

Non Academic Posts

Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
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DEPARTMENT - *PLACEMENT*, DOMAIN - *Placement*

1.	Assistant Manager	E2	3	GEN - 33 OBC - 36 SC/ST - 38	Essential Qualification : MBA/PGDM (of atleast 2 years duration) with minimum 55% marks from a recognized University/ Institute or Master's in Mass Communication with minimum 55% marks from a recognized University/ Institute.	Essential Work Experience : Experience of atleast 3 years in one or more of placement cell of a reputed college/university, headhunting, corporate sales, and corporate & public relations. Desirable Work Experience : Knowledge of and relationships in footwear, fashion, retail, and leather goods & accessories industries	Minimum Monthly CTI - 40000
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DEPARTMENT - *Human Resources*, DOMAIN - *Human Resource*

2.	Deputy General Manager	E6	1	GEN- 55 OBC - 58 SC/ST - 60	<p>Essential Qualification : MBA/PGDM/Masters degree (at least 2 years duration) with specialization in the field of Human Resource Management / Personnel Management / IR with minimum 50% marks from a recognized University/Institute</p> <p>Desirable Qualification : Degree in Law / Diploma in Labour Laws</p>	<p>Essential Work Experience :</p> <ul style="list-style-type: none"> • Atleast 20 years of handling HR matters in Govt./Semi-Govt./PSUs/Autonomous Bodies/Reputed private Institutions/Industry/organization • Should have handled Recruitment, HR-establishment, Employee Welfare, Grievances, RTI, HR Policies formulation, and Disciplinary proceedings • Should have worked as Senior Manager or equivalent for atleast 5 years <p>Desirable Work Experience :</p> <ul style="list-style-type: none"> • Experience in heading HR department at the Corporate level or Head Office level • Experience in deft handling of employee relations • Experience in formulating training policies and handled training of employees • Experience in handling performance management of employees and its policies • Experience in Administration matters • Knowledge on Central Government Rules & practices • Proven leadership quality 	Minimum Monthly CTI - 120000
3.	Deputy Manager	E3	1	Gen- 35 OBC- 38 SC/ST - 40	<p>Essential Qualification : MBA/PGDM (of atleast 2 year duration) with specialization in the field of Human Resource Management/Industrial Relations with minimum 55% marks from a recognized University/ Institute.</p>	<p>Essential Work Experience :</p> <ol style="list-style-type: none"> 1. Experience of atleast 5 years of handling HR matters such as operations, Employee Life cycle Management, Employee Welfare, grievances, RTI, HR policy, vigilance matter, and disciplinary proceedings. 2. The candidate should have experience of atleast 3 years at the Assistant Manager(HR and Admin) level in FDDI or equivalent or above out of the total Experience specified at S.no. 1. 	Minimum Monthly CTI - 45000
4.	Assistant Manager	E2	1	GEN - 30 OBC - 33 SC/ST - 35	<p>Essential Qualification : MBA/PGDM (of atleast 2 year duration) with specialization in the field of Human Resource Management/Industrial Relations with minimum 55% marks from a recognized University/ Institute.</p>	<p>Essential Work Experience : NA</p> <p>Desirable Work Experience :</p> <p>Candidate with experience of handling HR matters such as operations, Employee Life cycle Management, Employee Welfare, grievances, RTI, HR policy, vigilance matter, and disciplinary proceedings.</p>	Minimum Monthly CTI - 40000

Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
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DEPARTMENT - Accounts & Finance , DOMAIN - Accounts & Finance

5.	Deputy General Manager	E6	1	GEN - 55 OBC - 58 SC/ST - 60	Essential Qualification : MBA (Finance)/CA/CWA/CMA OR B.COM with minimum 50% marks from a recognized University/Institute and working knowledge on MS Office and Finance Software	Essential Work Experience : 1. Atleast 20 years of handling accounts, audit and finance related matters in Govt./Semi-Govt./PSUs/Autonomous Bodies/Reputed Private Institutions/ Industry. 2. Should be well versed with working on accounts related software such as Tally, TDSMAN, TALLY, ERP, GST Software etc. 3. Should have experience in preparation of balance sheet and financial data bases and reports. 4. Should have worked as Sr. Manager or equivalent for atleast 05 years. Desirable Work Experience : 1. Should have experience of atleast 01 year in heading Finance /Accounts department at the corporate level or Head Office level. 2. Should have adequate experience of Central GFR and also Taxation matters.	Minimum Monthly CTI - 120000
6.	Assistant Manager	E2	4	GEN - 33 OBC - 36 SC/ST - 38	Essential Qualification : (i) MBA(Finance)/CA/CWA/CMA OR (i) M. COM. with minimum 55% marks from a recognized university/Institute, and (ii) Diploma/Certificate in Computer Applications: (a) MS Office (Word, Excel, and Power Point) and (b) Accounts Related Software	Essential Work Experience : 1. The candidate should have experience of atleast 3 years in accounts, audit and finance related matters in Govt./Semi Govt./PSUs/Autonomous Bodies/Reputed private institutions/industry. 2. The candidate should be well versed with working on accounts related software such as Tally, TDSMAN, TALLY ERP, GST software etc.	Minimum Monthly CTI - 40000

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DEPARTMENT - Physical & Chemical Laboratories , DOMAIN - Business Development

7.	Assistant Manager	M1	1	Gen - 30 OBC - 33 SC/ST - 35	<p>Essential Qualification : B.E/B.Tech/Graduation in Science or MBA/ /PGDM (atleast 2 years) in Marketing, with a minimum of 55% marks from a recognized University/Institute</p> <p>Desirable Qualification : MBA/PGDM in Digital Marketing</p>	<p>Essential Work Experience :</p> <ul style="list-style-type: none"> • Total relevant experience of atleast 03 years in sales / sales operations. • Understanding of laboratory testing services • Strong interpersonal & relationship-building skills • Excellent verbal & written communication skills and good presentation skills <p>Desirable Work Experience :</p> <ul style="list-style-type: none"> • Experience in sales of Lab Testing Services sales for products like Footwear/Leather/Textile/Toys/ PPE etc is desirable • Knowledge of MS Word, Excel and PowerPoint 	Minimum Monthly CTI- 40,000
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DEPARTMENT - Engineering and Maintenance , DOMAIN - Engineering Maintenance

8.	Junior Engineer - Electrical	E1	1	Gen - 35 OBC - 38 SC/ST - 40	<p>Essential Qualification : Diploma in - Electrical Engineering with minimum 55% marks from a recognized University/Institute</p>	<p>Essential Work Experience :</p> <ol style="list-style-type: none"> 1. Atleast 02 years experience in the field of engineering maintenance 2. Should have experience in maintenance works in infrastructure projects 3. Knowledge of estimate preparation <p>Desirable Work Experience : Knowledge of CPWD manuals</p>	Minimum Monthly CTI - 35000
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9.	Junior Engineer - Civil	E1	1	GEN - 30 OBC - 33 SC/ST - 35	<p>Essential Qualification : Diploma in civil engineering (3 years) with minimum 55% marks from a recognized University/Institute</p> <p>Desirable Qualification : Working Knowledge of MS Office</p>	<p>Essential Work Experience : NA</p> <p>Desirable Work Experience : Experience of working as Junior Engineer or Similar job role looking after Civil Engineering works/projects (construction, maintenance, etc) in any organization</p>	Minimum Monthly CTI - 35000
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10.	Junior Engineer - Mechanical Maintenance	E1	2	Gen - 35 OBC - 38 SC/ST - 40	<p>Essential Qualification : Diploma in - Mechanical Engineering with minimum 55% marks from a recognized University/Institute</p>	<p>Essential Work Experience :</p> <ol style="list-style-type: none"> 1. Atleast 02 years experience in the field of engineering maintenance 2. Should have experience in maintenance works in infrastructure projects 3. Knowledge of estimate preparation <p>Desirable Work Experience : Knowledge of CPWD manuals</p>	Minimum Monthly CTI - 35000
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DEPARTMENT - Promotions & Admissions , DOMAIN - Promotions & Admissions

11.	Assistant Manager - Promotions & Admissions	E2	3	GEN - 40 OBC - 43 SC/ST - 45	<p>Essential Qualification : MBA/PGDM (of at least 2 years duration) with minimum 55% marks from a recognized University/Institute</p> <p>Desirable Qualification : Sales and Marketing domain experience</p>	<p>Essential Work Experience :</p> <ul style="list-style-type: none"> • Atleast 3 years experience in looking after admissions and/or promotions in one or more college / institute / University / organization • Should have experience in handling corporate sales, Seminars, Webinars, Workshops etc for college / institute / University / organization <p>Desirable Work Experience :</p> <ul style="list-style-type: none"> • Experience in setting systems and processes for promotions and admissions • Knowledge of Digital marketing and / or content writing 	Minimum Monthly CTI - 40000
12.	Manager - Digital Marketing	E4	1	GEN - 40 OBC - 43 SC/ST - 45	<p>Essential Qualification : MBA/PGDM (of at least 2 years duration) with minimum 50% marks from a recognized University/Institute</p> <p>Desirable Qualification : Sales and Marketing domain experience</p>	<p>Essential Work Experience :</p> <ul style="list-style-type: none"> • Atleast 10 years experience in the following areas: - Google Adwords promotion - Social media marketing like Facebook, Instagram, Youtube, Twitter, etc - Upgradation of website - Email marketing • Experience in producing online newsletters and promotional emails and organize their distribution through various channels <p>Desirable Work Experience : Experience in conducting social media audits to ensure best practices are being used</p>	Minimum Monthly CTI - 60000
Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
DEPARTMENT - Admin , DOMAIN - Administration							
13.	Deputy Manager	E3	1	Gen - 35 OBC - 38 SC/ST - 40	<p>Essential Qualification : Graduate with minimum 55% marks from a recognized university/institute.</p> <p>Desirable Qualification : MBA/PGDM (of atleast 2year duration) from a recognized University/Institute.</p>	<p>Essential Work Experience :</p> <ol style="list-style-type: none"> 1. Experience of atleast 5 years of handling Administration work such as security, housekeeping, procurement employee welfare, grievances, and RTI. 2. Out of the experience specified at S.No.1, the candidate should have experience of atleast 5 years at Assistant Manager level in FDDI or equivalent or above. 	Minimum Monthly CTI - 45000

14.	Assistant Manager	E2	1	GEN - 30 OBC - 33 SC/ST - 35	<p>Essential Qualification : Graduate with minimum 55% marks from a recognized university/Institute.</p> <p>Desirable Qualification : MBA/PGDM (of atleast 2 year duration) from a recognized University/Institute</p>	<p>Essential Work Experience : NA</p> <p>Desirable Work Experience : Candidate with experience of handling Administration works such as security, housekeeping, procurement Employee Welfare, grievances, and RTI will be given preference.</p>	Minimum Monthly CTI - 40000
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