

21.Post:	Project Support Staff (HR/ADM/FINANCE/MMG/HINDI)
Position Code:	PSS(HR), PSS(ADM), PSS(FIN), PSS(MMG), PSS(HINDI)
No. of Posts	05
Location	C-DAC, Silchar
Duration of the position	Three Years
Minimum Educational Qualification and Experience	1.Graduate with at least 50% marks 2.At least 3 years post qualification work experience in relevant field OR Post Graduate with at least 50% marks at Graduate Level
Desirable Skills (in one or more topics)	<p>For HRD Department</p> <p>Knowledge about handling various HR functions like Salary, Leave, Attendance, Insurance, Provident Fund, Gratuity, Service Book maintenance, promotion, recruitment, Training, IR, Service Rules and laws etc.</p> <p>OR</p> <p>For Finance Department</p> <p>Knowledge of accounting through Tally package</p> <p>Knowledge of handling various finance functions like bill processing, tax deduction, medical reimbursement, salary processing, handling C&AG audit,</p> <p>Budgeting & Accounting, Knowledge of GST etc</p> <p>OR</p> <p>For Admin Department</p> <p>Knowledge of Labour Laws & RTI</p> <p>Knowledge of routine Admin work.</p> <p>Knowledge about handling manpower services, security services, wages, maintenance work, coordination of meetings & events, travel & tour bookings, Vehicle management, liasoning with various government authorities etc.</p> <p>OR</p> <p>For Material Management Department</p> <p>Knowledge of Purchase & stores related process.</p> <p>Should have experience in the field of Material Mgt.</p> <p>Knowledge of e-procurement operations, Government e-Market (GeM)etc.</p>

	<p>Should have knowledge of rules & regulations of Govt. procurement</p> <p>For HRD Department</p> <p>Knowledge about handling various HR functions like Salary, Leave, Attendance, Insurance, Provident Fund, Gratuity, Service Book maintenance, promotion, recruitment, Training, IR, Service Rules and laws etc.</p> <p>OR</p> <p>For Finance Department</p> <p>Knowledge of accounting through Tally package</p> <p>Knowledge of handling various finance functions like bill processing, tax deduction, medical reimbursement, salary processing, handling C&AG audit,</p> <p>For Hindi</p> <ol style="list-style-type: none"> 1. Proficient in Hindi Typing 2. Proficient in Translation from English to Hindi 3. Well conversant with Hindi Rajbhasha guidelines
Job Profile and other Skills	<p>For HRD Department</p> <p>To facilitate various HR functions including Leave, Attendance & Identity card Management Personnel record updation, Gratuity, PF and other statutory compliances, Recruitment, Induction, Probations clearance, Promotion, Training and Development, Documentation and filing, Official communication, noting and drafting, Joining & relieving formalities of employees, coordination with various stake holders and other HR activities.</p> <p>For Finance Department</p> <p>Processing of bills / claims, Payroll, Various statutory compliances, Bank Reconciliation, handling Income tax & GST etc.</p> <p>Accounting through Tally package upto finalization</p> <p>For Admin Department</p> <p>Handling incoming and outgoing mails (Electronics & paper Based).</p> <p>Handling guest house, vehicle management, event management and travel booking</p> <p>Drafting and typing letters, attending telephones and assisting visitors, managing & maintaining appointments.</p> <p>Assist in day to day Admin activities.</p> <p>For Material Management Department</p> <p>Assistant in Tendering /e-procurement.</p>

	<p>Assist in day to day MMG/Stores activities.</p> <p>Organizing entire department such as filing, stationary, maintenance of all goods & materials.</p> <p>Any other tasks as per the requirement of Profile.</p>
Mode of selection	Written Test cum Interview
Emoluments	<p>Consolidated pay: Rs.13500-64500 p.m</p> <p>At present the salary and other benefits include Consolidated pay, Medical Reimbursement, Provident fund, Food / Canteen Subsidy, Leave Encashment, Gratuity and annual increment (as per the performance).</p>