

CLINICAL DEVELOPMENT SERVICES AGENCY
An extra mural unit of Translational Health Science & Technology Institute
(an autonomous institute under the Department of Biotechnology (DBT), Min of Science &
Technology, Govt. of India)
NCR Biotech Science Cluster at Faridabad Gurgaon Road, Faridabad.

Clinical Development Services Agency (CDSA) mission is to create, develop, nurture world class clinical product development capacity in India

CDSA invites applications from high performing professionals with a desire to serve public health needs of the country for the below mentioned administrative position:

Recruitment No:	CDS/RN/02/2014
Name of the post / Emoluments	ADMINISTRATIVE MANAGER (up to Rs. 75,000/- per month consolidated)
Qualifications and Skills	Graduate with post graduate diploma or MBA in Personnel Management /HRM from a recognized Institute / University or passed UPSC Examination of Section Officers.
Skills/Desirables	<ul style="list-style-type: none"> • Administration/Establishment/Personnel/Academic and Training matters • Hands on experience in Human Resources and Office Management • Drafting and execution of rules/regulation • Holding Governing Body/Finance Committee and meetings of Statutory Committees/bodies, drafting of Agenda/Minutes, maintaining confidential records and liaise with different Dept. • Knowledge of purchase procedures and stores management • Expertise in MS-Office
Experience	Minimum 15 years' of supervisory/managerial experience in Administration and HR after graduation. Candidates having worked in Govt. Organization or a non-profit organization will be given preference
Job profile	<ul style="list-style-type: none"> • To ensure employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims. • To ensure legal compliance by monitoring and implementing applicable human resource as per Gol requirements and internal policies; maintaining records; representing the organization at hearings. • To ensure a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; recommending, planning, and implementing pay structure revisions. • To ensure management guidelines by preparing, updating, and recommending human resource policies and procedures. • To ensure historical human resource records by designing a filing and retrieval system; keeping past and current records. • To ensure responsible for all HR activities such as recruitment, training and development, Compensation and Benefits, Employment Relations, corporate communication etc. • To ensure Purchase, Stores and Tender functions • Assuring high quality services to partners, clients , Vendors and other stakeholders • To ensure the work structure by updating job requirements and job descriptions for all positions. • To ensure organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes. • To ensure preparing employees for assignments by establishing and conducting new employees Induction, orientation and training programs. • Support smooth functioning of CDSA

GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce “No Objection Certificate” at the time of Interview.
4. The qualification, experience and other requirements for the post can be relaxed at the discretion of the controlling authority, in case candidates are otherwise well qualified.
5. Interested candidates may please send their current CV with a recent photo and cover letter indicating their motivation for the position applied for (150 words) and three references along with the attached datasheet and excel sheet posted in the website. E-mail should be submitted with subject line “Application for the post of **Administrative Manager**” to cdsa_admin@thsti.res.in Applications will be accepted up to 13 January 2015.
6. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification. Only shortlisted candidates will be contacted for further discussion.
7. All positions are contractual and will be guided by the provisions of contract career path <http://www.cdsaindia.in> developed by CDSA for its employees. Please review the contract career path before applying for any of the positions.
8. The salary is a consolidated sum without any other benefits. Salaries mentioned against each position are indicative and actual salary will be based on experience, qualifications, skill set, etc. of the candidates.
9. Incomplete applications will stand summarily rejected without assigning any reasons.
10. This position will be placed in CDSA Faridabad office at NCR Biotech Science Cluster at Faridabad Gurgaon Road, Faridabad.
11. Canvassing in any form will be a disqualification.

Candidates who have applied for this position in response to the earlier advertisement need not apply again. Applications will be accepted up to 13 January 2015.