

प्रसार भारती PRASAR BHARATI
(भारतीय लोक सेवा प्रसारक India's Public Service Broadcaster)
Prasar Bharati Secretariat
PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI

CIRCULAR ADVERTISEMENT

No.A-10/016/02/2018-GA

18.04.2018

Sub:- Invitation of Applications for engagement of HR Manager in Prasar Bharati – reg.

Prasar Bharati intends to engage a young and dynamic Human Resource (HR) Manager possessing the following qualification/ competency/ experience on full-time contract basis:-

(A) Qualification/ Experience:-

- (a) MBA (full time) from a recognized/reputed management Institute.
- (b) Minimum 10 years experience in the area of HR Management.
- (c) Persons with experience in organizations with more than 1000 employee strength and operations spread over in different regions across country will be given preference.
- (d) Persons with experience in working in public sector undertakings or government organisations will also be given preference.

(B) Age limit:- Age should not be above 45 years as on the last date for receipt of applications, which may be relaxed by Prasar Bharati in deserving cases.

2. Job Description / Key Responsibilities:-

She/ He will be primarily responsible for Management of Contractual engagees in Prasar Bharati all over India. Her/ His responsibilities shall include, inter-alia, the followings:-

- (i) Examining the existing policies.
- (ii) Advising management on the administration of HR policies and procedures.
- (iii) Analysing the current HR programs and recommending solutions especially in respect of Target Setting and Performance Appraisal.
- (iv) Developing, revising and implementing HR policies and procedures.
- (v) Ensuring Compliance of HR policies and procedures.
- (vi) Preparing and maintaining management information reports.
- (vii) Conducting training sessions related to specific HR programs.

3. Key Skills and Competencies:-

- (i) Communication skills
- (ii) Presentation skills
- (iii) Analytical Skill
- (iv) IT Skills
- (v) Capability of Identifying HR issues
- (vi) Domain Knowledge and Experience
- (vii) Self-confidence

4. The terms and conditions of engagement are as given under:-
- (i) The services will be purely on contractual basis. The persons engaged shall have no claim either implicit or explicit, for his/ her absorption or regularization in Prasar Bharati.
 - (ii) The person engaged on full time basis will not be allowed to take up any other assignment during the period of contractual engagement.
 - (iii) Persons engaged on contract basis can be assigned additional task apart from the specific tasks for which they are engaged.
 - (iv) Period of engagement shall be one year extendable based requirement of the organization and performance review.
 - (v) The engagement can be discontinued/ terminated with one month notice or one month's salary in lieu thereof by either side without assigning any reason.
 - (vi) No claim of pensionary benefit on account of this contractual engagement shall be admissible.
 - (vii) Prasar Bharati reserves the right to conduct test and/ or interview of the shortlisted candidates. No TA/DA etc. will be paid for attending the test/ interview.
 - (viii) Consolidated fixed remuneration will be paid. The amount will be determined after negotiations with the candidate based on their present remuneration of the candidate.
5. Those candidates who are eligible and willing to work on above terms in Prasar Bharati Secretariat, having requisite qualification and experience indicated above may send their applications in the prescribed proforma at **Annexure** along with supporting documents latest by **04.05.2018** to Dy. Director (GA-II), Prasar Bharati Secretariat, Prasar Bharati House, Tower 'C', Copernicus Marg, New Delhi-110001. Application may also be sent by email at ddga2pb@gmail.com or so.ga2.pbs@gmail.com.



(Srideb Nanda)
Director (Admn.)
Tel.23118401

To,

Dy. Director General (Tech.), Prasar Bharati Sectt. – with a request to host this circular on the Prasar Bharati website upto the date indicated in para 5 above.

Copy to:-

Notice Board, PB

**APPLICATION PROFORMA FOR ENGAGEMENT OF HR MANAGER IN PRASAR BHARATI AS
PER CIRCULAR ADVERTISEMENT No.A-10/016/02/2018-GA DATED .04.2018**

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|-----|---|-----------------------------------|------------------------------------|-----------------------------------|--|--|
| 1. | Name of the position applied for | : | Human Resource (HR) Manager | | | |
| 2. | Name of the Applicant in full (in Block letters) | : | | | | |
| 3. | Date of Birth | : | | | | |
| 4. | Father's/Husband's Name | : | | | | |
| 5. | Address for Correspondence | : | | | | |
| 6. | Landline No. | : | | | | |
| 7. | Email ID | : | | | | |
| 8. | Mobile No. | : | | | | |
| 9. | Educational Qualification (from Matriculation onwards) (Please attach additional sheet if space below is insufficient): | | | | | |
| | Name of University/ Institute/Board | Year of passing | Grade/ Division/ CGPA | Additional information, if any | | |
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| 10. | Professional Qualification, if any | : | | | | |
| 11. | Experience (Please attach separate sheet if space below is insufficient):- | | | | | |
| | Name of the Organization | Post held/ Designation | From | To | Gross Remuneration (in Rs.) | Nature of Duties/Special Achievements |
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| 12. | Proficiency in Computer, if any (please specify the level of accomplishment) | : | |
| 13. | Any other relevant information/documents attached, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary. | : | |

DECLARATION

I solemnly declare that the above particulars are true and correct to the best of my knowledge and belief, no part of it is false and nothing material has been concealed therefrom. I also understand that my candidature to the post applied for / contractual engagement is liable to be cancelled/ terminated, if at any stage it is found that the above information is false or incorrect or misleading.

Place : _____

Date : _____

(Signature of the Applicant)
