

<b>Name of the Post</b>	<b>General Manager (HR, Admn. &amp; Trg.)</b>
<b>Total no. of Posts</b>	One
<b>Grade</b>	E8, Rs.120000-280000(IDA)
<b>Educational Qualification</b>	Graduate in Any discipline with Full time Post Graduate degree/diploma (2 years) in HR/Personnel Management & Industrial Relations/Management from a recognized university/institute of repute.  Degree in law is desirable
<b>Experience</b>	Minimum 20 years Post qualification experience in the area of HR, IR and administration matters including formulation and implementation of HR policies, Manpower Planning and capacity building, Performance Management, Employee Engagement, retention, Training & Development, Welfare, Disciplinary, compliance of statutory requirements, contract labour matters, General Administration etc.  Candidates employed in Govt./Quasi-Government/PSU/Metro Organizations should have worked for atleast 2 years in the immediate lower scale.
<b>Job Description</b>	The candidate shall be responsible for HR planning, organizing, staffing, development, co-ordination and periodical review of all policies, system procedures etc. for efficient and effective management of HR and administration.
<b>Minimum &amp; Maximum Age Limit(as on 1<sup>st</sup> September 2020)</b>	Minimum age 45 & Maximum age 55 Years

**General Conditions:-**

- Only shortlisted candidates will be notified for interview, which will be communicated through email only. KMRL reserves the right to shortlist the candidates.
- Applicants employed in Govt./Quasi Govt./ PSUs shall apply through proper channel, after forwarding the advance copy and shall produce a "No Objection Certificate" from their employer at the time of interview.
- Acceptance or rejection of application of the candidates will be the sole discretion of the Management. Incomplete applications are liable to be rejected.
- KMRL management reserves the right to cancel or amend this advertisement.
- Applications of candidates attempting to influence or interfere with the selection process will be rejected summarily and he/she will be declared disqualified for future vacancies in KMRL.
- No TA/DA will be paid by KMRL to candidates for attending interview.

### **How to apply:-**

- Applicants should read the instructions in the website thoroughly before applying.
- Application form may be filled online by selecting the link in KMRL website. The scan copy of the supporting documents should be uploaded, failing which the application will be treated as incomplete.
- Applications forwarded through any other means including fax or e-mail will not be entertained.
- The last date of submission of on-line application is 14<sup>th</sup> October 2020.

- **Chief General Manager (HR, Admn. & Trg.)**