

INSTRUCTION SHEET

For Advertisement Executive (Personnel):

Job Profile: To provide advice on all personnel/Service matters, analysis of proposal received and recommendations, drafting of reports in MIS, Guidance to staff working in Personnel Wing, labour contact etc.

Eligibility: Retired Govt. employees including employees of autonomous bodies/PSUs at Section Officer level or below, having qualification with Graduation in any stream/MBA(HR)/PGD in HR/LLB related subjects from a reputed University/Institution.

Experience: Minimum 4-6 years experience in Personnel matters especially areas indicated in job profile.

Remuneration: Consolidated remunerations between Rs.20,000 p.m. to Rs. 25,000/-p.m. keeping in view the qualification experience/knowledge of the field.

Age: Not more than 62 years as on 17.2.2017

Bank Details:

a) **Name of Bank:** PUNJAB NATIONAL BANK,
E-83, SHASTRI NAGAR, DELHI-52

b) **Account No:** 0176002100250666
IFSC Code: PUNB0139800
Bank Code: 139800