Conditions/Qualifications for the post of COO(Chief Operating Officer)

1. The candidate must possess a graduate degree from a recognised university

2. The candidate should preferably be 50 years of age or above as on the closing date for receipt of applications

3. The candidate must have at least 10 years of professional experience, including substantial senior-level executive or administrative experience in a reputed organisation, institution, public-sector undertaking, trust, or other comparable establishment.

4. Experience in managing large organisations, personnel, finances, infrastructure, public services, and institutional operations shall be desirable.

5. The candidate should possess demonstrated capabilities in:

- Strategic planning and day-to-day administration.
- Human resource management and staff supervision.
- Financial management, budgeting, accounting, and internal controls.
- Maintenance of buildings, facilities, security, and visitor services.
- Procurement, record keeping, regulatory compliance, and coordination with government authorities.

6. The appointment shall be for the period of 2 years with probation period of 3 months. This appointment may be extended for further 2 years on the basis of candidates performance.

7. Salary is not a bar for good candidate. It will be based on qualification, experience and skill.

8. The selected candidate shall be required to submit a Medical Fitness Certificate and Police Verification Report as a mandatory condition of appointment.

Conditions/Qualifications for the post of HR(Manager)

1. The candidate must possess a graduate degree from a recognised university.
2. The candidate should preferably be not more than 50 years of age as on the closing date for receipt of applications.
3. The candidate should have substantial experience in human resource management, personnel administration, employee relations, recruitment, and staff supervision. Preference may be given to candidates with experience in senior HR positions in reputed organisations or institutions.
4. The appointment shall be for the period of 2 years with probation period of 3 months. This appointment may be extended for further 2 years on the basis of candidates performance.
5. Salary is not a bar for good candidate. It will be based on qualification, experience and skill.
6. The selected candidate shall be required to submit a Medical Fitness Certificate and Police Verification Report as a mandatory condition of appointment.