

**ESSENTIAL QUALIFICATION & EXPERIENCE**

Advt No. CIPET/HO-AI/NTP/2020 dated 04.11.2020

S.No.	Details	Requirement
1.	Name of the Post	<b>Manager (Personnel &amp; Administration)</b>
2.	Age limit for direct recruits	<p>Upto 45 years (relaxable in the case of SC/ST/OBC and such other category of persons entitled for such age relaxation under Central Govt. guidelines).</p> <p>Candidates with outstanding credentials and proven abilities shall be eligible for age relaxation upto a maximum of 03 years subject to such recommendation from the Screening Committee/Selection Committee and approval of the Competent Authority.</p>
3.	Educational & other qualifications required for direct recruits & Experience	<p>Graduate in any discipline from recognized University and MBA/Post Graduation in Public Administration /PG diploma in Management from a recognized University / Institute with minimum 55% marks at Graduation and Post Graduation Level.</p> <p>Minimum 10 Years relevant Post-Qualification experience in HR, Administration, Personnel, Purchase functions etc. in a reputed organization.</p> <p>Atleast 3 years in pay matrix level 11 or 8 years total experience in pay matrix levels 11 &amp; 10 counted together under the Central Govt. or State Govt. or PSUs or Universities or Recognized Research Institutions or Autonomous bodies or Statutory organizations OR equivalent scale in Private Organization.</p> <p>Desirable: Strong oral &amp; written communication skills Knowledge of modern management practices and use of computers Knowledge of Govt. Rules and Regulations as relevant to Administration, Establishment and Personnel matters.</p>