTS/MSP/Primevera etc. Adequate Knowledge of export, purchase procedure of PSU & ERP etc is desirable. Experience in BOQ/ Estimate & Tender Preparation & rate analysis will be preferred. Experience in coordination of audit activities, verification of Measurement Book & Invoice of Records

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Manager Projects Management (Electrical)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. Qualification for

<u>Direct Recruitment</u> Full time engineering degree in Electrical with minimum 55%

marks from recognized university / institute.

### 8. Experience for

<u>Direct Recruitment</u>: A minimum 12 years post qualification experience in public sector undertaking or reputed private/ manufacturing sector in project execution/Project Management/Project Planning/Project Coordination /Production/Material /Manufacturing department. Should have worked in immediate lower scale for at least 02 years if working in Public Sector Undertaking. In case of private Sector employee, CTC should be comparable to the immediate lower scale. Knowledge and Experience of modern Project Planning and Management techniques such as PERT/CPM CHARTS/MSP/Primevera etc. Adequate Knowledge of export, purchase procedure of PSU & ERP etc is desirable. Experience in BOQ/ Estimate & Tender Preparation & rate analysis will be preferred. Experience in coordination of audit activities, verification of Measurement Book & Invoice of Records

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Manager Projects Management (Electronic)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. Qualification for

<u>Direct Recruitment</u> Full time engineering degree in Electronic with minimum 55%

marks from recognized university / institute.

### 8. Experience for

<u>Direct Recruitment</u>: A minimum 12 years post qualification experience in public sector undertaking or reputed private/ manufacturing sector in project execution/Project Management/Project Planning/Project Coordination /Production/Material /Manufacturing department. Should have worked in immediate lower scale for at least 02 years if working in Public Sector Undertaking. In case of private Sector employee, CTC should be comparable to the immediate lower scale. Knowledge and Experience of modern Project Planning and Management techniques such as PERT/CPM CHARTS/MSP/Primevera etc. Adequate Knowledge of export, purchase procedure of PSU & ERP etc is desirable. Experience in BOQ/ Estimate & Tender Preparation & rate analysis will be preferred. Experience in coordination of audit activities, verification of Measurement Book & Invoice of Records

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Manager Projects Management (Civil)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. Qualification for

<u>Direct Recruitment</u> Full time engineering degree in Civil with minimum 55% marks

from recognized university / institute.

### 8. Experience for

<u>Direct Recruitment</u>: A minimum 12 years post qualification experience in public sector undertaking or reputed private/ manufacturing sector in project execution/Project Management/Project Planning/Project Coordination /Production/Material /Manufacturing department. Should have worked in immediate lower scale for at least 02 years if working in Public Sector Undertaking. In case of private Sector employee, CTC should be comparable to the immediate lower scale. Knowledge and Experience of modern Project Planning and Management techniques such as PERT/CPM CHARTS/MSP/Primevera etc. Adequate Knowledge of export, purchase procedure of PSU & ERP etc is desirable. Experience in BOQ/ Estimate & Tender Preparation & rate analysis will be preferred. Experience in coordination of audit activities, verification of Measurement Book & Invoice of Records

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Manager Projects Management (Electrical)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree in Mechanical / Electrical/Electronics/ Civil with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials Management.

8. Experience for Direct Recruitment

A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects/ production/ materials department with two years\_should be in Projects execution and management including commercial expertise in senior capacity. Should have worked in immediate lower scale for at least 02 years. Candidate should have thorough knowledge and experience of modern Project Planning and management techniques such as PERT/CPM charts etc. Adequate knowledge of export import is desirable. Experience in BOQ & tender preparation & analysis will be preferred. Experience in co ordination of audit activities, verification of Measurement Book & invoices and maintenance of records.

9. Period of Probation : One Year, extendable by one more year, if considered necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Dy. Manager (Projects Management)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 43 Years

7. <u>Qualification</u>:

A recognized engineering degree in Mechanical / Electrical/Electronics/ Civil with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials Management.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects/ production/ materials department with two years\_should be in Projects execution and management including commercial expertise. Should have worked in immediate lower scale for at least 02 years. Candidate should have thorough knowledge and experience of modern Project Planning and management techniques such as PERT/CPM charts etc. Adequate knowledge of export import is desirable. Experience in BOQ & tender preparation & analysis will be preferred. Having adequate knowledge of drawings and layout. Experience in co ordination of audit activities, verification of Measurement Book & invoices and maintenance of records.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Asst. Manager (Projects Management)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. Qualification for Direct Recruitment

A recognized engineering degree in Mechanical / Electrical/Electronics/ Civil with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials Management.

8. Experience for

**Direct Recruitment** 

A minimum 8 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects/ production/ materials department with two years\_should be in Projects execution and management including commercial expertise. Should have worked in immediate lower scale for at least 02 years. Candidate should have thorough knowledge and experience of modern Project Planning and management techniques such as PERT/CPM charts etc. Experience in co ordination of audit activities, verification of Measurement Book & invoices and maintenance of records.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Jr. Manager (Projects Management)** 

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 yrs

7. <u>Qualification for</u> :

**Direct Recruitment** 

Full time Engineering Degree in Mechanical / Electrical/ Electronics/Civil Engineering with minimum 55% marks from recognized university / institute.

8. <u>Experience for</u> :

Direct Recruitment

A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in related field. Experience in handling projects involving civil construction, mechanical/electrical work and project planning/management including project management, PERT/CPM etc techniques is essential. Experience in co ordination of audit activities, verification of Measurement Book & invoices and maintenance of records.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : Officer (Projects Management)

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. <u>Qualification for</u> : Direct Recruitment

Full time Engineering Degree in Mechanical / Electrical/ Electronics/Civil Engineering with minimum 55% marks from recognized university / institute

8. <u>Experience for</u> :

Direct Recruitment

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector. Experience in handling projects involving civil construction, mechanical/electrical work and project planning/management including project management, PERT/CPM etc techniques is essential. Experience in co ordination of audit activities, verification of Measurement Book & invoices and maintenance of records.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Officer-Production Planning & Industrial Engg.

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Se

Or Non-Selection

Selection

5. Method of Appointment: Direct Recruitment

:

6. Age Limit : 34 yrs

7. Qualification for :

Direct Recruitment

Full time Bachelors Degree in Mechanical / Production/ Industrial Engineering with minimum 55% marks from recognized university. Post Graduate qualification in Industrial Engineering will be preferred.

8. Experience for

**Direct Recruitment** 

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector. Experience in Process Planning and preparation of process sheets and Industrial Engineering functions is essential . Knowledge of time study, process, process techniques, maximum utilization of machine capacities, methods of engineering techniques, methods analysis, estimation of process timings and experience in selection of Jigs, Fixtures, manpower planning techniques will be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### **Note:**

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : Jr. Manager (Prod. Planning & Industrial Engg.)

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 yrs

7. Qualification for :

**Direct** Recruitment

Full time Engineering Degree in Mechanical / Production/ Industrial Manufacturing with minimum 55% marks. Post Graduate qualification in Industrial Engineering will be preferred

8. Experience for

**Direct Recruitment** 

A minimum of 05 years post qualification experience of working in Production Planning and Industrial Engineering of a Central Public Sector Undertaking/Manufacturing Industry in related field. Experience in Process Planning and preparation of process sheets and Industrial Engineering functions is essential. Knowledge of time study, process, process techniques, maximum utilization of machine capacities, estimation of process timings and experience in selection of Jigs, Fixtures, manpower planning techniques will be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Asstt. Manager (Prod. Planning & Industrial Engg.)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. <u>Qualification for</u> : Direct Recruitment

Full time Engineering Degree in Mechanical / Production/ Industrial Manufacturing with minimum 55% marks . Post Graduate qualification in Industrial Engineering will be preferred

8. Experience for : Direct Recruitment

A minimum of 08 years post qualification experience of working in Production Planning and Industrial Engineering of a Central Public Sector Undertaking/ Manufacturing Industry with two years should be in scheduling work, planning routine of jobs and allocation of equipment & manpower. Should have worked in immediate lower scale for at least 02 years. Sound knowledge of various activities relating to production Planning & control, carrying out work study, Job Evaluation, Method Analysis etc. Knowledge of Manpower planning techniques etc is also essential. Candidate should have experience in planning routine of jobs and allocation of equipment & manpower to achieve Production target.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Dy. Manager (Prod. Planning & Industrial Engg.)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 43 Years

7. Qualification for :

**Direct Recruitment** 

Full time Engineering Degree in Mechanical / Production/ Industrial Manufacturing with minimum 55% marks . Post Graduate qualification in Industrial Engineering will be preferred

8. Experience for

Direct Recruitment

A minimum of 10 years post qualification experience of working in Production Planning and Industrial Engineering of a Central Public Sector Undertaking/ Manufacturing Industry with two years should be in scheduling work, planning routine of jobs and allocation of equipment & manpower. Should have worked in immediate lower scale for at least 02 years. Sound knowledge of various activities relating to production Planning & control, carrying out work study, Job Evaluation, Method Analysis etc. Knowledge of Manpower planning techniques etc is also essential. Candidate should have experience in planning routine of jobs and allocation of equipment & manpower to achieve Production target , Production Planning and scheduling work . Adequate knowledge in ERP will be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Manager (Prod. Planning & Industrial Engg.)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. <u>Qualification for</u> : Direct Recruitment

Full time Engineering Degree in Mechanical / Production/ Industrial Engg. / Manufacturing with minimum 55% marks . Post Graduate qualification in Industrial Engineering will be preferred

8. <u>Experience for</u> : Direct Recruitment

A minimum of 12 years post qualification experience of working in Production Planning and Industrial Engineering of a Central Public Sector Undertaking/ Manufacturing Industry with two years should be in scheduling work, planning routine of jobs and allocation of equipment & manpower in senior position. Should have worked in immediate lower scale for at least 02 years. Sound knowledge of various activities relating to production Planning & control, carrying out work study, Job Evaluation, Method Analysis etc. Knowledge of Manpower planning techniques etc is also essential. Candidate should have experience in planning routine of jobs and allocation of equipment & manpower to achieve Production target, Production Planning and scheduling work. Adequate knowledge in ERP will be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### **Note:**

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Officer-System

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for :

Direct Recruitment

Full time B. Tech/ B.E preferably in Computer Science/ Information Technology / Software Engineering or M. Sc. (Computer Science) with minimum of 55% marks / MCA with 55% marks from recognized University.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private Sector in a relevant IT field preferably in Manufacturing Sector using RDBMS in an integrated OLTP/Real Time / ERP Application environment. Experience in VB, VB.NET and Dot NET Technologies, HTML, JAVA, web designing Tools and application software development using Oracle (RDBMS), Proficiency in D2K/ORACLE FORMS & REPORTS / SQL / PLSQL, working knowledge of enterprise Reporting Tools is desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### **Note:**

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Jr. Manager - Systems** 

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 yrs

7. <u>Qualification for</u> : Direct Recruitment

Full time B.Tech/ B.E preferably in Computer Science/ Information Technology / Software Engineering or MSc. (Computer Science) with minimum of 55% marks / MCA with 55% marks from recognized University.

8. Experience for Direct Recruitment

A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private Sector in a relevant IT field preferably in Manufacturing Sector using RDBMS in an integrated OLTP/Real Time / ERP Application environment. Experience in VB, VB.NET and Dot NET Technologies, HTML, JAVA/ENTERPRISE JAVA, web designing Tools and application software development using Oracle (RDBMS), Proficiency in D2K/ORACLE FORMS & REPORTS / SQL / PLSQL, working knowledge of enterprise Reporting Tools is desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Asst. Manager (Systems)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. Qualification for :

**Direct Recruitment** 

Full time B.Tech/ B.E preferably in Computer Science/ Information Technology / Software Engineering or MSc. (Computer Science) with minimum of 55% marks / MCA with 55% marks from recognized University.

8. Experience for

Direct Recruitment

A minimum 8 years post qualification experience in Public Sector Undertaking or Reputed Private Sector in a relevant IT field preferably in Manufacturing Sector using RDBMS in an integrated OLTP/Real Time / ERP Application environment with two years should be in heterogeneous network Platform, Managing, monitoring and supporting windows Network Infrastructure (LAN, MAN & WAN). Should have worked in immediate lower scale for at least 02 years. Candidate should have thorough knowledge of computer aided Production Planning and Scheduling, Inventory Control, Data Processing Techniques, Management Information Services, Accounting System, OR Techniques, Experience in Cisco routing & switching technology etc.

Knowledge of Vendor management, Documentation and VB, VB.NET and Dot NET Technologies, HTML, JAVA/ENTERPRISE JAVA, web designing Tools and application software development using Oracle (RDBMS), Proficiency in D2K/ORACLE FORMS & REPORTS / SQL / PLSQL, working knowledge of enterprise Reporting Tools is desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : **Dy. Manager (Systems)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 43 Years

7. Qualification for :

**Direct Recruitment** 

Full time B.Tech/ B.E preferably in Computer Science/ Information Technology / Software Engineering or MSc. (Computer Science) with minimum of 55% marks / MCA with 55% marks from recognized University.

8. Experience for :

**Direct Recruitment** 

A minimum 10 years post qualification experience in Public Sector Undertaking Reputed Private Sector in a relevant IT field preferably in Manufacturing Sector using RDBMS in an integrated OLTP/Real Time / ERP Application environment with four years should be in heterogeneous network Platform, Managing, monitoring and supporting windows Network Infrastructure (LAN, MAN & WAN). Should have worked in immediate lower scale for at least 02 years. Candidate should have thorough knowledge of computer aided Production Planning and Scheduling, Inventory Control, Data Processing Techniques, Management Information Services, Accounting System, OR Techniques, Experience in Cisco routing & switching technology etc. Knowledge of Vendor management, Documentation and VB, VB.NET and Dot NET Technologies, HTML, JAVA/ENTERPRISE JAVA, web designing Tools and application software development using Oracle (RDBMS), Proficiency in D2K/ORACLE FORMS & REPORTS / SQL / PLSQL, working knowledge of enterprise Reporting Tools is desirable, should have worked as DBA for 2yrs or more and must have the knowledge of creating, maintaining and performance tuning of Oracle Enterprise database.

.9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : Manager (Systems)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. <u>Qualification for</u> :

Direct Recruitment

Full time B.Tech/ B.E preferably in Computer Science/ Information Technology / Software Engineering or MSc. (Computer Science) with minimum of 55% marks / MCA with 55% marks from recognized University.

8. <u>Experience for</u>

### **Direct Recruitment**

A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private Sector in a relevant IT field preferably in Manufacturing Sector using RDBMS in an integrated OLTP/Real Time / ERP Application environment, five years should be in software development using RDBMS in an integrated OLTP/Real Time / ERP Application environments essential. . Should have worked in immediate lower scale for at least 02 years. Candidate should have thorough knowledge of computer aided Production Planning and Scheduling, Inventory Control, Data Processing Techniques, Management Information Services, Accounting System, OR Techniques, Experience in Cisco routing & switching technology etc Knowledge of Vendor management, Documentation and VB, Technologies, HTML, JAVA/ENTERPRISE JAVA, web VB.NET and Dot NET designing Tools and application software development using Oracle (RDBMS), Proficiency in D2K/ORACLE FORMS & REPORTS / SQL / PLSQL, knowledge of enterprise Reporting Tools is desirable, should have worked as DBA for more and must have the knowledge of creating, maintaining and performance tuning of Oracle Enterprise database.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : General Manager (Marketing)

2. Classification : Group 'A' Post (E-7 Grade)

3. Pay Scale : Rs. 100000-260000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 55 Years

7. Qualification for :

**Direct Recruitment** 

A recognized engineering degree with minimum 55% marks with MBA/ PG Diploma with specialization in Marketing discipline.

8. <u>Experience for</u> :

**Direct Recruitment** 

A minimum 18 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing with eight years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS on large domain, conversant with logistics will be preferred. Basic knowledge of Computer is essential. Experience in Interaction with Ministry and other Govt. departments in implementing various Govt. Projects/ Schemes.

9. Period of Probation : One year, extendable by one more year if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Deputy General Manager (Marketing)** 

2. Classification : Group 'A' Post (E-6 Grade)

3. Pay Scale : Rs. 90000-240000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 52 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree with minimum 55% marks with MBA/ PG Diploma with specialization in Marketing discipline.

8. <u>Experience for</u>
Direct Recruitment

A minimum 16 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing with six years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS on large domain, conversant with logistics will be preferred. Basic knowledge of Computer is essential.

9. Period of Probation : One year, extendable by one more year if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Senior Manager (Marketing)** 

2. Classification : Group 'A' Post (E-5 Grade)

3. Pay Scale : Rs. 80000-220000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 49 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

A recognized engineering degree with minimum 55% marks with MBA/ PG Diploma with specialization in Marketing discipline.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 14 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing with four years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS on large domain, conversant with logistics will be preferred. Basic knowledge of Computer is essential.

9. Period of Probation : One year, extendable by one more year if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

# **JOB SPECIFICATION SHEET**

1. Designation : Manager (Marketing)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 46 Years

7. Qualification for :

**Direct** Recruitment

A recognized engineering degree with minimum 55% marks with MBA/ PG Diploma with specialization in Marketing discipline.

8. <u>Experience for</u> :

**Direct Recruitment** 

A minimum 12 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing with two years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS on large domain, convergence with logistics will be preferred. Basic knowledge of Computer is essential.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Dy. Manager (Marketing)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 43 Years

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree with minimum 55% marks with MBA/ PG Diploma with specialization in Marketing discipline.

8. <u>Experience for</u>
Direct Recruitment

A minimum 10 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing. Should have worked in immediate lower scale for at least 02 years. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS on large domain, convergence with logistics will be preferred. Basic knowledge of Computer is essential.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Asst. Manager (Marketing)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 40 Years

7. Qualification for :

**Direct Recruitment** 

A recognized engineering degree with minimum 55% marks . MBA/ PG Diploma with specialization in Marketing discipline will be preferred.

8. <u>Experience for</u> :

**Direct Recruitment** 

A minimum 8 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing. Should have worked in immediate lower scale for at least 02 years. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids, event organizing skills etc. will be preferred. Basic knowledge of Computer is essential.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Jr. Manager - Marketing

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 37 yrs

7. <u>Qualification for</u> :

**Direct Recruitment** 

A recognized engineering degree with minimum 55% marks. MBA/ PG Diploma with specialization in Marketing discipline will be preferred.

8. <u>Experience for</u> :

**Direct Recruitment** 

A minimum 5 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids etc. will be preferred. Basic knowledge of Computer is essential.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Marketing Officer

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. <u>Qualification for</u> : Direct Recruitment

A recognized engineering degree with minimum 55% marks . MBA/ PG Diploma with specialization in Marketing discipline will be preferred

8. <u>Experience for</u>
Direct Recruitment

A minimum 2 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids etc. will be preferred. Candidate should have basic knowledge in the field of Rehabilitation Engineering / Production as well as Certification / Approval Procedures. Skills on MS Office is essential. Excellent management, interpersonal & team work skills and communication abilities at all levels.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Prosthetic & Orthotic Officer** 

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post: Selection

Or Non-Selection

5. Method of Appointment: Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for :

Direct Recruitment

RCI recognized P & O Degree / P&O Diploma from recognized institute.

8. <u>Experience for</u> :

**Direct Recruitment** 

A minimum 2 years post qualification experience for Degree Holders and 8 Years for Diploma Holders in fabricating and fitting artificial limbs to persons with disabilities. Should be capable of maintain database on-line of the beneficiaries served under various scheme (ADIP, ADIP-SSA) of Govt. of India. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable.

Candidate should have basic knowledge in the field of Rehabilitation Engineering / Production as well as Certification / Approval Procedures. Skills on MS Office is essential. Excellent management, interpersonal & team work skills and communication abilities at all levels. Event organizing skills will be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Deputy General Manager (Materials)** 

2. Classification : Group 'A' Post (E-6 Grade)

3. Pay Scale : Rs. 90000-240000

4. Whether Selection Post

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 52 Years

7. <u>Qualification for</u>

**Direct Recruitment** 

A recognized engineering degree in Mechanical / Production /Marketing / Manufacturing with minimum 55% marks. Masters Degree in any engineering discipline or PG Degree/Diploma with specialization in Materials / TQM or any other management discipline will be preferred.

8. Experience for

**Direct Recruitment** 

A minimum 16 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department with six years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Candidate should be thorough in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, Import Trade Control Procedures, Customs Formalities, Vendor Development Techniques Inventory Control, Ware House Management, Strategic Decision Making, Cost Reductions, Resource Development, Process Enhancement, SCM, CRM, import and export procedures. Sound knowledge of GFR, DPE, CVC guidelines relating to procurement policies is essential.

Expertise in developing, implementing and managing cross-functional business/ areas, sourcing strategy to meet the company's Establish, understanding of industry best practices and technology trends like E-procurement, E-Tendering etc. Progressive experience in Capacity planning, scheduling, inventory, material and associated cost elements, monitor and report supplier scorecard performance, management of materials and sourcing within a design and manufacturing environment, total quality, six sigma, or other similar environments would be preferred. Working knowledge and understanding of ERP/MRP systems and their use in a manufacturing environment experience in handling procurement of material for R&D, plants and support functions and ability to demonstrate solid written and oral communication skills is also desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : **Senior Manager (Materials)** 

2. Classification : Group 'A' Post (E-5 Grade)

3. Pay Scale : Rs. 80000-220000

4. Whether Selection Post : Selection

Or Non-Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 49 Years

7. Qualification for :

**Direct Recruitment** 

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks. Masters Degree in any engineering discipline or PG Degree/Diploma with specialization in Materials / Marketing/ TQM or any other management discipline will be preferred.

8. <u>Experience for</u> : Direct Recruitment

A minimum 14 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department with four years in senior capacity. Should have worked in immediate lower scale for at least 02 years. Candidate should be thorough in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, Import Trade Control Procedures, Customs Formalities, Vendor Development Techniques Inventory Control, Ware House Management, Strategic Decision Making, Cost Reductions, Resource Development, Process Enhancement, SCM, CRM, import and export procedures. Sound knowledge of GFR, DPE, CVC guidelines relating to procurement policies is essential.

Expertise in developing, implementing and managing cross-functional business/ areas, sourcing strategy to meet the company's Establish, understanding of industry best practices and technology trends like E-procurement, E-Tendering etc. Progressive experience in Capacity planning, scheduling, inventory, material and associated cost elements., monitor and report supplier scorecard performance, management of materials and sourcing within a design and manufacturing environment, total quality, six sigma, or other similar environments would be preferred. Working knowledge and understanding of ERP/MRP systems and their use in a manufacturing environment experience in handling procurement of material for R&D, plants and support functions and ability to demonstrate solid written and oral communication skills is also desirable.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Manager (Materials)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post : Selection

Or Non-Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 46 Years

7. Qualification for :

**Direct Recruitment** 

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks. Masters Degree in any engineering discipline or PG Degree/Diploma with specialization in Materials / Marketing/ TQM, or any other management discipline will be preferred.

8. Experience for :

Direct Recruitment

A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department with two years in senior capacity. Should have worked in immediate lower scale for at least 02 years. Thorough in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Inventory Control, Ware House Management, Strategic Decision Making, Cost Reductions, Resource Development, Process Enhancement, vendors development SCM, CRM, import and export procedures . Experience in dealing with vendors for procurement of raw materials, semi finished/finished bought-out components, tools and stores is essential. Knowledge and experience of sales tax matters, import procedures, customs formalities, post-order processing, purchase procedures followed in the Public Sector is essential.

Thorough knowledge and experience of Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, Import Trade Control Procedures, Customs Formalities, Vendor Development Techniques etc. is also essential. Sound knowledge of e-tendering process, preparation of tender documents, CSQ and placement of orders etc. Knowledge of GFR, DPE, CVC guidelines relating to procurement policies is essential

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Dy. Manager (Materials)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post : Selection

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 43 Years

7. <u>Qualification for</u> :

Direct Recruitment

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks. Masters Degree in any engineering discipline or PG Degree/Diploma with specialization in Materials / Marketing/ TQM or any other management discipline will be preferred.

8. Experience for :

Direct Recruitment

A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department. Should have worked in immediate lower scale for at least 02 years. Thorough knowledge in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Inventory Control, Ware House Management, , Resource Development, Process Enhancement, SCM, CRM, import and export procedures .

Experience in dealing with vendors for procurement of raw materials, semi finished/finished bought-out components, tools and stores. Should have adequate knowledge and experience of Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, Import Trade Control Procedures, Customs Formalities, Vendor Development Techniques etc. followed in the Public Sector. Sound knowledge of e-tendering process, preparation of tender documents, CSQ and placement of orders etc. Knowledge of GFR, DPE, CVC guidelines relating to procurement policies is essential. Candidates with Good technical writing, documentation, and record keeping skills would be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Asst. Manager (Materials )

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 40 Years

7. Qualification for

**Direct Recruitment** 

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks. Masters Degree in any engineering discipline or PG Degree/Diploma with specialization in Materials / Marketing/ TQM or any other management discipline will be preferred.

8. Experience for

**Direct Recruitment** 

A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department. Should have worked in immediate lower scale for at least 02 years. Knowledge in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Inventory Control, Ware House Management, , \, Process Enhancement, SCM, CRM, import and export procedures.

Experience in dealing with vendors for procurement of raw materials, semi finished/finished bought-out components, tools and stores. Should have adequate knowledge and experience of Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, Import Trade Control Procedures, Customs Formalities, Vendor Development Techniques etc. followed in the Public Sector. Sound knowledge of e-tendering process, preparation of tender documents, CSQ and placement of orders etc. Knowledge of GFR, DPE, CVC guidelines relating to procurement policies is essential. Candidate with Good technical writing, documentation, and record keeping skills would be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Purchase Officer

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 37 Years

7. Qualification for

**Direct Recruitment** 

Full time Bachelors Degree in Mechanical / Production Engineering with minimum 55% marks from recognized university. Diploma in materials management will be preferred

8. Experience for :

Direct Recruitment

A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department. Knowledge in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Inventory Control, Ware House Management, Process Enhancement, SCM, CRM, import and export procedures .

Experience in dealing with vendors for procurement of raw materials, semi finished/finished bought-out components, tools and stores. Should have adequate knowledge and experience of Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, Import Trade Control Procedures, Customs Formalities, Vendor Development Techniques etc. followed in the Public Sector, e-tendering process, preparation of tender documents, CSQ and placement of orders etc. Knowledge of GFR, DPE, CVC guidelines relating to procurement policies would be added advantage. Candidates with Good technical writing, documentation, and record keeping skills would be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Stores Officer

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for

**Direct Recruitment** 

Recognized Degree in Science/Commerce or Degree in Engineering with minimum 55% marks Post Graduate qualification in Materials Management and Inventory Control will be essential in case of Science/Commerce Graduates.

8. Experience for

**Direct Recruitment** 

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in the Stores department. Thorough knowledge of material management and inventory control techniques, storekeeping, material handling is essential. Good documentation, and record keeping skills is desirable. Candidates with Good technical writing, documentation, and record keeping skills would be preferred.

9. Period of Probation : One year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Dy. General Manager (Quality Control)

2. Classification : Group 'A' Post (E-6 Grade)

3. Pay Scale : Rs. 90000-240000

4. Whether Selection Post

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 52 Years

7. Qualification for

**Direct Recruitment** 

Full time Bachelors Degree in Mechanical / Production Engineering from recognized university with 55% marks Minimum. Post Graduate qualification in Metrology /Instrumentation/ Material Testing / SQC (Statistical Quality Control) will be preferred.

8. Experience for

**Direct Recruitment** 

A minimum 16 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector  $\,$ , .Experience in Quality Control Department / testing laboratories dealing in mass production of engineering products with <u>six years</u> experience in special test set ups/rigs and testing of prototypes in senior capacity. Should have worked in immediate lower scale for at least 02 years

Candidate should have thorough knowledge and experience of calibration, inspection procedures, test methods and equipment, testing codes, writing of inspection reports , Knowledge & experience of TQM , Analytical techniques like –7 QC Tools ,SQC, TPM etc. Thorough knowledge and experience of various Chemical, Physical (both destructive and non-destructive), metallurgical tests, testing equipments, Standards i.e. IS, BS, ASTM etc inspection procedures and development of special test set-ups is desirable.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Senior Manager (Quality Control)

2. Classification : Group 'A' Post (E-5 Grade)

3. Pay Scale : Rs. 80000-220000

4. Whether Selection Post

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 49 Years

7. Qualification for

Direct Recruitment

Full time Bachelors Degree in Mechanical / Production Engineering from recognized university with 55% marks Minimum. Post Graduate qualification in Metrology /Instrumentation// Material Testing / SQC (Statistical Quality Control) will be preferred.

8. <u>Experience for</u> :

Direct Recruitment

A minimum 14 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector , Experience in Quality Control Department / testing laboratories dealing in mass production of engineering products with <u>Four years</u> experience in special test set ups/rigs and testing of prototypes in senior capacity. Should have worked in immediate lower scale for at least 02 years.

Candidate should have thorough knowledge and experience of calibration, inspection procedures, test methods and equipment, testing codes, writing of inspection reports , Knowledge & experience of TQM , Analytical techniques like –7 QC Tools ,SQC, TPM etc. Thorough knowledge and experience of various Chemical, Physical (both destructive and non-destructive), metallurgical tests, testing equipments, Standards i.e. IS, BS, ASTM etc inspection procedures and development of special test set-ups is desirable.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Manager (Quality Control)

2. Classification : Group 'A' Post (E-4 Grade)

3. Pay Scale : Rs. 70000-200000

4. Whether Selection Post :

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 46 Years

7. <u>Qualification for</u> :

**Direct Recruitment** 

Full time Bachelors Degree in Mechanical / Production Engineering from recognized university with 55% marks Minimum. Post Graduate qualification in Metrology /Instrumentation// Material Testing / SQC (Statistical Quality Control) will be preferred.

8. Experience for

**Direct Recruitment** 

A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector , Experience in Quality Control Department / testing laboratories dealing in mass production of engineering products with <u>Two years</u> experience in special test set ups/rigs and testing of prototypes in senior capacity. Should have worked in immediate lower scale for at least 02 years

Candidate should have thorough knowledge and experience of calibration, inspection procedures, test methods and equipment, testing codes, writing of inspection reports , Knowledge & experience of TQM , Analytical techniques like –7 QC Tools ,SQC, TPM etc. Thorough knowledge and experience of various Chemical, Physical (both destructive and non-destructive), metallurgical tests, testing equipments, Standards i.e. IS, BS, ASTM etc inspection procedures and development of special test set-ups is desirable.

9. Period of Probation : One Year extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules
No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : **Dy. Manager (Quality Control)** 

2. Classification : Group 'A' Post (E-3 Grade)

3. Pay Scale : Rs. 60000-180000

4. Whether Selection Post : Se

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 43 Years

7. Qualification for :

Direct Recruitment

Bachelors Degree in Mechanical / Production Engineering with 55% marks Minimum from recognized university. Post Graduate qualification in Metrology / Material Testing / SQC (Statistical Quality Control) will be preferred.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Quality Control Department / testing laboratories dealing in mass production of engineering products with Knowledge & experience in special test set ups/rigs and testing of prototypes, procedures for in-plant quality control, sampling procedures. Should have worked in immediate lower scale for at least 02 years

Candidate should have thorough knowledge and experience of inspection procedures, test methods and equipment, testing codes, SQC techniques, writing of inspection reports etc. and experience of various Chemical, Physical (both destructive and non-destructive), metallurgical tests, Standards i.e. IS , BS, ASTM etc and development of special test set-ups. Candidates having knowledge & experience of TQM, Analytical techniques like –7 QC Tools and TPM etc will be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## **JOB SPECIFICATION SHEET**

1. Designation : Asst. Manager (Quality Control)

2. Classification : Group 'A' Post (E-2 Grade)

3. Pay Scale : Rs. 50000-160000

4. Whether Selection Post :

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 40 Years

7. Qualification for

Direct Recruitment

Bachelors Degree in Mechanical / Production Engineering with 55% marks Minimum from recognized university. Post Graduate qualification in Metrology / Material Testing / SQC (Statistical Quality Control) will be preferred.

8. <u>Experience for</u>

**Direct Recruitment** 

A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Quality Control Department / testing laboratories dealing in mass production of engineering products with Knowledge & experience in special test set ups/rigs and testing of prototypes, procedures for in-plant quality control, sampling procedures. Should have worked in immediate lower scale for at least 02 years

Candidate should have thorough knowledge and experience of inspection procedures, test methods and equipment, testing codes, SQC techniques, writing of inspection reports etc. and experience of various Chemical, Physical (both destructive and non-destructive), metallurgical tests, Standards i.e. IS , BS, ASTM etc and development of special test set-ups. Candidates having knowledge & experience of TQM, Analytical techniques like –7 QC Tools and TPM etc will be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Jr. Manager – Quality Control

2. Classification : Group 'A' Post (E-1 Grade)

3. Pay Scale : Rs. 40000-140000

4. Whether Selection Post :

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 37 yrs

7. Qualification for

Direct Recruitment

Bachelors Degree in Mechanical / Production Engineering with 55% marks Minimum from recognized university. Post Graduate qualification in Metrology / Material Testing / SQC (Statistical Quality Control) will be preferred.

8. Experience for :

Direct Recruitment

A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Quality Control Department / testing laboratories is essential. Experience in carrying out inspection work, statistical sampling schemes for carrying out lot sampling for inspection and quality control, inspection Thorough knowledge and experience of various Chemical , Physical (both destructive and non-destructive), metallurgical tests, chemical testing equipments & procedures, Standards i.e. IS, BS, ASTM etc.

Candidate having knowledge of carrying out inspection and quality control of incoming materials finished products / stage inspection in conformity to the specified standards and specifications , sampling for selecting items subjecting to acceptance tests & quality control standards and preparing test reports would be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.

## JOB SPECIFICATION SHEET

1. Designation : Officer – Quality Control

2. Classification : Group 'A' Post (E-0 Grade)

3. Pay Scale : Rs. 30000-120000

4. Whether Selection Post : S

Or Non-Selection

Selection

5. Method of Appointment : Direct Recruitment

6. Age Limit : 34 yrs

7. Qualification for :

Direct Recruitment

Bachelors Degree in Mechanical / Production Engineering with 55% marks Minimum from recognized university. Post Graduate qualification in Metrology / Material Testing / SQC (Statistical Quality Control) will be preferred.

8. <u>Experience</u> for

Direct Recruitment

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Quality Control Department / testing laboratories is essential. knowledge and experience of various Chemical ,Physical (both destructive and non-destructive), metallurgical tests, chemical testing equipments & procedures, Standards i.e., IS , BS, ASTM etc.

Candidate having knowledge of carrying out inspection and quality control of incoming materials finished products / calibration activities/ stage inspection in conformity to the specified standards and specifications, sampling for selecting items subjecting to acceptance tests & quality control standards and preparing test reports would be preferred.

9. Period of Probation : One Year, extendable by one more year, if considered

necessary.

#### Note:

Age relaxation as per Government Rules No age and Percentage bar for Departmental candidates.