

TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED



(A Government of India Enterprise)

Advt No. TCIL/11/052/HRD/Rct./007/2024

Dated: 14.06.2024

Advertisement for the post of General Manager (E7) (Human Resource & Administration) on Contract Basis

Telecommunications Consultants India Ltd. (TCIL) is an ISO 9001:2015 certified fast growing multinational Public Sector Organization under the Ministry of Communications and Information Technology, Govt. of India. TCIL is operating globally to provide world-class technology and Indian expertise in all fields of Telecom, IT & Civil.

TCIL need officer on Contract Basis possessing qualification & experience in the field of Human Resource & Administration as below.

A. General Manager (Human Resource & Administration) - Contract

1. Nos. of Posts: - 1No.

2. For Candidates from private sector/freelancers/self-employed:-

2.1 Qualification & experience

Grade	Minimum years of Exp as on 01.08.2024	CTC required for private sector	Max Age as on 01.08.2024	Qualification
E7-GM	17 yrs of experience in relevant field	20LPA	56 Yrs	Graduate in any Discipline from a recognized Institute /University with Full time 2 years MBA/PGDM/Masters in PMIR /MSW with specialization in HR/Personnel. All the qualifications as given above should be full time in nature.

*TCIL reserves right to give age relaxation in case of exceptionally deserving candidate. Contract period shall accordingly be changed.

2.2 Pay & Allowances: Pay and allowances shall be as given below:-

Level	1st Year CTC (per Month) (in Rs.)	2nd Year CTC (per Month) (in Rs.)	3rd Year CTC (per Month) (in Rs.)	4th Year CTC (per Month) (in Rs.)
E7	187500	196882	206886	217554

2.2.1 The annual increment shall be applicable based on the APAR (Annual Performance Appraisal Report) rating of Minimum "Very Good" performance.



Advt No. TCIL/11/052/HRD/Rct./007/2024

Dated: 14.06.2024

2.2.2 The CTC includes employer share of PF.

2.2.3 Medical Allowance, family maintenance allowance and conveyance allowance shall be part of CTC.

2.3 Contract Period:-

- 2.3.1 The Contract period for all the above post is for fixed term of 4 Years
- 2.3.2 Upon selection candidate shall sign an agreement with TCIL (with detailed terms and conditions) to bring the recruitment into effect.
- 2.3.3 The contractual employee shall not claim any appointment in TCIL during or after the contract period.
- 2.3.4 TCIL reserves its right to remove candidate from service any time before 4 years if his/her performance is not found satisfactory

3. For Candidates from ex Govt/Other PSU officers:-**3.1 Qualification & experience**

Grade	Minimum Last Pay scale/Level (CDA)	Minimum Last Pay scale/level (IDA)	Max Age as on 01.08.2024	Qualification
E7-GM	Level 12	90000-240000	61 Years	Graduate in any Discipline from a recognized Institute /University with Full time 2 years MBA/PGDM/Masters in PMIR /MSW with specialization in HR/Personnel. All the qualifications as given above should be full time in nature.

3.2 Pay & Allowances: Pay and allowances shall be as given below:-

- 3.2.1 For Candidates from PSU/ IDA Pattern:- Pay shall be fixed as all inclusive lump sum remuneration equal to 50% of the last pay drawn (last basic + Last DA thereon). They shall not be entitled for increase in DA or revision in pay after their retirement / relieving.
- 3.2.2 For Candidates from Govt./ CDA Pattern:- The remunerations of Govt. Officers shall be governed by Govt. rules, and the consolidated per month fee/ remuneration of consultant shall be restricted to the difference between last pay drawn by him (Last basic pay + CDA) and his pension + DA at a rate fixed at the time of hiring.

3.3 Contract Period:-

- i. The initial period of engagement shall be for 1(one) year. Thereafter, further extension can be given maximum up to age of 65 years.
- ii. Upon selection candidate shall sign an agreement with TCIL (with detailed terms and conditions) to bring the recruitment into effect.



Advt No. TCIL/11/052/HRD/Rct./007/2024

Dated: 14.06.2024

iii. The contractual employee shall not claim any appointment in TCIL during or after the contract period.

4. Experience: Candidates should possess cumulative/ progressive experience in various aspects of HR/Personnel Management/Industrial Relations in an organization of repute with at least 3 years in a leadership role.

1. Experience in Manpower Planning/ Recruitment & selection / Training & Skill Development /Competency and Leadership Mapping /Performance Management/ Employee Relations & Welfare / Compliance of statutory requirement including Labour Laws/ Implementation of HR Policies/ General Administration Activities/ Liasioning/ Protocol etc.
2. Experience in handling union matters and legal cases pertaining to Employee / HR matters.
3. Excellent leadership, communication, and interpersonal skills.

5. Job Description : The duties and responsibilities include but not limited to-

1. Developing and executing HR strategies and initiatives that support the organization's mission, vision, and values.
2. Leading the HR team in all areas, including talent acquisition, employee relations, and performance management, compensation, and benefits administration.
3. Providing guidance and support to managers and employees on HR-related matters, including policy interpretation, conflict resolution, and disciplinary actions.
4. Overseeing the recruitment & the annual performance review process.
5. Ensuring statutory compliance with all applicable / local employment laws and regulations.
6. Monitoring HR metrics and analytics to measure the effectiveness of HR programs and initiatives.
7. Contributing to the development and implementation of organizational policies and procedures.

B. Other Terms and Conditions

- i. TA/DA: TA/DA/Hotel charges shall be paid as per the entitlement of Regular employee of the equal cadre for official work
- ii. Mobile Call Charges: Official SIM shall be provided.
- iii. No transport facility shall be provided by TCIL to attend office as conveyance is part of CTC.
- iv. Leave:
 - i. 12 (twelve) days of Casual leaves in a calendar year on pro-rata basis.



Advt No. TCIL/11/052/HRD/Rct./007/2024

Dated: 14.06.2024

- ii. An un-availed leave shall neither be carried forward to next year nor can be encashed.
- iii. No remuneration for the period of absence in excess of the admissible leave shall be paid.

C. Necessary Instructions: -

- 1) Before applying, the candidate should ensure he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- 2) Experience in the relevant field shall be calculated from the date of attaining the minimum essential qualification(s).
- 3) The posts advertised are meant for different locations in India.
- 4) Mode of selection will be interview. TCIL reserves the right to modify the selection procedure, if deemed fit.
- 5) TCIL reserves the right to increase /decrease the number of vacancies and cancel the recruitment process at any stage. TCIL reserves the right to shortlist applicants for interview and not bound to call all candidates meeting eligibility criteria.
- 6) TCIL reserves the right to shortlist applicants for interview and not bound to call all candidates meeting eligibility criteria.
- 7) The decision of TCIL in all matters would be final and binding, and no correspondence in this regard would be entertained.
- 8) Incomplete/Illegible/unsigned applications and applications received after the last date of receipt will not be entertained and the application form in the prescribed format without the self-attested copies of all relevant certificates i.e. Educational/Professional Qualifications, Date of Birth, proof of CTC/ Salary (Proof of salary drawn shall be substantiated through submission of Salary Slips, Form 16, ITR etc.) relevant pay certificate/certified salary slip & Work Experience (s) shall be liable to be rejected. TCIL does not bear any responsibility for any delay in post/courier for any reason whatsoever.
- 9) Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form as well as on application form. Each envelope should contain single application only.
- 10) Interested candidates should send their applications in the prescribed format only in offline mode addressed to "The Chief General Manager (HR), Telecommunications Consultants India Ltd., TCIL Bhawan, Greater Kailash -I, New Delhi - 110048" up to the last date of receipt of applications.
- 11) Last date of receipt of application through proper channel: 10.07.2024