

**Executive (Personnel & Administration) - 1 Post.**

Gujarat Informatics Ltd. (GIL) is the nodal agency of Government of Gujarat for the spread of Information Technology in Gujarat. GIL invites Applications for the posts of:

**Executive (Personnel & Administration) - 1 Post.**

- **Qualification:** A Full Time degree of M.L.W or M.B.A (HR) or MHRM from a recognized university. Additional degree in Law is preferable.
- **Experience:** Minimum 7+ years' experience in handling all HR and Admin Functions mainly Recruitment, Performance Management, payroll, knowledge of labour laws, Training & development, MIS etc. Experience in Government sector/PSU will be preferred
- **Skills / Attributes:**
  - Excellent verbal and written communication skills, ability to deal people politely, willingness to learn.
  - Good interpersonal skills.
  - Proficient at MS Office (especially Word, Excel, PowerPoint)
  - Ability to manage and lead staff to excellent performance
  - Must be a team player
  - Must be highly organized
- **Key Functional Areas: Personnel**
  - Responsible for handling all personnel functions of the Company from manpower planning, recruitment, training till resignation, retirement and cession of the employees.
  - Compliance with the Company policies and procedures and applicable labour laws.
  - Maintaining positive relationships with employees and management at all levels
  - Keep an awareness of the strategic goals of the organization and suggest/implement HR practices that align with this
  - Manage the general "well-being" of the employees and provide them with continuing advice, training and support.
- **Key Functional Areas: Administration**
  - Responsible for handling all after administration relating activities, housekeeping and services to the operating divisions and overall work performance of a company.
  - Management of office environment/Office Equipments etc.
  - Planning, organizing, providing leadership and controlling all administrative functions.
  - Managing quality and cost control.
  - Scrutinizing and timely payment of bills related to Admin Division and other Admin related work.
- **The candidate needs to be hardworking, loyal, committed, computer savvy, having good command over spoken & written English and Gujarati language.**
- **Remuneration = up to Rs.35,000/- p.m.**

**Please Note:**

- The appointment would be on contract basis.
- Candidates meeting educational qualification & experience criteria would only be called for personal interview.
- Please send your application form as per prescribed format given along with resume & a photocopies of all qualification, experience certificates & proof of your last pay drawn through Speed Post/ RPAD only within 20 days of issue of the advertisement at below mentioned address:.

**G.M. (Services)**  
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