

SCHEDULE OF DUTIES

- Organisation: Rajiv Gandhi Science Centre Trust Fund
- Post: Human Resource Officer/Senior Human Resource Officer
- Salary: Rs21,850 X 375 - 22 225 X 400 - 23 425 X 525 - 26 050 X 675 - 27 400 X 825 - 35 650 X 900 - 37 450 X 950 - 42 200 X 1300 – 46 100 (RGSC 21)
- Qualifications:
- A. A diploma in Human Resource Management or Personnel Management from a recognised institution or an equivalent qualification acceptable to the Board.
- B. Candidates should –
- (i) reckon at least three years' experience in Human Resource Management;
 - (ii) have a sound knowledge of policies, rules and regulations relating to the management of human resources in the Public Service;
 - (iii) possess good analytical and problem-solving skills;
 - (iv) possess good interpersonal and communication skills; and
 - (v) be computer literate.
- Candidates should produce written evidence of experience/knowledge claimed.
- Duties:
1. To advise on human resource matters in accordance with rules and regulations pertaining to human resource management and to assist in the implementation of human resource policies.
 2. To assist in the drafting and processing of schemes of service pertaining to the Fund.
 3. To act as member/secretary of Boards and Committees relating to human resource matters.
 4. To hold and attend meetings as and when required with Unions and representatives.
 5. To ensure that proper and up-to-date records of employees/contractual workers are kept on attendance, leaves, appointment, discipline and other personnel matters.
 6. To assist in –



- (i) all establishment/personnel matters including recruitment, appointment, promotion, retirement and training and discipline;
 - (ii) the preparation of Human Resource proposals in the context of budgetary exercise and conduct of Human Resource Policy assessment;
 - (iii) the identification of training needs and in mounting appropriate training courses thereafter ensuring proper evaluation and effectiveness of training;
 - (iv) the promotion of good employee relations and staff welfare;
 - (v) the development of organisation design and work procedures; and
 - (vi) the conduct of human resource planning/manpower assessment exercise and the implementation and maintenance of an up-to-date Human Resource Management Information System including Leaves Management and Passage Benefit Register.
7. To prepare statements of case relating to industrial disputes and represent the Centre at various institutions such as Industrial Relations Commission, Ministry of Labour, Human Resource Development Training, Industrial Court and other courts, as and when required.
8. To attend Court/Tribunal and other related institutions in respect of cases relating to Human Resource matters and to ensure proper follow-up action.
9. To keep an updated digital database system for records of all employees and to monitor the attendance of officers in line with established guidelines.
10. To supervise and provide proper guidance and coaching to subordinate staff.
11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Human Resource Officer/Senior Human Resource Officer in the roles ascribed to him.

