

Deputy Consultant – HR and Operations

Name of Position:	Deputy Consultant – HR and Operations
Qualification:	Post Graduate in Management/MBA, regular full-time from a recognised university/institute
Work Experience:	Minimum 3 years (as on 31.08.2024) <i>Candidates having technical qualification shall be given preference</i>
Upper Age (Limit):	Not more than 32 years (as on 31.08.2024)
No of Positions:	One (1)

The individual on the job shall be responsible for assistance in the following activities:

- Assist in HSSC's HR, Administration and allied functional activities.
- Assist in training programs under various skill development schemes.
- Ensure smooth implementation of the apprenticeship scheme in hydrocarbon sector
- Manage apprenticeship portal.
- liaison with the all stakeholders.
- Provide support to the industry apprenticeship work group in implementation of apprenticeships.
- represent in apprenticeship forums/workshops/seminar, and provide necessary technical inputs.
- look after Learning & Development (L&D) function.
- handle and manage the apprenticeship portal activities.
- prepare and maintain MIS reports.
- Any other roles are assigned from time to time.