

Position:	Officer (Human Resource)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Employment
Tenure:	Initially one year (01 April – 31 March 2025) (The period can be extended till 31 <sup>st</sup> March 2027 based upon performance evaluation)
Place of Posting:	Gurgaon
Essential Qualification & Experience:	<b>Qualification:</b> Master's in human resource management (MBA-HR) with a minimum of 2 years of experience in Human Resources operations. Ability to complete multiple tasks under pressure and should be a team player.
Desirable:	Prior experience of working in NGO sector
Age Limit:	Maximum 45-year age
Remuneration:	Max. Rs. 45,000 per month (all inclusive) (The remuneration will be commensurate with the qualification and relevant experience.)
Travel:	During official travels if required, the employee will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	31 August, 2024

#### About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects.

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.

#### Position Roles & Responsibilities

Work in close coordination with Sr. Manager (HR) in managing the following:

- Supporting end-to-end recruitment and onboarding processes
- Update of personnel files /records
- Ensure and support in data management (HRMS)
- Conducting onboarding process (Induction)
- Assisting in payroll management
- Maintenance of PF, ESI & all statutory compliances
- Assist in Exit and F & F settlement of staff/consultants
- Assist in Performance Management System
- Maintaining & reporting HR MIS
- Assist in policy implementation
- Any other task assigned by Director General, TCI Foundation

**Remember:**

- 1) Check your eligibility before applying.
- 2) 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 shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

**Interview Criteria**

- 1) Initially shortlisted candidates will be interviewed in virtual mode.
- 2) Shortlisted candidates from virtual mode interview will be invited for in-person interview at Gurgaon.
- 3) The candidates invited for in-person interview may subject to written test or presentation to understand their ability to work with the organization.
- 4) Final selection will be made from the candidates invited for in-person interview at Gurgaon.

**Link to apply for the position**

[application form](#)