



**SOCIETY FOR TRIPURA MEDICAL COLLEGE &
Dr. B. R. AMBEDKAR MEMORIAL TEACHING HOSPITAL**
(Registered under Societies Registration Act, 1860 having Registration No.5770 of 2009)
Hapania, Agartala- 799 014, West Tripura
Telefax :- 0381-237-5143 / 237-6657 / 237-4144, Website :- www. tmc.nic.in Email :- tmc.agt@gmail.com


No.F.1(1)/CEO/TMC/ /HR/09/2293 Dated 18th July; 2018

WALK-IN-INTERVIEW

A Walk-in-Interview will be held for filling-up of the post of General Manager (HR) on contractual appointment for a period of 1 (one) year which may be extended from time to time on performance basis under the Society for Tripura Medical College & Dr. B.R.A.M. Teaching Hospital.

Intending candidates having eligibility are requested to appear before the Interview Board on **23/07/2018 at 3:00 P.M.** Tripura Medical College, Hapania along-with all original certificates/testimonials (age & address proof, qualification etc) along-with 1 (one) set of copies thereof. Details are given below:-

1	Name of the Post	:-	General Manager (HR)
2	Age limit	:-	Upper age limit 55 years.
3	Qualification.	:-	Graduate of any recognised university. Desirable MBA from a recognised institution.
4	Remuneration	:-	Contractual pay Rs.55,000/- per month.
5	Type of service	:-	(a) Managing complete recruitment process of all types of employees/officers of Society, (b) Manpower planning, (c) Implementing / Assisting in the development of HR Policies and process, (d) Leading the appraisal process for employees, (e) Processing of salary revision of employees, (f) Attendance, leave and payroll administration, (g) Handling of employees grievances, (h) Organising hall meeting and other meeting (i) Automation of various HR process – migration from manual – automation (j) All other works as and when given by authority for the interest of Society for TMC.
6	Experience	:-	Minimum of 8 to 10 years service in management category of government/non-government organization.


(Sasadhar Bikash Sen)
Chief Executive Officer