



JOB DESCRIPTION

Name of the PSU : Rajasthan Electronics & Instruments Limited, Jaipur
Name of Post : Dy.Manager (P&IR)
Scale of the Post : Rs. 24900-3%-50500(CTC Rs.10.18 lac p. a.) + Variable Pay-PRP
(Variable Pay in form of Performance Related Pay upto 40% of basic pay)
(Salary will commensurate with the relevant experience)

COMPANY PROFILE:

Rajasthan Electronics & Instruments Limited (REIL) Jaipur is a Schedule 'C', "Mini Ratna" Central Public Sector Enterprises under the administrative control of Ministry of Heavy Industries & Public Enterprises, Government of India. The Company is a profit making and dividend paying PSU since inception and has been certified with ISO 9001: 2008 & 14001: 2004. REIL provides technology solutions for analysis of milk across all verticals of Dairy Industry sector; addresses energy needs of the rural and related urban sector through Solar Photo Voltaic; and Information Technology & security surveillance applications for e-governance, dairy vertical, small business and Government sectors. Company has achieved rapid growth in last few years and doubled its Turnover to Rs. 230.00 Crore for the year 2016-17 with three digit net worth and has aimed to achieve higher growth in near future.

JOB DESCRIPTION AND RESPONSIBILITIES:

The Dy. Manager (P&IR) shall be placed at factory location and may be transferred at any place across the country, if need arises. He shall report to post two levels above, but if the circumstances so require may be asked to report to an officer at any of the higher levels. The candidate should be well conversant with the Personnel & Industrial Relations matters like recruitment and selection; training and development; administration; union matters etc. pertaining to an industrial organisation. The good communication skills and ability to work as part of team are desirable.

ELIGIBILITY:

I. AGE: Minimum 35 years & Maximum 40 years (as on 20.01.2018)

II. QUALIFICATION AND EXPERIENCE

The incumbent should be MBA in Human Resources (Two year full time course) with minimum 60% marks from a recognized University/Institution. The candidate should have exposure of various acts applicable in an industrial organization like Factory Act; Industrial Disputes Act, Contract Labour Abolition & Regulation Act, RTI Act etc. The candidate should have post qualification working experience of 8 years or more. Exposure of handling Civil and Public Relation matters is desirable. An added advantage shall be given to Law Graduate (LLB).

HOW TO APPLY

The candidates are required to submit their applications as per the prescribed format only, available on Website, with copies of proof of date of birth, qualifications, experience, caste and a recent passport size photograph etc. The application should reach to the following address within 21 days of this advertisement. The application(s) so received shall be acknowledged and application number shall be allotted, and accordingly application no. of the shortlisted candidates and finally selected candidates shall be hosted on Company's website. Candidates working with Government, PSU or Autonomous bodies etc. should forward their application through proper channel. Relaxation to SC,ST,OBC,PH, Ex-Serviceman and Sports person would be given as per Government guidelines.

Addl. General Manager (P&IR)
Rajasthan Electronics & Instruments Limited,
2, Kanakpura Industrial Area,
Sirsi Road, Jaipur – 302012