

#### 4. MINIMUM QUALIFICATION & EXPERIENCE REQUIRED:

Name of the post & Post code	Minimum Educational Qualification	Required Post Qualification Experience
Assistant Manager (Cost Estimation) <b>(Post code- 01)</b>	Degree in Engineering with MBA / PGDM (Specialization in Finance) or equivalent (2 years duration course) with minimum 65% marks.	Minimum 02 years experience in the field of cost estimation in engineering / industrial projects.
Assistant Manager (Market Research) <b>(Post code- 02)</b>	MBA / PGDM (Specialization in Marketing) or equivalent (2 years duration course).	Minimum 02 years experience in the field of market survey/market research in the area of industrial products.
Assistant Manager (Rajbhasha) <b>(Post code- 03)</b>	<p>Master's degree in Hindi with English as subject at graduation level or Master's degree in English with Hindi as subject at graduation level from India Universities recognised by UGC.</p> <p><b>Desirable:</b> Candidates should have Diploma in translation from any recognised university/ institution with minimum 55% marks and basic knowledge in computer applications (MS office etc.) in office environment.</p>	Minimum 02 years Experience in implementation of Rajbhasha / Official Language. English to Hindi Translation and vice a versa.
Deputy Manager (Mineral) <b>(Post code- 04)</b>	Degree in Mineral Engineering or equivalent.	Minimum 05 years experience in designing or field experience in the field of Mineral processing.
Deputy Manager (Legal) <b>(Post code- 05)</b>	Degree in Law (BL/LLB or equivalent)/ Bachelor of Law (5 Years integrated course).	<p>Minimum 05 years experience in the field of Law in India such as practicing at Bar/ working with law firms/ handling legal work under employment with Private / Public organisations or with State / Central Government.</p> <p><b>Desirable:</b>Drafting/Scrutinizing/vetting of commercial deeds / documents including, inter-alia, instruments, affidavits, deeds, agreements, Contracts, indemnity bond, bank guarantee, consortium &amp; collaboration agreement etc.</p>
Medical Officer (Radiology) <b>(Post code- 06)</b>	MBBS with MD in Radio Diagnosis.	Minimum 01 year experience in Radiology (Ultrasound)/ Echo cardiography & CT & MRI Reporting.
Deputy Manager (Rajbhasha) <b>(Post code- 07)</b>	<p>Master's degree in Hindi with English as subject at graduation level or Master's degree in English with Hindi as subject at graduation level from India Universities recognised by UGC.</p> <p><b>Desirable:</b> Candidates should have Diploma in translation from any recognised university/ institution with minimum 55% marks and basic knowledge in computer applications (MS office etc.) in office environment.</p>	Minimum 05 years Experience in implementation of Rajbhasha / Official Language. English to Hindi Translation and vice a versa.

Deputy Manager (Corporate Communication) <b>(Post code- 08)</b>	PG Degree/ PG Diploma in journalism & Communication/ Journalism & Mass Communication/ Journalism/ Mass Communication/ Broadcast Journalism/ Media Communication/ Public Relations or equivalent (2 Years duration course).	Minimum 05 years Experience in journalism and Public Relations activities.
Manager (Mechanical) <b>(Post code- 09)</b>	Degree in Mechanical Engineering / Chemical Engineering.	Minimum 09 years experience in design and engineering of Cryogenic Oxygen Plant.
Manager (Civil) <b>(Post code- 10)</b>	Degree in Civil Engineering <b>Desirable:</b> M.E. / M.Tech in Geotechnical Engineering / Soil Mechanics & Foundation Engineering	Minimum 09 years of Field & Laboratory experience of Geotechnical Investigation for industrial projects.
Manager (Legal) <b>(Post code- 11)</b>	Degree in Law (BL/LLB or equivalent)/ Bachelor of Law (5 Years integrated course).	Minimum 09 years experience in the field of Law in India such as practicing at Bar/ working with law firms/ handling legal work under employment with Private / Public organisations or with State / Central Government. <b>Desirable:</b> Drafting / Scrutinizing / vetting of commercial deeds / documents including, inter-alia, instruments, affidavits, deeds, agreements, Contracts, indemnity bond, bank guarantee, consortium & collaboration agreement etc.
Senior Manager (Civil / Mech.) <b>(Post code- 12)</b>	Degree in Civil / Mechanical Engineering or equivalent	Minimum 13 years of Industry experience in design & engineering/ project execution/ project monitoring or project management. <b>Desirable:</b> In 13 years' experience, 4 years of experience in Oil & Gas Projects (such as long distance pipelines/ City gas distribution/ Petrochemical Plants/Refineries, etc.)
Specialist (Medicine) <b>(Post code- 13)</b>	MBBS with MD in General Medicine	Minimum 07 Years experience in managing hospital as physician in at least 50 bedded hospitals.
AGM (Mining) <b>(Post code- 14)</b>	Degree in Mining engineering from recognized university or equivalent.	Minimum 17 years experience in Mine operation / Mine planning. (in any combination)
AGM (Civil / Mech.) <b>(Post code- 15)</b>	Degree in Civil / Mechanical Engineering or equivalent	Minimum 17 years of Industry experience in design & engineering/ project execution/ project monitoring or project management. <b>Desirable:</b> In 17 years' experience, 6 years of experience in Oil & Gas Projects (such as long distance pipelines/ City gas distribution/ Petrochemical Plants/Refineries, etc.)

<p>AGM (HR) <b>(Post code- 16)</b></p>	<p>PG degree / PG diploma (2 Years duration course)/MBA/ MSW / MA with specialization in HRM / Personnel Management / IR / Labour Management / Organizational Development / HRD / Labour Welfare or equivalent</p>	<p>Minimum 17 years experience in handling entire gamut of HR and Industrial Relations functions.</p>
<p>AGM(Finance) <b>(Post code- 17)</b></p>	<p>Chartered Accountant from ICAI / Cost and Management Accountant from ICAI</p>	<p>Minimum 17 years experience in executive cadre, out of which 10 years in the area of merger &amp; acquisitions such as drafting proposal for merger/ demerger/ acquisition/ restructuring from seller's perspective/ buyer's perspective, evaluation of such proposal, tax implications, financial implications, valuation of shares, valuation of business, statutory compliances etc.</p>
<p>DGM (Mining) <b>(Post code- 18)</b></p>	<p>Degree in Mining engineering from recognized university or equivalent.</p>	<p>Minimum 21 years experience in Mine operation/ Mine planning. (in any combination)</p>
<p>DGM (Civil / Mech.) <b>(Post code- 19)</b></p>	<p>Degree in Civil / Mechanical Engineering or equivalent</p>	<p>Minimum 21 years of Industry experience in design &amp; engineering/ project execution/ project monitoring or project management. <b>Desirable:</b> In 21 years' experience, 7 years of experience in Oil &amp; Gas Projects (such as long distance pipelines/ City gas distribution/ Petrochemical Plants/ Refineries, etc.)</p>
<p>DGM (Finance) <b>(Post code- 20)</b></p>	<p>Chartered Accountant from ICAI / Cost and Management Accountant from ICAI</p>	<p>Minimum 21 years experience in executive cadre and familiar with latest systems of Financial Accounting including preparation of accounts, management reporting, tender evaluations, processing of contractors / vendors bills &amp; statutory compliances, financial concurrence of proposals, direct tax and GST matters etc.</p>

**CLARIFICATION ON THE RELEVANT BRANCHES:**

<b>DISCIPLINES</b>	<b>RELEVANT BRANCH</b>	<b>NOT ELIGIBLE BRANCHES</b>
Civil	Civil Engineering	Any other branch or any combination with relevant engineering branch shall not be considered.
Mechanical	Mechanical Engineering, Production Engineering	
Chemical	Chemical Engineering	
Mining	Mining Engineering / Technology	
Mineral Processing	Mineral Engineering	
Finance	Qualified Chartered Accountant from ICAI / Qualified Cost and Management Accountant from ICAI.	No other qualification shall be considered.