

Organisation	Maharashtra Rail Infrastructure Development Corporation Limited (MRIDC)
Title of post -	Executive / Sr. Executive (HR)
No. of vacancies	02 (Two)
Place of Posting	Mumbai.
Scale	E-1 (Rs. 40,000 – Rs.1,40,000) OR E-0 (Rs. 30,000 – Rs.1,20,000)
Total emoluments including allowances and perks	Rs. 80,000/- p.m. approx. if appointed in E1 Category Rs. 60,000/- p.m. approx. if appointed in E0 Category
Educational Qualification	Graduate in any discipline from any recognised University AND MBA (HR) from a recognised Institute / College / University. The candidate having knowledge of SAP / ERP (HR) will be preferred.
Eligibility criteria for Absorption / on contract	<p>For the post of Sr. Executive (HR), when operated in E1:</p> <p>A. The candidate should have experience of at least 9 years of working in the areas detailed in job description of the post.</p> <p>B. The candidate from Private sector should be drawing a gross salary (CTC) more than Rs.9,00,000/- per annum.</p> <p>For the post of Executive (HR), when operated in E0</p> <p>(A) The candidate should have experience of at least 7 years of working in the areas detailed in job description of the post.</p> <p>(B) The candidate from Private sector should be drawing a gross salary (CTC) more than Rs.6,00,000/- per annum.</p> <p>Note:</p> <p>1) Candidate working on contract basis in other Govt. / Semi Govt. Organisation OR from Private Sector, if selected, will be appointed on contract basis initially for a period of 2 years.</p> <p>2) The candidate may be appointed in lower/ higher grade as per the suitability.</p> <p>3) MRIDC reserves the right to modify the eligibility criteria.</p>
Maximum age limit	For Contract employment: 35 years.
Mode of Selection	1. Shortlisted candidates would be required to make a brief presentation on the jobs handled by them and their experience in the areas detailed in the job description of the post 2. Interview.
Job Description	The Executive will be expected to perform following functions: 1. Recruitment and Selection: Involves preparing job descriptions, attracting people with right qualifications and skills, with right mind set and attitude.

	<ol style="list-style-type: none">2. Manpower Planning: Assessing the present and future manpower requirements in the organization, succession planning and career planning.3. Human Resource Administration: Implementing HR policies of company, adopting innovative HR practices to motivate the employees in order to attain the organizational objective.4. Compensation and Benefits: Determining salary structures, employee perquisites etc, covers health, security, safety, terminal benefits, and employee welfare facilities.5. Industrial Relations: Promoting healthy relationship between management and employees' associations, addressing employees' concerns, taking care of legal issues in the labour courts / labour commissioners.6. Training and Development: Arranging orientation programmes and providing technical skills and behavioural training to employees for effective performance.7. Performance Appraisal: Reviewing performance appraisal system of the employees from time to time using the assessment information for the purpose of training, promotions, and incentives etc.
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