



Gujarat Energy Research & Management Institute (GERMI)

**GERMI would like to recruit personnel (contract based temporary appointment)
as per the below details.**

Date: 03-03-2018

| 1) Name of Position: Officer (HR) | |
|--|---|
| Number of vacancies | 01 |
| Job location | Gandhinagar |
| Qualification | MBA in HR (Full time course from AICTE approved institute) |
| Experience required | Minimum 2 years |
| Age Limit: | 35 Years |
| Knowledge & Skills required: | <ul style="list-style-type: none"> - Should have knowledge to carry out all the HR functions as per Govt. guidelines - HR related statutory compliances like – PF, ESI and Gratuity etc. - Must have knowledge of operations of Computers, Printers, Net, LAN etc. |
| CTC Amt. (Rs.) | Upto a maximum of Rs. 30,000/- per month |
| 2) Name of Position: Legal Officer (HR) | |
| Number of vacancies | 01 |
| Job location | Gandhinagar |
| Qualification | Post Graduate LLB from Gujarat University |
| Experience required | Minimum 3 years |
| Age Limit: | 35 Years |
| Knowledge & Skills required: | <ul style="list-style-type: none"> - Should have knowledge of handling legal matters - Must have knowledge of operations of Computers, Printers, Net, LAN etc. |
| CTC Amt. (Rs.) | Upto a maximum of Rs. 30,000/- per month |
| 3) Name of Position: Assistant - HR | |
| Number of vacancies | 01 |
| Job location | Gandhinagar |
| Qualification | M. Com from Gujarat University |
| Experience required | Minimum 3 years |
| Age Limit: | 30 Years |
| Knowledge & Skills required | <ul style="list-style-type: none"> - Should have knowledge of working with office procedures - Must have knowledge of operating Computers, Printers, LAN etc. - Well acquainted with MS-Office - Gujarati & English typing |
| CTC Amt. (Rs.) | Upto a maximum of Rs. 20,000/- per month |

NOTE:

1. For all above categories, Computer operation and knowledge of MS-Office with Gujarati typing (in Shruti font) and English typing is must.
2. All above-mentioned positions are purely on project basis contractual positions for one year.
3. Person who have worked in Government and also in Power sector companies, organizations should be given preference.
4. Upper age limit may be relax for candidate having relevant experience, if they are found suitable.
5. Above-mentioned maximum consolidated salary (CTC) will be offered based on the candidate's experience, qualification and job profile of the previous company / organization.

6. The CTC amount mentioned here is consolidated amount, wherein deductions will be there as per GERMI rules.
7. No hard copy is to be submitted. Application NOT confirming to the format given in the website will NOT be accepted.
8. Application sent by any other Job Portal will not be considered in any case.
9. Location for the interview will be informed to the shortlisted candidates through interview mail.
10. No TA /DA will be paid for attending the interview.
11. To apply click - [GERMI Recruitment Form](#).

(Last date for application submission – 20th March, 2018 before 6:00 pm IST)