

VACANCY NOTIFICATION

Vacancy Code		1162025
1.	Name of the Organization:	Batra Hospital and Medical Research Centre
2.	Employment Type (Regular/ Contractual/ Part Time)	Contractual
3.	Name of the post:	Head Human Resource
4.	Job Function:	Overall human resource of the hospital
5.	Additional Job Information:	-
	(i) Technical/ Must have skills	Recruitment, Training, Industrial Relations, Compensation Management, Employee discipline etc.
	(ii) Good to have skills	Experience of HR in large establishments.
	(iii) Soft Skills	Good verbal and written Communication skills, Team work, Quick response time, capacity to work under pressure, knowledge of new criminal laws, The BNS 2023. Etc.
6.	No. of Vacancies (in figures):	01
7.	Level/ Post:	Senior Management.
8.	Qualification required: Essential/ Desired	MBA (HR) / Post Graduate Degree or Diploma with Specialization in HR/Personnel/IR or equivalent.
9.	Work experience required (in years):	Retired Major/equivalent of higher ranked officers Upto 50 years.
10.	Age range (in years):	UP to 50 years
11.	Location of Job:	Batra Hospital Research Centre, New Delhi.
12.	Salary range per month (Approx CTC):	Rupees 1.70 lakhs per month as CTC (negotiable).
13.	Additional Benefits offered:	As per rules.
14.	Aligned courses (Full time/ Part Time)	Knowledge of MS Word, Excel, Power Point, etc.
15.	Travel Requirements	-

Last date to received names from RSB/ZSB 25 Mar 2025.

How to Apply: - 1. All Eligible Ex-Servicemen officers need to forward two Copies of Willingness Format, available at vacancy page, on Email ID: dgrjobofficers@desw.gov.in

- (i) One Format should be in PDF format duly signed by the applicant and signed by witness too.
- (ii) The second one should be in Excel Format without changing the Format, without signatures and without witness.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above. Copy of PPO/Release Order & CV/Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

**** ALERT**** ALL MAIL SHOULD BE SENT TO DGR EMAIL ID DGRJOB OFFICERS@DESW.GOV.IN CLEARLY MENTIONING THE SUBJECT OF MAIL "STARTING WITH VACANCY CODE MENTIONED IN ABOVE NOTIFICATION. IN CASE THE SAME IS NOT MENTIONED. THE APPLICATION IS LIABLE TO BE REJECTED.

(For Zila Sainik Welfare Officer/RSB Director vacancy only): An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

Note 2 Willingness format must be as per instructions mentioned. Above.

In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.