



ESSENTIAL QUALIFICATION AND EXPERIENCE

Chief Manager (Personnel & Administration)

S. No.	Details	Requirement
1.	Name of the Post	Chief Manager (Personnel & Administration) – Non-Technical
2.	Pay Band & Grade Pay	Rs.37400-67000 & 8700
3.	Age limit for direct recruits	Upto 45 years relaxable in the case of Govt. Servant / SC / ST / OBC / Ex-Servicemen and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Graduate with PG Diploma in Personnel (2 Years) with 15 Years experience (or) Post Graduate / MBA (Personnel) with PG Dip. In Mgmt. (2 Years) / LLB/BL with 10 years experience.
5.	Method of Recruitment	Direct Recruitment / Deputation

Manager (Personnel & Administration)

S. No.	Details	Requirement
1.	Name of the Post	Manager (Personnel & Administration) – Non-Technical
2.	Pay Band & Grade Pay	Rs.15600-39100 & 7600
3.	Age limit for direct recruits	Upto 40 years relaxable in the case of Govt. Servant / SC / ST / OBC / Ex-Servicemen and others as per Govt. of India directives.
4.	Educational & other qualification required for direct recruits	Degree / P.G.Degree in any discipline with Professional Qualification in Personnel Management / Public Administration from a recognized Institute with 9 years experience for degree and 7 years experience for P.G. Degree in Law is desirable.
5.	Method of Recruitment	Direct Recruitment / Deputation