

Company Profile

SIFL is a PSU engaged in the manufacturing and forging Carbon Steel, Alloy Steel, and Titanium, catering to the needs of Aerospace, Army, Railways, Oilfield, Heavy Engineering and Automobile Sectors. The Company is on the threshold of expansion, and desires to fill up the following vacancy:

Job Profile & Qualification

Post	ASST. MANAGER (A & HRD)
Vacancy	1 (One)
Category	General
Job Profile	The incumbent has to provide a comprehensive HR Management advisory service to staff and Management and has to manage operational Human Resource related issues including development of Policies, Training, Administration, Co-ordinating in recruitment and performance management process etc. Shall report to the Senior Manager (A&HRD).
Responsibility	<ul style="list-style-type: none"> • Conduct induction, training and development • Arrange need base training to the employees by utilising the service of professional trainers. • Performance Appraisal and Performance monitoring • Developing, revising, and implementing HR policies and procedures • Career Planning, Increment etc. • Matters related to Industrial Relations • Matters related to Statutory returns such as SC/ST/Employment Exchange/Occupational returns etc. • Matters related to AS/ISO documentation • Matters related to LTA/Executive Pay Revision/Gratuity • To put up note with respect to promotion due to the eligible employees of the company. • Matters related to training, probation and confirmation of employees • Look after all Staff Welfare activities and safety requirements of the employees • Ensure that all statutory matters with respect to the employees are complied in accordance with the provisions laid down under various statues including EPF, ESI Act. Etc. • To design and review and update Organization charts • Matters related to Housekeeping, Statutory obligation and various licences • Prepare yearly budget for A&HRD Department • Any other administrative, managerial and personnel functions not specifically mentioned with a view to ensure discipline, efficiency and achievement of mission.
Qualification	Essential: MHRM/MBA (HR)/MSW (PM & IR) Desirable: Post Graduate Diploma in PM & IR
Experience	Minimum 4 years experience in a reputed organisation preferably in a manufacturing industry.
Age Limit	Maximum age limit for the above post is 35 years as on 01.01.2017 with usual relaxation for SC/ST and OBC candidates.
Details of Appointment including salary package	<p>The appointment shall be on probation in the post for a period of 1 year in the scale of pay of Rs.20740-500-21240-560-24040-620-27140-680-29860-750-32860-820-36140 in Middle Management category. This Emolument includes DA at Government rates and HRA totalling to around Rs.43,827/-</p> <p><u>Other Benefits on confirmation of probation includes</u></p> <ul style="list-style-type: none"> • Medical reimbursement, Leave Encashment, Contributory Provident Fund (CPF), Gratuity, Accident Insurance etc. • During probation period only CPF & Accident insurance may be given

How to apply	<p>Applications to contain</p> <ul style="list-style-type: none"> • detailed CV with recent photograph along with details of present salary drawn, if any • Self-attested copies of certificates to prove age, qualification and experience • The application with all details should reach the following address on or before 31/03/2018, 5 pm (IST). <p style="text-align: center;">The Managing Director Steel And Industrial Forgings Ltd. Athani PO, Thrissur – 680 581 KERALA</p> <p>The envelope should be superscribed as “APPLICATION FOR THE POST OF ASST. MANAGER (A & HRD)”</p>
Application Fee	<p>The fee for general category is Rs.500/- and fee for SC/ST is Rs.250/-. Fee to be paid by DD drawn in favour of Steel And Industrial Forgings Ltd. Payable at Thrissur along with the application.</p>
<p>Management reserves the right to reject the candidature / cancel this appointment at any stage without assigning any reason. In case of more candidates a written test will be conducted for the selection process.</p>	