

HR & Admin- KRA

1. Related to human resource in position

- Maintaining employee records / personal files
- Maintaining Attendance & Leave records
- Promotion / Regularization as per institutional rules
- Issuance of Experience Certificates, NOC, etc. based on request
- Staff Grievance redressal
- Processing of disciplinary action against employee based on the recommendations of Chief Ethics Officer (CVO), QCI and as per the set rules and procedure
- Completion of Exit Formalities
- Oversee and manage annual performance appraisal process.
- Issuance of Circulars, OM, Office Orders, notification, etc. after approval of Competent Authority for information of all employees
- First point of contact for employees on any HR related queries

2. Employees Welfare activities

- Conducting Webinars and Trainings for employees
- Conduct Staff recreational activities such as organizing programmes, competitions, etc.
- Process the grant of bonus /ex-gratia /Loan to employees based on organizations performance
- Perform Work related to group medical insurance of employees

3. Work related to Employee induction

- Carry out the Recruitment process for induction of new human resource
- To ensure smooth Joining of selected candidates after completion of necessary formalities.
- To carry out basic orientation of employees after their joining so as to make them aware of QCI policies and procedures.
- To ensure their smooth placement in the concerned Board/Division.

4. Work related to HR Policy

- Ensure of effective implementation of the approved policies.
- Ensure awareness of the organisational HR policies to employees.
- Proposing new Policies / changes in the existing, after analysing the gaps
- Strategic interventions

5. Miscellaneous work

- Activities related to Annual Report
- Handling Public Grievance / RTI / Complaints/ inquiries, related to HR & Admn. etc.
- Coordination with related ministerial departments /DPIIT
- ICC related matters
- Coordination with Boards/ Divisions/ Cell / Dept. on various matters.
- General office maintenance
- look into the requirements related to laptop, creation of email, seating arrangement, etc. of employee