

Position: Associate Consultant [HR & Admin] Position Code: CON-68 No. of Position: 02 (Two) Duration: The engagement is contractual initially for a period of a year and renewal shall be based on performance and need of Department. Consolidated Fee: The Consolidated fee for Associate Consultant shall be Rs.75,000/- per month. Job Description: The Associate Consultant (HR & Admin) will support the HR & Administration Division in handling procurement, administration, HR operations, and compliance-related activities in line with Government/PSU norms.	
Key Responsibilities: ▪ Assist in recruitment activities including posting job advertisements, screening applications, scheduling interviews, and maintaining candidate records. ▪ Support in onboarding and joining formalities. ▪ Assist advertisement and printing processes, including release of advertisements in newspapers/other media, vendor coordination, and monitoring timely execution. ▪ Support training and development activities such as workshops and employee capacity-building programs. ▪ Help maintain employee service books, personal files, and documentation. ▪ Assist in planning and executing employee engagement initiatives and events. ▪ Provide support in procurement and tender activities including administrative processes, coordination with vendors etc. ▪ Assist in performance management and promotion processes, including coordination, documentation, and administrative support. ▪ Assist in day-to-day operations related to contractual manpower and apprentices, including leave and attendance management etc. ▪ Help manage fixed asset records and assist in maintaining inventory documentation (FAR reports, codification, etc.). ▪ Help in office administration functions, including facility management, housekeeping, security coordination, and vendor management. ▪ Perform other HR and administrative duties as assigned.	Essential Qualification: MBA or Post Graduate Degree with specialization in Human Resource Management/Personnel Management/ Industrial Relations. Experience: Post qualification, between 3 years to 10 years with minimum 3 years of experience in any Govt. Institute / PSU/any other Govt. Department. Maximum Age: 45 Years as on closing date of application.

****The total number of vacancies indicated in this advertisement may increase/ decrease/ cancelled, if need so arises at the discretion of BIRAC.**