

Organization	TCI Foundation
Division	National Project Management Unit (NPMU)
Position	Assistant (Human Resource)
Grant	Global Fund Grant (Malaria Elimination)
Number of Positions	01
Location	Gurgaon

**Organization:**

TCI Foundation an autonomous entity under Transport Corporation of India works in collaboration with Government, Public Sector Undertakings, National and International organizations and reputed corporates to serve the nation with motto of equality and better life for all citizens in the country. The Foundation is known as pioneer in developing and implementing healthcare services to the deserving communities across the country.

**Malaria Elimination Program Overview:**

Malaria burden in India has reduced significantly over the years which has been made possible with the introduction of new interventions for case management and vector control and effective monitoring and evaluation. The main goal is to eliminate malaria (zero indigenous cases) throughout the entire country by 2030, to maintain malaria free status and prevent re-introduction.

**Program Saksham Overview:**

TCI Foundation is one of the Principal Recipients of Global Fund Grant for the period 2021 to 2024. The Foundation has been assigned the responsibility to work in unison with National Vector Borne Diseases Control Program (NVBDCP), Ministry of Health & Family Welfare (MoHFW), Government of India for Malaria Elimination Programme. The program 'Saksham' to be implemented by TCI Foundation entails capacity building of malaria elimination workforce in India by single interface for facilitating workplace e-Training under Digital India Initiative; development of technical training manuals and e-modules; health and non-health products procurement and monitoring of additional critical human resources at national/state and district levels.

**Role and Responsibilities:**

1. Assist Manager Establishment (Human Resources & Administration).
2. Printing & Segregation of application forms.
3. Data Entries of miscellaneous Human Resources/Recruitment related data.
4. Support in all pre & post recruitment activities.
5. Managing filling/documentation /correspondences of the staff.
6. Managing MIS/trackers /database /dash Boards.
7. Coordinating in trainings/workshops & events.
8. Creating forms & format as and when required.
9. Undertake any other assignments, which may be assigned from time to time by the TCIF-NPMU

**Eligibility:**

- Graduate from a recognized university.
- One year of work experience in human resources/administrative functions.

**Required Competency:**

- A team player with demonstrated ability to work in a multi-disciplinary team along with good interpersonal abilities.
- Good communication skills in English - both written and verbal, presentation skills.

**Computer proficiency**

- Proficiency in commonly used packages like MS Word, Excel, Power Point.

**Preferential Qualification/Experience**

- Working experience in Government/Social Sector.
- Knowledge and experience of governmental recruitment, documentation, filing & correspondence process in human resources management.
- Knowledge of working on automated attendance system/HRMIS software

**Age Limit:** Up to 35 years as on date of application.

**Location:** Gurgaon, and ready to travel on need basis.

*As this is a short term assignment; preference will be given to candidates residing within Delhi/NCR region.*

**Emoluments:** 20,000 – 25,000 per month

*Emoluments offered within the band will be commensurate qualification and experience and are subject to statutory compliances.*

**Reporting:** The Assistant (Human Resource) would be required to report to the Manager Establishment (Human Resources & Administration).

**Contract Tenure:** It is a short term position and initially it will be for a period of one year. The first three months will be on probation; subject to satisfactory performance, the position will continue for full one year. Further extension will be subject to performance evaluation. The position can be terminated by either part giving a notice of one month in writing.

**Equal Opportunities:** TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

**How to Apply:** Candidates applying for the position are requested to adhere to following:

1. Check your eligibility.
2. Duly filled Application Form (attached with the advertisement)
3. Updated Resume (not exceeding two pages).
4. Mention Job id in "Subject" line of application. Any application received without the mention of Job id will not be considered.
5. Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are short listed.
6. Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
7. No TA/DA will be paid to attend the interview in person, if invited.
8. Applications will be accepted only in the prescribed online application form. Application submitted in other format will not be accepted.
9. The advertised position can be cancelled/varied as per the discretion of the employer.

**10. Resume must be sent through email on [recruit.tcif@tcil.com](mailto:recruit.tcif@tcil.com)**

11. Application Form Link: [Online Application Form](#)

12. Last Date to Apply: 22 February 2021 (00:00 hrs)