

Sr. No.	Nomenclature of Post	Equivalent to BPS	Job Specification (Qualification & Experience)	Job Descriptions (JDs)
1	Assistant Manager (HR & Admin)	17	<p>Qualification</p> <ul style="list-style-type: none"> MBA/ MPA/ or Master in Social Sciences with 1st Division. Candidate having knowledge of HR software and ERP will be given preference. <p>Max Age Limit: 40 Years</p>	<p>Assistant Manager (HR & Admin) report to Manager (HR & Admin) and shall be responsible to:</p> <ul style="list-style-type: none"> Assist Manager (HR & Admin) in execution of HR Policies & assignments. Perform as Head of HR Dept. in the absence of Manager (HR& Admin). Point out bottle necks in execution HR policies & programs with solutions. ERP and HR modules Dealing with manpower of similar organizations having 200-500 people Custodian of Record. Plan & Liaison the training programs. Any other work assigned by the In-charge officer.
2	Assistant Manager (ERP/ Cyber Security)	17	<p>Qualification</p> <ul style="list-style-type: none"> Bachelor's degree in Cybersecurity, Computer Science, Information Technology or a related field from any HEC recognized university. Industry certifications such as Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or CompTIA Security shall be preferred. <p>Experience</p> <ul style="list-style-type: none"> 02 years post qualification relevant experience in security implementations and management for a major ERP system (e.g., SAP, Oracle, Microsoft Dynamics), ERP modules. <p>Maximum age 40 years</p>	<p>Assistant Manager (ERP / Cyber Security) report to Manager (MIS) and shall be responsible to:</p> <ul style="list-style-type: none"> IT Operations: Assists in managing daily IT operations, including infrastructure and system administration. Project Support: Supports project managers in planning, execution, and delivery of IT projects. Technical Support: Provides technical expertise and support to IT teams and end-users. System Maintenance: Assists in maintenance, troubleshooting, and upgrading of IT systems. Cybersecurity: Assists in ensuring IT systems and data are secure and compliant with regulations. Documentation: Maintains accurate documentation of IT systems, processes, and procedures
3	Stock Verifier	15	<p>Qualification</p> <p>B.Com with Auditing & Advance Accounting / BBA Finance (at least 50% marks)</p> <p>Experience</p> <p>01 year experience in Store Management.</p> <p>Maximum age 40 years</p>	<p>The Stock Verifier shall report to Audit Officer and be responsible to:</p> <ul style="list-style-type: none"> Physical inventory count: Conduct regular, comprehensive physical counts of inventory in warehouses, stores, or other locations to compare against system records. This may be done through annual stock takes, continuous cycle counting, or seasonal verification. Discrepancy investigation: Identify and investigate any variances or discrepancies between the physical stock and the recorded stock levels. Determine the root cause, such as theft, damage, errors in recording, or misplaced items. System and process review: Evaluate the effectiveness of internal controls and inventory management processes to identify weaknesses and recommend improvements. Condition assessment: Check the condition of all stock, flagging any items that are obsolete, expired, or damaged.

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				<ul style="list-style-type: none"> • Reporting: Prepare detailed audit reports summarizing findings, including discrepancies, causes, and recommendations for corrective action. • Collaboration: Work closely with other departments, such as warehouse, operations, finance, and procurement, to resolve stock issues and ensure proper inventory handling procedures are followed. • Compliance: Ensure the company's inventory management and stock-taking procedures are compliant with established company policies, accounting standards (such as GAAP or IFRS), and other relevant regulations. • Follow-up: Implement and track corrective measures to address identified issues and prevent their recurrence. • Any other work assigned by the In-charge officer.
4	Security Inspector	15	<p>Qualification</p> <p>Naib Subedar/ Subedar or equivalent from retired personnel of Armed Forces. Matriculate or Armed Forces equivalent.</p> <p>Maximum age 42 years.</p>	<p>Security Inspector shall report to Assistant Manager (Security) and be responsible for:</p> <ol style="list-style-type: none"> 1) Inspections and Monitoring: of buildings, perimeters, and equipment. 2) Monitoring surveillance systems, such as CCTV cameras, and access control systems to detect suspicious activities. <ul style="list-style-type: none"> • Enforcing Security Protocols: Ensuring adherence to security policies and procedures by government employees and visitors. • Responding to alarms, emergencies, and security breaches, such as unauthorized entry or theft. Investigating security incidents and preparing detailed reports. Liaising with relevant authorities to obtain necessary approvals and permits. <p>Other Duties: Maintaining security logs and records. Assisting in the development and implementation of security plans. Performing other duties as assigned by In-charge officer.</p>
5	Executive-II (Security)	13	<p>Qualification</p> <ul style="list-style-type: none"> • F/A/ F.SC/ Intermediate with 60% marks knowledge of current PC operating system with typing speed 40 per minute on PC. <p>Maximum age limit: 40 years.</p>	<p>Executive-II shall report to Manager (Security) and be responsible to:</p> <ul style="list-style-type: none"> • Assist the Manager (Security) in maintenance of Security personnel all activities, • Maintain proper office and services record • Maintain Master File • Type the cases assigned by Manager (Security) • Any other work assigned by the In-charge.