Advertisement No.: ICSR/PR/Advt.23/2022 Dated: 25.03.2022

Applications are invited for the following temporary post of **HR Generalist** in the office of Global Engagement, IIT Madras.

Co-ordinator: Prof. Raghunathan Rengaswamy- Dean, Global Engagement.

Duration: One year, extendable based on the performance.

S. No	Post	Qualification and Experience	Pay Range
1	**HR Generalist**	**Educational Qualification:** A Master's Degree in Human Resource Management, Business Development, International Development, Business Administration, Communication or related fields. A bachelor's degree in Engineering/Sciences may be an advantage. **Experience:** A minimum of 3 or more years of relevant experience is required. Experience in an international higher educational organization or a similar environment may be an advantage.	**Rs. 40,000 pm to Rs. 60,000 pm**

Job Description:

Position Summary –

The role of Human Resource Generalist involves leading and directing the routine functions of the Human Resources (HR) department including hiring, interviewing staff, administering pay, benefits, leaves, and enforcing company policies and practices. The role will be the torch bearer for our values and culture. This will be the first full time HR role in the Office of Global Engagement, and you will have the chance to build your team as we grow. The candidate is expected to conceptualize, support, and execute the implementation of initiatives aimed to support the improvement and increase in international joint collaborations at IIT Madras with international institutions of repute. The candidate is expected to support the office to initiate, facilitate, and help frame policies related to international scientific collaboration amongst the faculty of IIT Madras and other institutions/universities with a strong international standing.

Essential Duties:

- Develop and implement HR strategies and initiatives aligned with the overall institutional goals and strategies. Partner with the leadership team to understand and execute the institution's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.

- Bridge management and employee relations by addressing demands, grievances or other issues. Oversee employee disciplinary meetings, terminations and investigations.

- Manage the end-to-end talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborate with Management and Faculty Advisors to understand skills and competencies required for openings.

- Support current and future institutional needs through the development, engagement, motivation and preservation of talent. Drive initiatives on Employee Engagement & Retention.

- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

- Nurture a positive working environment.

- Oversee and manage a performance appraisal system that drives high performance.

- Maintain pay plan and benefits program. Analyse trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

- Report to management and provide decision support through HR metrics. Develop HR initiatives based on the business needs and actively contribute to the institute's overall objectives.

- Ensure proper documentation of each employees and policy creations.

- Ensuring training and development of the new joinees. Create learning and development programs and initiatives that provide internal development opportunities for employees.

- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.

- Ensure compliance with labour regulation. Maintain compliance with state and local employment laws and regulations and recommended best practices; reviews policies and practices to maintain compliance.

- Provides support and guidance to HR associates, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating issues and terminations.
- Oversee daily operations of the organization. Perform other HR related duties as assigned.

The duties would entail but are not limited to the following:

- Maintaining effective communication, responding to queries, conducting regular surveys, documentation, and sharing information among the various stakeholders
    - Assisting in decision-making
    - Organizing meetings and ensuring follow up where required.
    - Creating processes and tools for the effective collection and dissemination of data
    - Ensuring that processes are followed, and activities are completed in a timely manner.
    - Analysing information and making presentations
    - Supporting other activities at the Office of Global Engagement, should the need arise.

Desirability:

- They should be passionate, creative and a self-starter able to work with little to no supervision.
- Strong time management, analytical and organization skills, a keen eye for detail and the ability to prioritise and manage multiple tasks simultaneously.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations in India.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Ability to learn / curious about new territories when it comes to HR systems, processes and industry benchmarks.

The last date for submission of online application is <mark>21.03.2022</mark>

General Instructions to the candidates

1) All the positions are on purely contract basis.

2) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.

3) Candidates should apply online only in the website https://icandsr.iitm.ac.in/recruitment/ - (**Please check the advertisement number <mark>Advt.22/2021</mark> displayed and submit the application for the relevant position**).

4) Separate application has to be filled for each post.

5) The system will accept single application only with the registered login ID (email) for an advertisement, hence the candidate is requested to select the multiple positions (In case, he/she wishes to apply for more than one position) before the submission of application.

6) The application cannot be edited, reverted once it is submitted.

7) Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post, his/her candidature will liable to be rejected.

8) Candidates should follow the prescribed procedure for submission of online application.

9) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.

10) The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.

11) After successful online submission of application, a print-out of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.

12) Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.

13) The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.

14) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.

15) The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

16) The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.

17) Calling a candidate for test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.

18) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

19) The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.

20) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

21) Applicants who are working in **any one of the Project at IIT Madras**, must apply through proper channel otherwise they will be required to produce No-Objection Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.

22) Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, he/she should submit testimonials from the most recent employer or immediate superior as a referee.

23) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.

24) The Institute solely reserves the right not to fill any advertised position without assigning any reason

25) Only shortlisted applicants will be contacted.

26) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.

27) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.

28) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

29) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.

30) **The last date for submission of online application is 21.03.2022.**

31) If there is any issue to submit the application please send E-mail to : recruitment@imail.iitm.ac.in / icsrrecruitment@iitm.ac.in **Contact: 044- 2257 8357** on all working days from **9.00 AM to 05.30 PM (Monday to Friday – except National Holidays)**. (Please note, only technical issues will be accepted – No interim correspondence with reference to the selection process will be considered).

32) **Instructions to apply online :-**Eligible applicants would require to register and apply online through https://icandsr.iitm.ac.in/recruitment/ and submit the application.

Sd/-

Senior Manager –HR
Centre for IC&SR
IIT Madras