

Joint Director (Administration) at CAPEXIL Head Office, Kolkata

Age Limit	45 – 65 Years
Consolidated Remuneration	Rs. 1,10,000/- to Rs. 1,25,000/- per month as Consolidated Lump Sum Pay under CTC Package
Period of Contract	2 to 3 years on Full Time Basis
Qualification	Master's Degree in Industrial Relations / HR or MBA in Relevant field with A Grade
Experience	15+ years relevant experience at higher position in EPCs, Trade Bodies, Industry Associations, Chambers, Govt. Departments etc.
Place of Posting	CAPEXIL Head Office, Kolkata
Job Description	<ul style="list-style-type: none">➤ Overall In-Charge of the Administration Dept. of CAPEXIL Head Office, Kolkata & proper Co-ordination with Regional Heads on PAN India Basis for Administration related matters➤ Thorough knowledge of FRSR, PFMS, e-Gov, other govt. rules & regulations as applicable to CAPEXIL incl. Service Rules, LTC/HTC, Medical etc.➤ Good understanding of AoA / Model Bye-Laws of the Council➤ Develop & Maintain Service Records of all the Employees of CAPEXIL viz. Service Books, APAR, Personal Files etc.➤ Complete knowledge on Disciplinary Rules, CCS / CCA Revised Rules➤ Oversee & manage the daily operations of the CAPEXIL Kolkata➤ Develop, review, and improve administrative systems, policies, and procedures➤ Ensure the organization is in compliance with all relevant internal notifications, statutory laws and regulations (including PF, gratuity, other social security acts, I. Tax etc.)➤ Administrative budget planning, and manage resources effectively➤ Elections, ROC, EPF, all Statutory Compliances & any other work by Higher Ups
Computer & other Proficiency	Person with excellent Drafting & Communication Skill with good knowledge of Computers & Technology. He / She is required to take the responsibility as the Admin. Head of H.O.

The management reserves all right to relax educational qualification & other parameter in case of a candidate having exceptional qualification, knowledge and/ or experience



CAPEXIL

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APPLICATION FORMAT

(Post Applying for: _____)(Stream: __)

Paste a recent
photograph

1. Name in Full (in Block Letter):
2. Father's / Husband's Name:
3. Permanent Address:
4. Correspondence Address:
5. Contact No. & Email-ID:
6. Date of Birth:
(Self-Attested copy of proof of age to be
attached) Age as on date of
Advertisement:
7. Nationality:
8. Educational/Professional Qualifications:

Name of University/ Board	Year of Passing	Stream/Subject	% of marks/ CGPA

(Self-Attested Copy of Essential Educational Qualification to be attached)

9. Work Experience in relevant fields:

Name & Address of Employer	Period of Service (from- to)	Designation	Nature of work/responsibilities

(Self-Attested Copy of experience certificate to be attached)

10. Current Remuneration (enclose last 3 months Pay slip):

11. Languages known with proficiency:

12. Two Reference from present or Past Employment

Name.....

Name

Address

Address

Email

Email

Telephone Number

Telephone Number.....

13. Any other relevant Information:

Declaration

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understood that this position is purely temporary on contract basis and if it found after my appointment that the particulars furnished by me are incorrect or suppressed, my engagement is liable to be terminated without any notice.

Place:

Signature of Candidate:

Date:

Name of the Candidate: