

Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

<b>Name of the Post</b>	Junior Officer[HR] - CHRD  <b>Code : JO17-09</b>
<b>SBU / Location</b> (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Corporate HR Dept. - Kolkata
<b>Job Description</b>	The incumbent shall be responsible for: 1. On-boarding Activities – sending required communications, initiating new-joiner requisitions, Preparing and communicating induction plan, Ensuring completion of joining formalities including necessary documentation 2. Recruitment Activities related to drafting approval notes, screening profiles, conducting interviews, communicating with the candidates/ other stakeholders related to the recruitment process, issuing appointment letters, verification of certificates etc. 3. Caste Certificate/ Character Antecedent Verification tracking and ensure timely communications 4. Ensure CP File maintenance as per SOP 5. Maintaining Vendor List for CHRD 6. Other tasks as may be assigned from time to time 7. Any Other tasks as may be assigned from time to time Above tasks are indicative only and not exhaustive
<b>Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)</b>	<b>Please refer relevant columns posted corresponding to the code JO17-09</b> , Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a>
<b>Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile &amp; Other General Terms &amp; Conditions</b>	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a>