

**QUALITY COUNCIL OF INDIA  
NEW DELHI**

**Advertisement for recruitment against the vacant positions in QCI**

Board/ Dept./Divi.	Name of the Post	No. of the Post
NABL	Deputy Director	9
	Assistant Director	18
	Accreditation Officer	15
	Executive Officer	8
NABH	Sr. Director/Director	1
	Joint Director	2
	Deputy Director	1
	Assistant Director	4
	Accreditation Officer	11
NABET	Executive Officer	8
PADD	Deputy Director	1
	Assistant Director	2
TCB	Deputy Director	1
	Executive Officer	2
QGID	Deputy Director	1
	Assistant Director	2
	Executive Officer	3
HR & Admin	Assistant Director-HR	1
	Administrative Officer	2

<b>Position</b>	<b>Deputy Director (NABL)</b>
<b>No. of post</b>	9
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering /Technology or MBBS or Master's in Science from recognized institute / university
<b>Desirable Qualification</b>	Post Graduate in Engineering / Technology or MD or Ph.D. in Science from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs.20.3/- lakhs
<b>Age</b>	Upto 45 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 10 years' experience in reputed laboratory/ laboratory-based research / certification /standards/ inspection/ Accreditation/ Quality Assurance /Quality Management System or related activities in industry / Projects /Program in a structured system/ Government / Industry /PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge and skills of various accreditation standards (ISO/IEC 17025:2017/ ISO 15189:2012/ ISO/IEC 17043:2010/ ISO 17034: 2016).</li> <li>• Proficiency in use of standard computer-based applications</li> <li>• Good communication &amp; Presentation skills</li> <li>• Proposal and Report writing abilities</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability</li> <li>• Data based analysis/research</li> <li>• Ability to prepare policy papers on accreditation as inputs to government/ regulators</li> <li>• Ability to establish networking within government/regulators and industry/business associations</li> <li>• Any other specific experience related to a particular area of work</li> </ul>

<b>Position</b>	<b>Assistant Director (NABL)</b>
<b>No. of post</b>	18
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering /Technology or MBBS or Master's in Science from recognized institute / university
<b>Desirable Qualification</b>	Post Graduate in Engineering / Technology or MD or Ph.D. in Science from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs. 13.8/- lakhs
<b>Age</b>	Upto 40 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 05 years' experience in reputed Laboratory/ Laboratory-based research / Certification /Standards/ Inspection/ Accreditation/ Quality Assurance /Quality Management System or related activities in Industry / Projects /Program in a structured system/ Government / Industry / PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge and skills of various accreditation standards (ISO/IEC 17025:2017/ ISO 15189:2012/ ISO/IEC 17043:2010/ ISO 17034: 2016).</li> <li>• Proficiency in use of standard computer-based applications</li> <li>• Good communication &amp; Presentation skills</li> <li>• Proposal and Report writing abilities</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability</li> <li>• Data based analysis/research</li> <li>• Ability to prepare policy papers on accreditation as inputs to government/ regulators</li> <li>• Ability to establish networking within government/regulators and industry/business associations</li> <li>• Any other specific experience related to a particular area of work</li> </ul>

<b>Position</b>	<b>Accreditation Officer (NABL)</b>
<b>No. of post</b>	<b>15</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering /Technology or MBBS or Master's in Science from recognized institute / university
<b>Desirable Qualification</b>	Post Graduate in Engineering / Technology or MD or Ph.D. in Science from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs. 12.5/- lakhs
<b>Age</b>	Upto 35 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 4 years' experience in reputed Laboratory/ Laboratory-based research / Certification /Standards/ Inspection/ Accreditation/ Quality Assurance /Quality Management System or related activities in Industry / Projects /Program in a structured system/ Government / Industry / PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge and skills of various accreditation standards (ISO/IEC 17025:2017/ ISO 15189:2012/ ISO/IEC 17043:2010/ ISO 17034: 2016).</li> <li>• Proficiency in use of standard computer-based applications</li> <li>• Good communication &amp; Presentation skills</li> <li>• Proposal and Report writing abilities.</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability</li> <li>• Data based analysis/research</li> <li>• Any other specific experience related to a particular area of work</li> </ul>

<b>Position</b>	<b>Executive Officer (NABL)</b>
<b>No. of post</b>	<b>8</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering /Technology or MBBS or Master's in Science from recognized institute / university
<b>Desirable Qualification</b>	Post Graduate in Engineering / Technology or MD or Ph.D. in Science from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs. 10.9/- lakhs
<b>Age</b>	Upto 35 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 2 years' experience in reputed Laboratory/ Laboratory-based research / Certification /Standards/ Inspection/ Accreditation/ Quality Assurance /Quality Management System or related activities in Industry / Projects /Program in a structured system/ Government / Industry / PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of various accreditation standards (ISO/IEC 17025:2017/ ISO 15189:2012/ ISO/IEC 17043:2010/ ISO 17034: 2016).</li> <li>• Proficient in MS Office including MS Excel, experience in analysis, presentations, data analysis</li> <li>• Good communication &amp; Presentation skills</li> <li>• Any other specific experience related to a particular area of work</li> </ul>

<b>Name of the Post</b>	<b>Sr. Director/Director (NABH)</b>	
<b>No. of Post</b>	<b>1</b>	
<b>Nature of Post</b>	Regular	
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)	
<b>Minimum Qualification</b>	MBBS or BDS or BAMS or BHMS or MBA in Healthcare Management (full time degree only) from a recognized institute/ university	
<b>Desirable Qualification</b>	Post graduate Degree in Medicine (MD or MS) / Ph.D in Science/Management from recognized institute / university	
	<b>Sr. Director</b>	<b>Director</b>
<b>Starting CTC (per annum)</b>	Rs. 34.17/- lakhs	Rs. 30.8/- lakhs
<b>Age</b>	Upto 55 years on closing date of advertisement	Upto 55 years on closing date of advertisement
<b>Essential Experience</b>	<p>Minimum 20 years in a structured system / Government/ Industry/ PSUs/ Autonomous Body out of which 5 years at senior management level in healthcare and allied fields or in reputed organization/HOD</p> <p>(Private practice experience shall not be counted while calculating the total experience)</p>	<p>Minimum 18 years in a structured system / Government/ Industry / PSUs/ Autonomous Body out of which 3 years at senior management level in healthcare and allied fields or in reputed organization/HOD</p> <p>(Private practice experience shall not be counted while calculating the total experience)</p>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to prepare policy papers on accreditation as inputs to government/regulators.</li> <li>• Ability to establish networking within government/ regulators and industry/ business associations.</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication and presentation skills</li> <li>• Sensitivity to customer</li> <li>• Problem solving skills.</li> <li>• Team Player, progressive and motivator</li> <li>• Evidence of having handled administrative and financial functions.</li> <li>• Proficiency in working on laptops/ computers.</li> </ul>	

<b>Name of the post</b>	<b>Joint Director (NABH)</b>
<b>No. of post</b>	<b>2</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	MBBS or BDS or BAMS or BHMS or MBA in Healthcare Management (full time degree only) from a recognized institute/ university
<b>Desirable Qualification</b>	Post graduate Degree in Medicine (MD or MS) / Ph.D in Science/Management from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs. 27.6/- lakhs
<b>Age</b>	Upto 50 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 15 years in a structured system / Government/ Industry / PSUs / Autonomous Body  (Private practice experience shall not be counted while calculating the total experience)
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to prepare policy papers on accreditation as input to government/regulators.</li> <li>• Ability to establish networking within government/regulators and industry/business associations.</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication &amp; presentation skills</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability.</li> <li>• Evidence of having handled administrative and financial functions.</li> <li>• Proficiency in working on laptops/ computers</li> </ul>

<b>Name of the post</b>	<b>Deputy Director (NABH)</b>
<b>No. of post</b>	<b>1</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	MBBS or BDS or BAMS or BHMS or MBA in Healthcare Management (full time degree only) from a recognized institute/ university
<b>Desirable Qualification</b>	Post graduate Degree in Medicine (MD or MS) / Ph.D in Science/Management from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs. 20.3/- lakhs
<b>Age</b>	Upto 45 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 10 years in a structured system / Government/ Industry / PSUs / Autonomous Body  (Private practice experience shall not be counted while calculating the total experience)
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to prepare policy papers on accreditation as input to government/regulators.</li> <li>• Ability to establish networking within government/regulators and industry/business associations.</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication &amp; presentation skills</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability.</li> <li>• Evidence of having handled administrative and financial functions.</li> <li>• Proficiency in working on laptops/ computers</li> </ul>



<b>Name of the post</b>	<b>Assistant Director (NABH)</b>
<b>No. of post</b>	<b>4</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	MBBS or BDS or BAMS or BHMS or MBA in Healthcare Management (full time degree only) from a recognized institute/ university
<b>Desirable Qualification</b>	Post graduate Degree in Medicine (MD or MS) / Ph.D in Science/Management from recognized institute /university
<b>Starting CTC (per annum)</b>	Rs. 13.8/- lakhs
<b>Age</b>	Upto 40 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 5 years in a structured system / Government/ Industry / PSUs/ Autonomous Body  (Private practice experience shall not be counted while calculating the total experience)
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to prepare policy papers on accreditation as input to government/regulators.</li> <li>• Ability to establish networking within government/regulators and industry/business associations.</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication &amp; presentation skills</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability.</li> <li>• Evidence of having handled administrative and financial functions.</li> <li>• Proficiency in working on laptops/ computers</li> </ul>

<b>Position</b>	<b>Accreditation Officer (NABH)</b>
<b>No. of Post</b>	<b>11</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Bachelor's degree in Medicine/ BDS/ BAMS/BHMS/Pharmacy/Nursing /Physiotherapy (full time degree only) from a recognized institute/University
<b>Desirable Qualification</b>	Masters in health care management from recognized institute/ university from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs. 12.5/- lakhs
<b>Age</b>	Upto 35 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 4 years in a structured system / Government/ Industry / PSUs / Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge and skills of quality issues in Healthcare and Quality Management System including ISO/NABH/ NABL</li> <li>• Proficiency in use of standard computer-based applications.</li> <li>• General financial principles and procedures pertaining to budget development, monitoring, and justification.</li> <li>• Communication Skills</li> <li>• Any other specific experience related to a particular area of work.</li> <li>• Prepare budget for implementation of project.</li> <li>• Identify and assess fund requirement under several component and subcomponents.</li> </ul>

<b>Position</b>	<b>Executive Officer (NABET)</b>
<b>No. of Post</b>	<b>8</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering /Technology or MBBS or Master's in Science from recognized institute / university
<b>Desirable Qualification</b>	Post Graduate in Engineering / Technology or MD or Ph.D. in Science from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs. 10.9/- lakhs
<b>Age</b>	Upto 35 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 2 years' experience in reputed Educational Institutions/ Laboratory-based research institutions/ Accreditation bodies/LEAN Implementation/EIA Accreditation/Quality Assurance /Quality Management System or related activities in Industry / Projects /Program in a structured system/ Government / Industry /PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of various accreditation standards/schemes</li> <li>• Proficient in MS Office including MS Excel, experience in analysis, presentations, data analysis</li> <li>• Good communication &amp; Presentation skills</li> <li>• Any other specific experience related to a particular area of work</li> </ul>

<b>Name of the post</b>	<b>Deputy Director (PADD)</b>
<b>No. of post</b>	<b>1</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering / Technology or Master's in Science from a recognized institute/ university
<b>Desirable Qualification</b>	Post Graduate in Engineering / Technology; or MBA in any stream from a recognized institution
<b>Starting CTC (per annum)</b>	Rs. 20.3/- lakhs
<b>Age</b>	Upto 45 Years on closing date of advertisement
<b>Essential Experience</b>	Min. 10 years in a structured system Government / Industry /PSUs/ Autonomous Body/startup
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to conceptualise, develop and formulate technical projects in the area of conformity assessment and quality infrastructure</li> <li>• Ability to plan, supervise, and coordinate and sales strategy for uptake of voluntary schemes</li> <li>• Ability to prepare industry reports, blogs, brochures, presentations concerning the sector ecosystem and effectively engage in social media marketing</li> <li>• Ability to design worksheet, dashboard and timelines for monitoring of projects.</li> <li>• Prepare presentations on project status/data, monthly expenditure plan, monitor expenses</li> <li>• Support in development and implementation of org-wide strategies, standards, tools, and best practices in market linkages and value chain analysis</li> </ul>

<b>Name of the post</b>	<b>Assistant Director (PADD)</b>
<b>No. of post</b>	<b>2</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering / Technology or Master's in Science from a recognized institute/ university
<b>Desirable Qualification</b>	<ul style="list-style-type: none"> <li>a. Advanced University degree in Food Sciences (M.Sc. / M. Tech in Food Tech OR master's in nutrition / microbiology), or</li> <li>b. Advanced University degree in Commerce/ Statistics/ Sustainability/ Economics, or a related field with a high academic record, or</li> <li>c. LL.B from a University recognized in India with understanding in international trade, or</li> <li>d. MBA</li> </ul>
<b>Starting CTC (per annum)</b>	Rs. 13.8/- lakhs
<b>Age</b>	Upto 40 Years on closing date of advertisement
<b>Essential Experience</b>	Minimum 5 years in a structured system Government / Industry /PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Understanding of concepts of global supply chains, sustainability, best practices in industry and primary production systems</li> <li>• Develop high-quality knowledge products (reports, policy briefs, working papers) that encapsulate research findings and communicate these to diverse audiences, for influencing initiatives on food</li> <li>• Experience in research design and conducting surveys (including data analysis and visualisation skills using Tableau and Power BI)</li> <li>• Develop highly efficient systems to formulate internal governance policies, processes and compliance systems for monitoring compliance regularly in all areas of laws</li> <li>• Ability to undertake Qualitative &amp; quantitative research, analyzing policy research and evidence-based inputs</li> <li>• Prepare industry reports, blogs, brochures, presentations concerning the sector ecosystem and effectively engage in social media marketing</li> </ul>

<b>Position</b>	<b>Deputy Director (TCB)</b>
<b>No. of Posts</b>	<b>1</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	MBA or 2 years Post Graduate Diploma in Management (full time only) from a recognized institute/ university
<b>Starting CTC (per annum)</b>	Rs. 20.3/- lakhs
<b>Age</b>	Upto 45 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 10 years in Training, consulting, eLearning and related activities in a structured system/Government/ Industry / PSUs / Autonomous Body.
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Familiarity with Training and related activities; must have been involved actively in promotions of such activities.</li> <li>• Ability to liaison with the stakeholders related to trainings / eLearning / capacity building activities, preferably dealing with the Govt./regulators.</li> <li>• Ability to establish networking within government/regulators and industry/business associations related to training and capacity-building activities.</li> <li>• Knowledge of accreditation/conformity assessment structure</li> <li>• Leadership and team development – evidence of leading teams</li> <li>• Communication &amp; presentation skills</li> <li>• Time Management and excellent team worker</li> <li>• Decision-making ability</li> <li>• Evidence of having handled administrative and financial functions</li> <li>• Proficiency in working on laptops/ computers</li> </ul>

<b>Position</b>	<b>Executive Officer (TCB)</b>
<b>No. of posts</b>	<b>2</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Bachelor's degree in any branch of Engineering or Master's degree in Science from a recognized institute/ university
<b>Desirable Qualification</b>	Post Graduate in Engineering / Technology or Ph.D in Science from recognized institute/university
<b>Starting CTC (per annum)</b>	Rs.10.9/- lakhs
<b>Age</b>	Upto 35 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 2 years in a structured system / Government/ Industry / PSUs / Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Experience of working in production/quality assurance / Research/ JRF/SRF / training activities in a reputed organization</li> <li>• Ability to liaison with the stakeholders related to trainings / eLearning / capacity building activities, preferably dealing with the Govt./regulators.</li> <li>• Knowledge of accreditation/conformity assessment structure</li> <li>• Proficient in MS Office including MS Excel, experience in analysis proposal writing, presentations, data analysis</li> <li>• Involved in training and capacity-building activities.</li> </ul>

<b>Name of the post</b>	<b>Deputy Director (QGID)</b>
<b>No. of post</b>	<b>1</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering / Technology or Master's in Science or MBA from a recognized Institute/university
<b>Desirable Qualification</b>	Post Graduate in Engineering / Technology or Ph.D in Science from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs. 20.3/- lakhs
<b>Age</b>	Upto 45 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 10 years in a structured system/ Government / Industry /PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Understanding the Government and Regulatory Framework</li> <li>• Understanding of standards, accreditation and conformity assessment framework</li> <li>• Ability to prepare policy papers to advocate the interest and intervention of the organization as input to government/regulators.</li> <li>• Ability to establish networking within government/regulators and industry/business associations.</li> <li>• Ability to handle administrative and financial functions.</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability.</li> <li>• Market research and Data analysis</li> <li>• Ability to work in a dynamic, fast-changing environment.</li> <li>• Proficiency in working on laptops/ computers, good knowledge of MS Office.</li> <li>• Strong interpersonal skills.</li> <li>• Communication &amp; presentation skills</li> </ul>



<b>Name of the post</b>	<b>Assistant Director (QGID)</b>
<b>No. of post</b>	<b>2</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering / Technology or Master's in Science or MBA from a recognized Institute / University
<b>Desirable Qualification</b>	Post Graduate in Engineering / Technology or Ph.D in Science from recognized institute / university
<b>Starting CTC (per annum)</b>	Rs. 13.8/- lakhs
<b>Age</b>	Upto 40 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 5 years in a structured system / Government / Industry /PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Understanding the Government and Regulatory Framework</li> <li>• Understanding of standards, accreditation and conformity assessment framework</li> <li>• Ability to prepare policy papers to advocate the interest and intervention of the organization as input to government/regulators.</li> <li>• Ability to establish networking within government/regulators and industry/business associations.</li> <li>• Ability to handle administrative and financial functions.</li> <li>• Time Management and excellent team worker</li> <li>• Decision making ability.</li> <li>• Market research and Data analysis</li> <li>• Ability to work in a dynamic, fast-changing environment.</li> <li>• Proficiency in working on laptops/ computers, good knowledge of MS Office.</li> <li>• Strong interpersonal skills.</li> <li>• Communication &amp; presentation skills</li> </ul>

<b>Position</b>	<b>Executive Officer (QGID)</b>
<b>No. of Post</b>	<b>3</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Graduate Degree in Engineering / Technology or Master's in Science or MBA from a recognized Institute / University
<b>Starting CTC (per annum)</b>	Rs. 10.9/- lakhs
<b>Age</b>	Upto 35 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 2 years in a structured system / Government / Industry /PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Government and Regulatory Framework</li> <li>• Knowledge of Standards, Accreditation and conformity assessment Framework</li> <li>• Proficient in MS Office including MS Excel, experience in analysis proposal writing, presentations, and data analysis</li> <li>• Communication &amp; presentation skills</li> </ul>

<b>Position Name</b>	<b>Assistant Director-HR</b>
<b>No. of post</b>	<b>1</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Master's in Business Administration (MBA) with major in HR from a recognized institute/university
<b>Desirable Qualification</b>	Degree in Law / CS or any related field from a recognized institute/university
<b>Starting CTC (per annum)</b>	Rs. 13.8/- lakhs
<b>Age</b>	Upto 40 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 5 years experience in HR/Administration in a structured system/ Government / Industry /PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Oversee the full recruitment life cycle, including sourcing, interviewing, and onboarding of new employees.</li> <li>• Ensure statutory compliances as per Indian laws and regulations.</li> <li>• Development and execution of training programs to enhance employee skills and knowledge.</li> <li>• Drive diversity and inclusion initiatives within the organization.</li> <li>• Lead and participate in HR projects to improve processes and enhance overall HR functionality.</li> <li>• Collaborate with other departments to address cross-functional HR issues and initiatives.</li> <li>• Prepare and analyze HR metrics and reports to support decision-making</li> <li>• Adequate knowledge of administration &amp; accounts, HR Rules and Regulations</li> <li>• Knowledge of Fixing of pay, promotion and increments during the year</li> <li>• Recruitment of staff Selection and Induction training.</li> <li>• Monitoring &amp; maintenance of records/data of employees engaged in the Organization.</li> </ul>

<b>Position Name</b>	<b>Administrative Officer</b>
<b>No. of post</b>	<b>2</b>
<b>Nature of Post</b>	Regular
<b>Nature of Engagement</b>	Initially on contract for 2 years (regularization shall be subject to performance and evaluation by Cadre Review Committee)
<b>Minimum Qualification</b>	Master's in Business Administration (MBA) from a recognized institute/university
<b>Desired Qualification</b>	Degree in Law / CS or any related field from a recognized institute/university
<b>Starting CTC (per annum)</b>	Rs. 10.9/- lakhs
<b>Age</b>	Upto 35 years on closing date of advertisement
<b>Essential Experience</b>	Minimum 4 years in a structured system/ Government / Industry/ PSUs/ Autonomous Body
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Adequate knowledge of administration</li> <li>• HR Rules and Regulations</li> <li>• Knowledge of Fixing of pay, promotion and increments during the year</li> <li>• Recruitment of staff Selection and Induction training.</li> <li>• Monitoring &amp; maintenance of records of each employee engaged in the Organization.</li> <li>• Drive diversity and inclusion initiatives within the organization.</li> <li>• Lead and participate in HR projects to improve processes and enhance overall HR functionality.</li> <li>• Collaborate with other departments to address cross-functional HR issues and initiatives.</li> <li>• Prepare and analyze HR metrics and reports to support decision-making</li> </ul>