JUNIOR HR EXECUTIVE

Qualification:

- Graduate or Post graduate from recognized University/Institute/College.
- Degree / Diploma in HR management or Personnel management or Master of labour welfare from recognized University/Institute/College will be preferred.
- Basic knowledge computer application & English is required.

Experience:

- Post graduate with 2 years of experience in HR or Administration Department of cardiac hospital or multi-speciality Hospital or Medical Institute or any Organization is required.
- Graduate with 3 years of experience in HR or Administration Department of cardiac hospital or multi-speciality Hospital or Medical Institute or any Organization is required.
- Graduate or Post graduate with Degree or diploma in HR management or Personnel management or Master of labour welfare with 1 year of experience in cardiac hospital or multi-speciality Hospital or Medical Institute or any Organization is required.

Consolidated Remuneration:

- Consolidated Pay of **Rs. 20,000 /-** per month.
- Up to 10% yearly increment on consolidated remuneration will be based on working performance and other criteria decided by the institute.
- Leave, PF, Gratuity, Group Health Insurance and Other benefits will be as per the prevailing rules of the Institute.

Note:

- Higher remuneration above consolidated pay per month can be considered in a well deserving candidate (on the basis of Seniority, Work Performance at previous Institute, Merit, and Feedback) after negotiation in the interview for selection.
- Candidate can be posted at various centres of the institute as per requirement of the institute.