



INDRAPRASTHA GAS

INDRAPRASTHA GAS LIMITED

(A Joint Venture of GAIL, BPCL & Govt. of NCT of Delhi)

IGL Bhawan, Plot No. 4, Community Centre,

Sector 9, R K Puram, New Delhi – 110022

(CIN - L23201DL1998PLC097614)

Date: 25-06-2025

Website: www.iglonline.net

Advt. No. – 06/2025/1

Recruitment of various position(s) on regular basis

Indraprastha Gas Limited (IGL) established in 1998 as a joint venture between GAIL (India) Limited, Bharat Petroleum Corporation Limited (BPCL) and the Government of NCT of Delhi is a leading natural gas distribution company in India. IGL is committed to provide safe, reliable and environment-friendly natural gas to domestic, commercial, industrial, transport sectors and has always been at the forefront of promoting clean and green fuel solutions.

IGL invites applications from highly competent, experienced and self-motivated candidates with a passion for excellence for the following post(s):

S. No.	Functions	Positions	No. of Posts
1	Company Secretariat	Senior Manager	01
2	Security	Manager	01
3	Industrial Relations & Compliances	Manager	01
4	HR Admin	Chief General Manager	01
5	ERP & IT (CRM)	Manager	01
6	ERP & IT (Cyber Security)	Manager	01
7	ERP & IT (ABAP)	Deputy Manager	01
8	Human Resource Development	Chief General Manager	01
9	Human Resource Development	Additional General Manager	01
10	Business Development	Manager – Finance	01
11	Business Development	Deputy Manager - Finance	01

The candidate(s) who are willing to be part of ever growing & profit making organization and are ready to take the challenging role in creating a significant impact in this ever growing sector, may apply through **ONLINE** for the post(s) subject to meeting the eligibility criteria as per details given below:

No. of Posts	Positions	Upper Age Limit as on 31.03.2025	Educational Qualification	Experience	Annual Fixed Pay Band (Rs.)
1	Senior Manager (Company Secretariat)	36 years	<p>Essential* : Company Secretary Degree with Minimum 50% Marks</p> <p>Desirable Additional: CA/ICWA/LLB/MBA</p>	<p>Post Qualification Experience (Essential): 9 years in Company Secretariat department out of which last 5 years' experience shall be in top 500 listed companies as per market capitalization based on data available on NSE/BSE website after closing of market as on 31st March, 2025.</p> <p>Desirable Relevant Experience: Experience in top 500 listed companies as per market capitalization based on data available on NSE/BSE website after closing of market as on 31st March, 2025.</p>	14,40,000/- — 38,00,000/-
2	Manager (Security)	33 years	<p>Essential*: Full time Regular Graduation degree with minimum 60% or CGPA 7 and above</p> <p>Desirable Additional: MBA/Post Graduate Diploma in Industrial Safety</p>	<p>Post Qualification Experience (Essential): 5 years out of which minimum 03 years' experience shall be in security (personnel) management as Grade "A" officer or equivalent in CAPF / equivalent services.</p> <p>Desirable Relevant Experience: Experience in personnel security management as Grade "A" officer or equivalent in Services/CAPF.</p>	13,80,000/- — 32,00,000/-
3	Manager (Industrial Relations & Compliances)	33 years	<p>Essential*: MBA(HR) (Full Time) / MSW (Full Time) / Two year Full Time PG Diploma in Management (HR) from reputed & recognized Institution / University (i.e. recognised by AICTE or UGC) with minimum 60% marks or CGPA 7 and above</p> <p>Desirable Additional: LLB / LLM</p>	<p>Post Qualification Experience (Essential): 5 years executive experience in HR out of which minimum 03 years' experience shall be in Industrial Relations particularly in contract labour management/ compliance management under various labour laws including CLRA Act/ Factories Act/ other related acts.</p> <p>Desirable Relevant Experience: Executive experience in Industrial Relations particularly in contract labour management / compliance management under various labour laws including CLRA Act / Factories Act / other related acts.</p>	13,80,000/- — 32,00,000/-

No. of Posts	Positions	Upper Age Limit as on 31.03.2025	Educational Qualification	Experience	Annual Fixed Pay Band (Rs.)
4	Chief General Manager (HR Admin)	48 years	<p>Essential*: MBA (HR) (Full Time) / MSW (Full Time) / Two year Full Time PG Diploma in Management (HR) from reputed & recognized Institution / University (i.e. recognised by AICTE or UGC) with minimum 60% marks or CGPA 7 and above</p> <p>Desirable Additional : LLB / LLM</p>	<p>Post Qualification Experience (Essential): 18 years of executive experience in HR in an organization having minimum 500 employees, out of which minimum 11 years of experience shall be in HR Administration / Estate Management / ER / IR & statutory compliances under Labour laws including CLRA Act / Factories Act / other related acts.</p> <p>Desirable Relevant Experience : Executive experience in HR Administration / Estate Management / ER / IR & statutory compliances under Labour laws including CLRA Act / Factories Act / other related acts.</p>	32,50,000/- — 74,00,000/-
5	Manager (ERP & IT - CRM)	33 years	<p>Essential*: Full Time B.E. / B.Tech. (Computer Science) / MCA from reputed & recognized Institution / University (i.e. recognised by AICTE or UGC) with minimum 60% marks or CGPA 7 and above</p> <p>Desirable Additional : SAP Certification in CRM</p>	<p>Post Qualification Experience (Essential): 5 years out of which minimum 03 years' experience shall be in SAP CRM or C4C/CX or salesforce or other such Enterprise CRM solutions/products.</p> <p>Desirable Relevant Experience : Experience in ERP (CRM) - (viz. SAP CRM/C4C/ CX/ Salesforce).</p>	13,80,000/- — 32,00,000/-
6	Manager (ERP & IT - Cyber Security)	33 years	<p>Essential*: Full Time B.E. / B.Tech. (Computer Science) / MCA from reputed & recognized Institution / University (i.e. recognised by AICTE or UGC) with minimum 60% marks or CGPA 7 and above Min. 1 year certification in Cyber Security (Full Time)</p> <p>Desirable Additional : Minimum 01 year SAP Certification in Cyber Security</p>	<p>Post Qualification Experience (Essential): 5 years out of which minimum 03 years' experience shall be in Cyber Security.</p> <p>Desirable Relevant Experience : Experience in Cyber Security.</p>	13,80,000/- — 32,00,000/-

No. of Posts	Positions	Upper Age Limit as on 31.03.2025	Educational Qualification	Experience	Annual Fixed Pay Band (Rs.)
7	Deputy Manager (ERP & IT - ABAP)	30 years	<p>Essential*: Full Time B.E. / B.Tech. (Computer Science) / MCA from reputed & recognized Institutes/ Universities (i.e. recognised by AICTE or UGC) with minimum 60% marks or CGPA 7 and above</p> <p>Desirable Additional : SAP Certification in ABAP</p>	<p>Post Qualification Experience (Essential): 2 years out of which minimum 01 year experience shall be in ERP (ABAP).</p> <p>Desirable Relevant Experience : Experience in ERP (ABAP).</p>	12,60,000/- — 28,00,000/-
8	Chief General Manager (Human Resource Development)	48 years	<p>Essential*: MBA (HR) (Full Time) / MSW (Full Time) / Two year Full Time PG Diploma in Management (HR) from reputed & recognized Institution / University (i.e. recognised by AICTE or UGC) with minimum 60% marks or CGPA 7 and above</p> <p>Desirable Additional : LLB / LLM</p>	<p>Post Qualification Experience (Essential): 18 years of executive experience in HR in an organization having minimum 500 employees, out of which minimum 11 years shall be in HRD functions particularly in HR Strategy & Planning, Talent Acquisition & Retention / On-boarding & Orientation/ Performance Management / Compensation & Benefits / Succession Planning.</p> <p>Desirable Relevant Experience : Executive experience in HRD functions particularly in HR Strategy & Planning, Talent Acquisition & Retention / On-boarding & Orientation/ Performance Management / Compensation & Benefits / Succession Planning.</p>	32,50,000/- — 74,00,000/-
9	Additional General Manager (Human Resource Development)	42 years	<p>Essential*: MBA (HR) (Full Time) / MSW (Full Time) / Two year Full Time PG Diploma in Management (HR) from reputed & recognized Institution / University (i.e. recognised by AICTE or UGC) with minimum 60% marks or CGPA 7 and above</p> <p>Desirable Additional : LLB / LLM</p>	<p>Post Qualification Experience (Essential): 14 years of executive experience in HR in an organization having minimum 500 employees, out of which minimum 08 years shall be in Training / Learning & Development.</p> <p>Desirable Relevant Experience : Executive experience in functions particularly in Training / Learning & Development.</p>	21,60,000/- — 55,00,000/-

No. of Posts	Positions	Upper Age Limit as on 31.03.2025	Educational Qualification	Experience	Annual Fixed Pay Band (Rs.)
10	Manager (Business Development)	33 years	<p>Essential*: Full Time MBA (Finance) / PG Diploma in Management (Finance) from reputed & recognized Institutes/ Universities (i.e. recognised by AICTE or UGC) with minimum 60% marks or CGPA 7 and above</p> <p>Desirable Additional : LLB/LLM</p>	<p>Post Qualification Experience (Essential): 5 years of experience in a reputed organization, out of which minimum 03 years' experience shall be in Investment Banking / Financial Evaluation / Merger & Acquisition / Strategy / Commercial Structuring/ Valuation / Financial Modelling & Business Case Evaluation.</p> <p>Desirable Relevant Experience : Experience in Investment Banking / Financial Evaluation / Merger & Acquisition / Strategy / Commercial Structuring/ Valuation / Financial Modelling & Business Case Evaluation.</p>	13,80,000/- – 32,00,000/-
11	Deputy Manager (Business Development)	30 years	<p>Essential*: Full Time MBA (Finance) / PG Diploma in Management (Finance) from reputed and recognized Institutes/ Universities (i.e. recognised by AICTE or UGC) with minimum 60% marks or CGPA 7 and above</p> <p>Desirable Additional : LLB/LLM</p>	<p>Post Qualification Experience (Essential): 2 years' experience in a reputed organization, shall be in Investment Banking/ Financial Evaluation / Merger & Acquisition / Strategy / Commercial Structuring/ Valuation / Financial Modelling & Business Case Evaluation.</p> <p>Desirable Relevant Experience : Experience in Investment Banking / Financial Evaluation / Merger & Acquisition / Strategy / Commercial Structuring/ Valuation / Financial Modelling & Business Case Evaluation.</p>	12,60,000/- – 28,00,000/-

*** Essential Educational Qualification:** In addition to above, minimum 60% marks or CGPA 7 and above in 10th & 12th.

PAY SCALE:

Pay scale for each post is notified above and other details are as under:

1. In addition to Fixed Pay, Variable Pay (i.e. Performance Linked Incentive) and other benefits will be applicable as per Company Policy.
2. In addition to above, company also provides Group Medclaim Insurance, Term Life Insurance, Group Personal Accident Insurance.
3. Our company may consider higher fixed pay (instead of initial fixed pay) for experienced and dynamic candidates.

NOTE: The detailed position wise Job Descriptions are placed at *Annexure – I*.

APPLICATION PROCESS:

- 1) Candidates are requested to apply **ONLINE ONLY** on iglonline.net/careers after reading detailed advertisement. No other mean/mode of application shall be accepted. **A candidate can apply only for 01 position. In case candidate applies for more than 01 position, his/her all applications will outrightly be rejected.**
- 2) All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the **ONLINE** form with utmost care making correct entries in the respective fields.
- 3) Documents required to be uploaded at the time of applying for post(s) mentioned above:
 - a. **Age Proof:** 10th Mark sheet and Certificate in PDF Format.
 - b. **Educational Qualification(s):** Mark sheets & Certificates in PDF Format as per Educational Qualification (Essential and Desirable Additional) mentioned against each post in the above table.
 - c. Updated Curriculum Vitae (CV) in PDF Format mentioning all the details of post-qualification experience such as Name of organization, Tenure served, Position held and brief role etc.
 - d. Recent passport size photograph and signature in JPEG Format.
- 4) After submitting the application form, a unique Application Number will be generated. The candidate can keep the same for future reference.

SELECTION PROCESS:

- a. Applications received within the due date will be scrutinized as per eligibility criteria (essential as well as desirable) specified against each post in the above table.
- b. On the basis of scrutiny of the application and uploaded documents, merit list for eligible candidates will be prepared and shortlisted candidates will be called for Interview.
- c. Screening and selection will be based on the details provided by the candidate; hence, it is necessary that applicants should furnish accurate, full and correct information. Furnishing of wrong / false / incomplete information will lead to disqualification of candidature.
- d. All the candidates claiming to fulfil requisite eligibility criteria are advised to upload the relevant supporting documents as mentioned in this advertisement.
- e. Final selection will be on the basis of Educational Qualification(s), Relevant Experience, Performance in Psychometric & Aptitude Test and Personal Interview. Any other sort of assessment may also form a part of final selection process.

NOTE: Decision to accept/reject candidature of any applicant lies solely with IGL.

DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW/DOCUMENT VERIFICATION ALONG WITH ORIGINAL:

All the candidates who will be called for interview shall carry the copy of following documents along with original(s):

- 1) Updated Curriculum Vitae
- 2) 04 recent passport size photographs
- 3) Copy of 10th & 12th mark sheet and certificate
- 4) Copy of Graduation mark sheet and certificate
- 5) Copy of mark sheet(s) and certificate(s) for Educational Qualification (Essential and Desirable Additional) mentioned against each post in the above table.
- 6) Complete and Proper Experience certificates/ Documents issued by the Employer(s)/Organization(s) in support of experience details mentioned by the candidate in the online Application Form.
- 7) Copy of last pay slip/salary slip/Form-16
- 8) Valid ID proof (Aadhar / PAN / Driving License / Voter ID card).
- 9) Applicable only for the position specific requirement –
 - a) Documentary proof towards listing of the organization/company/Institution on NSE/BSE, as specified under Experience.
 - b) Documents confirming the no. of employees like Annual Report/Letter from employer etc.

GENERAL INSTRUCTIONS:

- 1) Only Indian Nationals are eligible to apply.
- 2) Before applying, candidates should ensure that they fulfil the eligibility as on the cut-off date.
- 3) Cut-off date for eligibility criteria is **31-03-2025**.
- 4) Application with incomplete / wrong particulars will not be considered.
- 5) Candidates may be asked to submit documentary evidence of eligibility at any point of time during the selection process, within stipulated time, as advised by IGL.
- 6) Candidates are advised to submit only one application for the post. In case of multiple applications from a candidate for the same post, the latest one shall be considered as final and the earlier applications shall be rejected without any notice.
- 7) Candidates are advised to apply only for one position. In case candidate applies for more than 01 position, his/her all applications will outrightly be rejected.
- 8) The candidature of the shortlisted applicants for interview would be provisional and subject to subsequent verification of certificates/documents.
- 9) Appointment to the post will be subject to the candidate being medically fit.
- 10) The candidate called for interview who comes from places beyond the distance of 32 km will be reimbursed actual expenses incurred on travel to and from the place of interview as per the policy of Company on production of ticket / boarding pass as documentary evidence in respect of the onward journey (eligible travel modes include Economy Class Air Travel or AC Class 1 Rail Travel). On verification, if the certificates/documents submitted by candidate at the time of submission of application are found inadequate/ improper, the candidature of the applicant shall be cancelled and no reimbursement shall be provided.
- 11) IGL reserves the right to cancel/restrict/curtail/enlarge the recruitment/selection process thereunder without any further notice and without assigning any reasons.

IMPORTANT DATES:

Activity	Date
Commencement of Online submission of application by candidates	28-06-2025 from (00:00 HRS)
Last date for online submission of application by candidates	18-07-2025 till (23:59 HRS)

Any further corrigendum/addendum would be uploaded on IGL website iglonline.net/careers

JOB PROFILE:

1) Senior Manager (Company Secretariat)

❖ Job Summary

The Senior Manager - Company Secretary will oversee and ensure the seamless functioning of the company's secretarial and compliance activities. This role requires ensuring that the company complies with statutory and regulatory requirements, maintaining robust corporate governance practices, and supporting the efficient conduct of board and shareholder meetings.

❖ Job Description

- Ensure compliance with the Companies Act, 2013, SEBI Listing Regulations, and Insider Trading Regulations.
- Oversee adherence to statutory, regulatory, and legal compliances, including listing agreements with stock exchanges (BSE and NSE).
- Prepare and file various returns with the Registrar of Companies (ROC).
- Maintain and retain statutory records, books, and registers as required by law.
- Coordinate the scheduling and agenda preparation for board meetings and statutory/non-statutory committee meetings.
- Ensure timely preparation and circulation of meeting minutes.
- Oversee the timely printing and dispatch of annual reports to shareholders.
- To ensure smooth secretariat function for IGL resulting in efficient business operations.
- Ensuring that the Corporate Governance is as per regulatory and statutory guidelines from a compliance perspective.
- To ensure timely compliance of all statutory requirements.
- To ensure compliances of Companies act and SEBI Regulations.
- To coordinate for conducting annual general meetings of shareholders (physical/virtual mode).
- To keep oneself abreast with the latest changes in the laws / regulations.
- Prepare timely MIS and reports for management, ensuring data accuracy and relevance.

2) Manager (Security)

❖ Job Summary

The Manager (Security) will oversee the safety and security operations across the IGL establishments, ensuring a secure environment for employees, assets, and operations. The role involves designing and implementing security policies, conducting risk assessments, managing security personnel, and ensuring compliance with safety regulations.

❖ Job Description

- Develop, implement, and maintain security policies, procedures, and protocols in alignment with organizational goals for all the IGL establishments.
- Conduct periodic risk assessments and recommend appropriate strategies to mitigate threats and vulnerabilities.
- Plan and execute security measures for events, emergencies, and contingency scenarios.
- Manage day-to-day security operations, including surveillance, access control, and incident reporting.
- Monitor and evaluate the performance of security personnel and contractors to ensure adherence to standards.
- Oversee the installation and maintenance of security systems, such as CCTV, alarms, and access controls at all the IGL establishments.
- Develop and test emergency response and crisis management plans to handle unforeseen incidents effectively.
- Coordinate with local law enforcement, fire departments, and emergency services when needed.
- Conduct security awareness programs and training sessions for employees on safety protocols.
- Train security staff on emergency response, conflict resolution, and handling sensitive situations.
- Ensure compliance with local, state, and national security regulations.
- Prepare detailed reports on security incidents, audits, and risk assessments for senior management.
- Maintain records of security incidents, inspections, and investigations.
- Lead and supervise a team of security personnel, fostering a culture of vigilance and responsibility.
- Evaluate and recommend the recruitment or outsourcing of security staff as needed.

3) Manager (Industrial Relations & Compliances)

❖ Job Summary

The Manager (Industrial Relations & Compliances) will require to manage all aspects of IR and Compliances. The role encompasses developing and maintaining harmonious industrial relation among its stakeholders by addressing grievances and resolving conflicts effectively. The role focuses on ensuring compliances as mandated under various statutory laws and rules/guidelines. The role focuses on achievement of objectives aligning with the organization's strategic goals and fostering a productive and engaged workforce.

❖ Job Description

- Develop and implement policies and strategies for administrative operations aligned with the organizational vision, mission, and business goals.
- Ensure adherence to labor laws, statutory requirements, and organizational policies.
- Develop and maintain harmonious industrial relation by addressing grievances and resolving conflicts effectively.
- Ensure compliance with statutory regulations, labor laws, and audit requirements to mitigate risks.
- Implement technology solutions to enhance operational productivity and ensure accurate reporting.

4) Chief General Manager (HR Admin)

❖ Job Summary

The Chief General Manager (HR Admin) will serve as a strategic leader in managing all aspects of HR administration. The role also encompasses the administration in Estate Management, Facility Management, and Event Management etc.

The role further focuses on ensuring the compliance with statutory requirements, industrial relations, and other employee relations activities.

❖ Job Description

- Develop and implement policies and strategies for administrative operations aligned with the organizational vision, mission, and business goals.
- Oversee Estate Management, ensuring the optimization of facilities.
- Oversee Facility management, which includes Housekeeping services, Canteen Facilities, Vehicle Management operations, including fleet management and allocation.
- Ensure compliances under various labor laws, other statutory requirements, fulfilling statutory audit requirements, organizational policies etc.
- Develop and maintain harmonious industrial relation by addressing grievances and resolving conflicts effectively.
- Oversee general HR Administration, including managing records, Event Managements etc.
- Implement technology solutions to enhance operational productivity and ensure accurate reporting.

5) Manager (ERP & IT - CRM)

❖ Job Summary

The Manager (ERP & IT - CRM) will be responsible for managing and supporting all aspects of ERP and CRM systems within the organization. The role involves developing best practices, integrating backend ERP systems with frontend processes, and ensuring seamless workflows. The role focuses on aligning IT and ERP functions with organizational goals to drive operational excellence and customer satisfaction.

❖ Job Description

- Understanding of CRM best practices, global trends, and their application to organizational processes.
- Demonstrate knowledge of various CRM products, technologies, and their features to support organizational requirements.
- Manage customer lifecycle processes, including acquisition, service delivery, complaints management, task assignments, workflows, TAT monitoring, escalations, and ticket tracking.
- Understand backend ERP systems and their integration with front-office activities, ensuring efficient data flow, queue management, and process optimization.
- Manage API-based integration scenarios, user interfaces, and service ticket management tools and technologies.
- Ensure seamless integration of sales and service processes, including sale orders, service orders, and their connectivity with backend ERP and CRM systems.
- Acquire knowledge of middleware technologies, including IDocs, BDocs and their role in data exchange between systems.

- Monitor and optimize middle-layer processes to ensure efficient system communication and data integrity.
- Understand and implement cloud technologies to enhance ERP and CRM functionalities.
- Stay updated with emerging trends in cloud-based solutions and align them with organizational objectives.
- Provide guidance on ERP and CRM tools and their integration with existing IT infrastructure.
- Collaborate with cross-functional teams to ensure smooth system operations and issue resolution.

6) Manager (ERP & IT - Cyber Security)

❖ Job Summary

The Manager (ERP & IT - Cyber Security) will be responsible towards managing all information security arrangements at all IGL establishments. The position will also be responsible for Security Operation Center (SOC) and its related activities. The role includes developing and implementing best IT security practices, securing IT systems, addressing security threats etc.

❖ Job Description

- Maintaining and updating the threat landscape for the organization on a regular basis including staying up to date about the latest security threat environment and related technology developments.
- Establishing a cyber-security program and Business Continuity Programme (BCP) and formulation of various security policies e.g., Information Security Policy, Data Governance and Classification Policy, Access control Policy etc.
- Conducting regular VAPT of all websites, portals and IT systems, on a regular basis and ensuring websites are GIGW compliant.
- Conducting Information security, Software Development Life Cycle Audits and periodic code reviews to ensure security of applications in use.
- Issuing and periodic review of device hardening guidelines, patch management guidelines, anti-virus / malware guidelines, User Access Management guidelines, privilege access management guidelines, End point management guidelines, connectivity guidelines for Trading partners and external agencies, controls on mobile devices and wireless technology etc.
- Adopting a suitable IT Governance framework for implementing supporting processes such as Configuration Management, Change Management and Incident Management etc.
- Managing Cyber Crisis Management Plan and ensuring the proper adoption and following procedures specified in the plan as applicable.

7) Deputy Manager (ERP & IT – ABAP)

❖ Job Summary

The Deputy Manager (ERP & IT - ABAP) will support the development, implementation and maintenance of ERP system while ensuring robust IT functionality and integration. The role requires strong technical expertise, particularly in ERP-ABAP, for new program implementation, troubleshooting, addressing application issues in timely manner etc. The position ensures alignment of ERP operations with organizational objectives to achieve operational efficiency, data integrity and seamless process integration.

❖ Job Description

- The resource is required to act as the technical expert, ensuring quick turnaround in identifying application issues and providing timely solutions.
- Develop detailed plans and accurate estimates for completion of build, system testing and implementation of projects.
- Transform business function requirements into technical specification and then to program, followed by testing and debugging.
- Develop, code, document and execute unit tests, systems, integration and acceptance tests and testing tools for functions of high complexity.
- Debug and troubleshoot ERP-ABAP related issues to ensure seamless system performance.

8) Chief General Manager (Human Resource Development)

❖ Job Summary

The Chief General Manager (Human Resource Development) will serve as a strategic leader in steering all aspects of human resource development. This includes talent acquisition, learning & development, performance management, employee engagement, organizational development, Promotion, increment, recruitment and payroll management.

The role ensures alignment of HR initiatives with the organization's strategic goals with fostering a culture of continuous improvement and excellence.

❖ Job Description

- Develop and implement HR strategies aligned with the organization's vision, mission, and business goals.
- Collaborate with senior leadership on change management, organizational restructuring, and culture enhancement.
- Formulate workforce and succession planning strategies to ensure organizational readiness for future challenges.
- Manage End-to-end recruitment processes to attract and retain talent.
- Ensure smooth integration and on boarding of new hires.
- Design and implement strategies for Career development and talent retention.
- Drive the performance management process to ensure alignment with key business objectives.
- Facilitate Goal setting, periodic performance reviews, and Constructive developmental feedback.
- Identify Training needs and create annual learning development plans.
- Design and deliver programs to enhance employee skills and leadership capabilities.
- Oversee salary processing, payroll system, and related compliance to ensure accuracy and timeliness.
- Manage promotion and increment cycles in alignment with organizational policies.

9) Additional General Manager (Human Resource Development)

❖ Job Summary

The Additional General Manager (Human Resource Development) will be responsible for managing and implementing strategies for Training and Development of employees. Focus areas include Training Need Identification (TNI), Learning and Development Programs and Employee Skill Enhancement etc.

❖ Job Description

- Implement a systematic process for Training Needs Identification (TNI) at the individual employee level.
- Ensure equal opportunities for employees to engage in self-development through training programs.
- Develop training specifications for target groups, including resource identification.
- Create and manage the annual training budget and calendar.
- Maintenance of training database and implement an effective feedback system to ensure learning transfer.
- Identify organizational training needs and prepare annual development plans.
- Design and deliver programs to improve employee skills and leadership capabilities.
- Designing Individual Development Plan (IDP) for employees.
- Conduct of Training Effective Assessment for employees.

10) Manager – Finance (Business Development)

❖ Job Summary

The Manager – Finance will be placed in the Business Development Function and will be responsible for overseeing financial planning, budgeting, forecasting, and compliance. The role involves managing financial reporting, ensuring regulatory adherence, optimizing costs, and providing strategic financial insights to support business decision-making.

❖ Job Description

- Lead financial analysis and valuation for potential Merger and Acquisition transactions.
- Investment planning
- Conduct financial and commercial due diligence for potential investments, acquisitions, partnerships etc.
- Collaborate with legal and business teams to structure and negotiate deals.
- Evaluate and draft commercial agreements to ensure financial viability and compliance.
- Structure and negotiate joint venture (JV) agreements, defining investment structures and risk-sharing mechanisms.
- Develop and maintain financial models for forecasting, budgeting, and investment analysis.
- Perform financial appraisals to assess the feasibility of business expansion and evaluate new projects.
- Implement hedging strategies to minimize exposure to currency, interest rate, and commodity price risks.

- Monitor market trends and economic factors impacting financial stability.
- Identify key financial risks and provide strategic recommendations to stakeholders.
- Perform Data Analysis
- Prepare and analyze financial statements, budgets and forecasts.
- Provide strategic insights for cost optimization and revenue enhancement.
- Ensure compliance with accounting standards (INDAS, IFRS) and tax regulations.
- Supervise accounts payable, receivables, payroll, and tax filings.
- Coordinate with auditors for statutory and internal audits.
- Develop and implement cost control strategies.
- Assess financial risks and implement mitigation strategies.
- Monitor and manage cash flow to ensure liquidity.
- Stay updated on changes in financial and tax regulations.

11) Deputy Manager -Finance (Business Development)

The Deputy Manager – Finance will be placed in the Business Development Function and will be responsible for overseeing financial planning, budgeting, forecasting, and compliance. The role involves managing financial reporting, ensuring regulatory adherence, optimizing costs, and providing strategic financial insights to support business decision-making.

❖ Job Description

- Financial analysis and valuation for potential Merger and Acquisition transactions.
- Investment planning
- Conduct financial and commercial due diligence for potential investments, acquisitions, partnerships etc.
- Collaborate with legal and business teams to structure and negotiate deals.
- Evaluate and draft commercial agreements to ensure financial viability and compliance.
- Formulation of joint venture (JV) agreements, defining investment structures and risk-sharing mechanisms.
- Maintain financial records, budget records, conduct of investment analysis etc.
- Perform financial appraisals to assess the feasibility of business expansion and evaluate new projects.
- Implement hedging strategies to minimize exposure to currency, interest rate, and commodity price risks.
- Monitor market trends and economic factors impacting financial stability.
- Identify key financial risks and provide strategic recommendations to stakeholders.
- Perform Data Analysis
- Prepare and analyze financial statements, budgets and forecasts.
- Monitor financial performance and variances against budgets.
- Compliances of audit observations.
- Stay updated on changes in financial and tax regulations.