



### Advertisement for the post of Joint General Manager (E6)/General Manager (E7) (Human Resource & Administration) on Regular Basis

Telecommunications Consultants India Ltd. (TCIL) is an CMMI Level 5, ISO 9001:2015, 20000-1:2018, 27001:2022, 14001:2015, 22301:2012 and 45001:2018 certified fast growing multinational Public Sector Organization under the Ministry of Communications and Information Technology, Govt. of India. TCIL is operating globally to provide world-class technology and Indian expertise in all fields of Telecom, IT & Civil.

**TCIL need officer on Regular Basis possessing qualification & experience in the field of Human Resource & Administration as below.**

#### Joint General Manager (E6)/ General Manager (E7) - REGULAR

No. of post	01(One)	
Pay Scale	Joint General Manager	<b>E6 –IDA</b> (Rs. 90,000-240000) plus other allowance like HRA, Medical, Trans. Allow., Perks & PRP as per Co. Rules
	General Manager	<b>E7–IDA</b> (Rs. 100000 -260000) plus other allowance like HRA, Medical, Trans. Allow., Perks & PRP as per Co. Rules

#### A. Eligibility Criteria :-

Grade	Minimum Experience required in relevant field at Executive level	Max Age as on 01.10.2025	CTC required for Private Sector (Rs) for last 3 financial years	Qualifications
E6-JGM	Minimum 14 years' experience in relevant field or for Govt. /CPSE Candidates minimum 14 years' experience in relevant field out of which 3 years in E-5 (IDA) Or Level-11 (CDA) scale.	49 yrs	18 LPA	Graduate in any Discipline from a recognized Institute /University with Full time 2 years MBA/PGDM/Masters in PMIR /MSW with specialization in HR/Personnel
E7-GM	Minimum 17 years' experience in relevant field or for Govt. /CPSE Candidates minimum 17 years' experience in relevant field out of which 3 years in E-6 (IDA) Or Level-12 (CDA) scale.	50 yrs	20 LPA	

***\*Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes - Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognised by the Commission under these regulations; shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode. However, for programmes for which AICTE is the regulator, its approval for ODL courses is necessary***

**B. Experience:** Candidates should possess cumulative/ progressive experience in various aspects of HR/Personnel Management/Industrial Relations in an organization of repute with at least 3 years in a leadership role.

1. Experience in Manpower Planning/ Recruitment & selection / Training & Skill Development /Competency and Leadership Mapping /Performance Management/ Employee Relations & Welfare / Compliance of statutory requirement including Labour Laws/ Implementation of HR Policies/ General Administration Activities/ Liasioning/ Protocol etc.
2. Experience in handling union matters and legal cases pertaining to Employee / HR matters.
3. Excellent leadership, communication, and interpersonal skills.

**C. Job Description :** The duties and responsibilities include but not limited to-

1. Developing and executing HR strategies and initiatives that support the organization's mission, vision, and values.
2. Leading the HR team in all areas, including talent acquisition, employee relations, and performance management, compensation, and benefits administration.
3. Providing guidance and support to managers and employees on HR-related matters, including policy interpretation, conflict resolution, and disciplinary actions.
4. Overseeing the recruitment & the annual performance review process.
5. Ensuring statutory compliance with all applicable / local employment laws and regulations.
6. Monitoring HR metrics and analytics to measure the effectiveness of HR programs and initiatives.
7. Contributing to the development and implementation of organizational policies and procedures.
8. Monitor procurement of admin-related items through GEM/e-tendering as applicable.
9. Oversee and manage all administrative functions across the organization.
10. Coordinate VIP visits, organize internal functions, Health & safety related sessions etc;



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11. Ensure smooth functioning of office infrastructure, security, transport, housekeeping, etc.

**D. Terms & Conditions:**

On appointment to the post, the Candidate shall be on probation for a period of two years and will be required to execute a bond for Rs. 5.0 lakhs (as specified from time to time) for serving TCIL for a period of 2 years. The employee has to return the bond amount to TCIL incase if he/she quits the job for own reasons within 2 years from the date of joining / date of probation.

**E. Necessary Instructions**

1. Before applying, the candidate should ensure he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
2. Internal candidates are given opportunity through DPC. They need not to apply.
3. Relaxation to candidates belonging to different categories shall be as per Govt. of India Directives
4. Experience in the relevant field shall be calculated from the date of attaining the minimum essential qualification(s).
5. Mode of selection will be interview. TCIL reserves the right to modify the selection procedure, if deemed fit.
6. TCIL reserves the right to increase /decrease the number of vacancies and cancel the recruitment process at any stage.
7. TCIL reserves the right to shortlist applicants for interview and not bound to call all candidates meeting eligibility criteria.
8. The decision of TCIL in all matters would be final and binding, and no correspondence in this regard would be entertained.
9. Candidates working in Govt./CPSE/SPSE organizations should forward their applications through proper channel on or before the last date Candidate may send advance copy directly to TCIL. However in case the application through proper channel is not received up to last date, it will not be entertained.
10. Incomplete/unsigned applications and applications received after the last date of receipt will not be entertained and the application form in the prescribed format without the self- attested copies of all relevant certificates ie Educational/Professional Qualifications, Date of Birth, proof of CTC/ Salary, candidates shall have to submit relevant Form 16/ pay certificate /certified salary slip &Work Experience (s) will liable to be rejected. TCIL does not bear any responsibility for any delay in post/courier for any reason whatsoever.

TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED

(A Government of India Enterprise)



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11. Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form.
12. Interested candidates should send their applications in the prescribed format only in offline mode addressed to "The Chief General Manager (HR), Telecommunications Consultants India Ltd., TCIL Bhawan, Greater Kailash –I, New Delhi - 110048 up to the last date of receipt of applications.
13. Last date of receipt of application through proper channel: 15.07.2025