

Details of criteria for Education & Experience

Reference No.	SCOPE/2023/Dep-01
Name of the Post	DGM – Technical
Pay Scale (as per 7th CPC Pay Matrix)	Pay Scale (Rs.): 78,800-2,09,200 in CDA Scale
Eligibility	<p>Officials of the Govt departments / Central Public Sector Enterprises,</p> <p>(i) Holding analogous post on regular basis in the parent cadre / department in the following Pay Scale :</p> <p style="padding-left: 40px;">78,800-2,09,200 in CDA Scale</p> <p style="padding-left: 40px;">Or,</p> <p style="padding-left: 40px;">90,000-2,40,000 in IDA Scale</p> <p>(ii) Or, with minimum three years' service in one Grade lower to the CDA Scale or equivalent in IDA Scale as mentioned in (i) above.</p>
Experience	<p>Officials should have experience in project execution/ Maintenance Department with good technical knowledge on the latest technologies and technical knowhow on upkeeping building maintenance and equipments alongwith exposure in dealing with statutory authorities w.r.t. norms and compliance related to facility and building maintenance and management.</p> <p>S/he should have experience in overseeing construction projects, maintenance of office complexes and ensuring smooth running of equipments, timely preventive maintenance, fire safety, up-gradation of equipments and others installations as per statutory norms.</p> <p>Candidates with experience in handling of turnkey projects, preparation of estimates and tendering processes, and exposure to financial and budgetary aspect of technical maintenance would be given preference.</p>
Qualification	Graduate in Engineering (Civil/Electrical/Mechanical) (Full Time from UGC approved Institute).
Max. Age limit	Fifty-six years as on closing date of receipt of application

Reference No.	SCOPE/2023/Dep-02
Name of the Post	Manager – Technical Or, Senior Manager – Technical
Pay Scale (as per 7th CPC Pay Matrix)	For Manager : Pay Scale (Rs.): 56,100-1,77,500 in CDA Scale ----- For Senior Manager : Pay Scale (Rs.): 67,700-2,08,700 in CDA Scale
Eligibility	Officials of the Govt departments / Central Public Sector Enterprises, (i) Holding analogous post on regular basis in the parent cadre / department in the following Pay Scale : For Manager : 56,100-1,77,500 in CDA Scale Or, 70,000-2,00,000 in IDA Scale ----- For Senior Manager : 67,700-2,08,700 in CDA Scale Or, 80,000-2,20,000 in IDA Scale (ii) Or, with minimum three years' service in one Grade lower to the CDA Scale or equivalent in IDA Scale as mentioned in (i) above.
Experience	Officials should have experience in project execution/ Maintenance Department with good technical knowledge on the latest technologies and technical knowhow on upkeeping building maintenance and equipment S/he should have experience in construction projects, maintenance of office complexes and ensuring smooth running of equipments, timely preventive maintenance, fire safety, up-gradation works and upkeep services. Candidates with experience in preparation of estimates and tendering processes of technical maintenance would be given preference.
Qualification	Graduate in Engineering (Civil/Electrical/Mechanical) (Full Time from UGC approved Institute).
Max. Age limit	Fifty-six years as on closing date of receipt of application

Reference No.	SCOPE/2023/Dep-03
Name of the Post	Asst. Manager – Technical Or, Dy. Manager – Technical
Pay Scale (as per 7th CPC Pay Matrix)	For Asst. Manager : Pay Scale (Rs.): 44,900-1,42,400 in CDA Scale ----- For Dy. Manager : Pay Scale (Rs.): 47,600-1,51,100 in CDA Scale
Eligibility	Officials of the Govt departments / Central Public Sector Enterprises, (i) Holding analogous post on regular basis in the parent cadre / department in the following Pay Scale: For Asst. Manager : 44,900-1,42,400 in CDA Scale Or, 50,000-1,60,000 in IDA Scale ----- For Dy. Manager : 47,600-1,51,100 in CDA Scale Or, 60,000-1,80,000 in IDA Scale (ii) Or, with minimum three years' service in one Grade lower to the CDA Scale or equivalent in IDA Scale as mentioned in (i) above.
Experience	Officials should have experience in project execution/ Maintenance Department with good technical knowledge on the latest technologies and technical knowhow on upkeeping building maintenance and equipment S/he should have experience in construction projects, maintenance of office complexes and ensuring smooth running of equipments, timely preventive maintenance, fire safety, up-gradation works and upkeep services. Executing maintenance measures as per Preventive Civil Maintenance Schedule
Qualification	Graduate in Engineering (Civil) (Full Time from UGC approved Institute).
Max. Age limit	Fifty-six years as on closing date of receipt of application

Reference No.	SCOPE/2023/Dep-04
Name of the Post	DGM – Corporate Affairs
Pay Scale (as per 7th CPC Pay Matrix)	Pay Scale (Rs.): 78,800-2,09,200 in CDA Scale Or, Pay Scale (Rs.): 90,000-2,40,000 in IDA Scale
Eligibility	Officials of the Govt departments / Central Public Sector Enterprises, (i) Holding analogous post on regular basis in the parent cadre / department in the following Pay Scale : 78,800-2,09,200 in CDA Scale Or, 90,000-2,40,000 in IDA Scale (ii) Or, with minimum three years' service in one Grade lower to the CDA Scale or equivalent in IDA Scale as mentioned in (i) above.
Experience	Officials should have a strong background of leading the corporate affairs team or in a similar role with experience in developing and managing strategic relationships with key government officials and other stakeholders of the organisation at leadership level. S/he should have the experience of a position accountable for brand-building and reputation management for the organisation; identifying and prioritising emerging issues and handling in a timely fashion. Officials should have understanding of emerging economic issues and ability to prepare concept papers, briefs, articles and working points for policy advocacy on issues of National and Global importance. The candidate must be able to organise and manage national and international events. S/he should have experience in dealing with Top Management as well as Government Representatives with the exposure to interact with stakeholder organizations at global and national levels and coordinate with them in ensuring productive partnerships.
Qualification	(i) Full time Graduate preferably in Management / Economics/ Humanities (ii) Candidates with additional qualification of Post-Graduation or M.B.A. in any stream over and above the essential qualification as mentioned in (i) will be preferred
Max. Age limit	Fifty-six years as on closing date of receipt of application

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Reference No.	SCOPE/2023/Dep-05
Name of the Post	Deputy Manager - Corporate Affairs
Pay Scale (as per 7th CPC Pay Matrix)	Pay Scale (Rs.): 47,600-1,51,100 in CDA Scale
Eligibility	<p>Officials of the Govt departments / Central Public Sector Enterprises,</p> <p>(i) Holding analogous post on regular basis in the parent cadre / department in the following Pay Scale :</p> <p style="text-align: center;">47,600-1,51,100 in CDA Scale</p> <p style="text-align: center;">Or,</p> <p style="text-align: center;">60,000-1,80,000 in IDA Scale</p> <p>(ii) Or, with minimum three years' service in one Grade lower to the CDA Scale or equivalent in IDA Scale as mentioned in (i) above.</p>
Experience	<p>Officials should have proven background in delivering results with a high level of expertise while working directly with Top Management and providing assistance on policy, strategies, organisational and regulatory matters.</p> <p>Officials should ability to prepare concept papers, briefs, articles and working points and ensuring that they are aligned to objectives of the Organisation. The candidate must be able to design, organise and execution of conferences, summits and other events.</p> <p>S/he should have experience in dealing with Top Management as well as Government Representatives with the exposure to interact with stakeholder organizations at global and national levels and coordinate with them in ensuring productive partnerships.</p>
Qualification	<p>(i) Full time Graduate preferably in Management / Economics/ Humanities</p> <p>(ii) Candidates with additional qualification of Post-Graduation or M.B.A. in any stream over and above the essential qualification as mentioned in (i) will be preferred</p>
Max. Age limit	Fifty-six years as on closing date of receipt of application

Reference No.	SCOPE/2023/Dep-06
Name of the Post	Asst. Manager - Corporate Communications
Pay Scale (as per 7th CPC Pay Matrix)	Pay Scale (Rs.): 44,900-1,42,400 in CDA Scale
Eligibility	<p>Officials of the Govt departments / Central Public Sector Enterprises,</p> <p>(i) Holding analogous post on regular basis in the parent cadre / department in the following Pay Scale :</p> <p style="padding-left: 40px;">44,900-1,42,400 in CDA Scale</p> <p style="padding-left: 40px;">Or,</p> <p style="padding-left: 40px;">50,000-1,60,000 in IDA Scale</p> <p>(ii) Or, with minimum three years' service in one Grade lower to the CDA Scale or equivalent in IDA Scale as mentioned in (i) above.</p>
Experience	<p>Officials should have proven background in delivering results with a high level of expertise in corporate communications.</p> <p>S/he should have experience in overseeing communications to the media, including developing content for press as well as online / social media; preparing articles, write-ups, policy papers, presentation, talking points, press kits & press releases and experience in publication of magazine(s).</p>
Qualification	<p>(i) Full time Graduate preferably in Mass Communication / Marketing / English Literature / Humanities</p> <p>(ii) Candidates with additional qualification of Post-Graduation or M.B.A. in any stream over and above the essential qualification as mentioned in (i) will be preferred</p>
Max. Age limit	Fifty-six years as on closing date of receipt of application

Reference No.	SCOPE/2023/Dep-07
Name of the Post	Senior Manager - Legal
Pay Scale (as per 7th CPC Pay Matrix)	Pay Scale (Rs.): 67,700-2,08,700 in CDA Scale
Eligibility	<p>Officials of the Govt departments / Central Public Sector Enterprises,</p> <p>(i) Holding analogous post on regular basis in the parent cadre / department in the following Pay Scale :</p> <p style="text-align: center;">67,700-2,08,700 in CDA Scale</p> <p style="text-align: center;">Or,</p> <p style="text-align: center;">80,000-2,20,000 in IDA Scale</p> <p>(ii) Or, with minimum three years' service in one Grade lower to the CDA Scale or equivalent in IDA Scale as mentioned in (i) above.</p>
Experience	<p>Officials should have the background in a legal expert role with experience in handling legal-arbitration matters, Contract labour, PF, ESIC issues along with exposures of dealing with Civil matters.</p> <p>S/he should have required experience and expertise to negotiate, structure, draft and review business contracts, agreements, letter of intents and list down obligations, guide on consequences of breach of any provision protecting the interest of organisation.</p> <p>S/he should be able to prepare and deliver updates on legal developments and requirements to stakeholders and provide advice on applicable laws and regulations governing the commercial activities.</p> <p>Officials with exposure in administering, overseeing and conducting arbitration and conciliation proceedings will be given preference.</p>
Qualification	LLM/LLB (Full Time from UGC approved Institute).
Max. Age limit	Fifty-six years as on closing date of receipt of application

Reference No.	SCOPE/2023/Dep-08
Name of the Post	Manager- Hospitality Management Or Sr. Manager - Hospitality Management
Pay Scale (as per 7th CPC Pay Matrix)	For Manager : Pay Scale (Rs.): 56,100-1,77,500 in CDA Scale ----- For Senior Manager : Pay Scale (Rs.): 67,700-2,08,700 in CDA Scale
Eligibility	Officials of the Govt departments / Central Public Sector Enterprises, (i) Holding analogous post on regular basis in the parent cadre / department in the following Pay Scale : For Manager : 56,100-1,77,500 in CDA Scale Or, 70,000-2,00,000 in IDA Scale ----- For Senior Manager : 67,700-2,08,700 in CDA Scale Or, 80,000-2,20,000 in IDA Scale (ii) Or, with minimum three years' service in one Grade lower to the CDA Scale or equivalent in IDA Scale as mentioned in (i) above.
Experience	Officials should have experience in managing guest house(s), clubs, hotels, restaurants or similar establishments efficiently with effective Administration and smooth Inventory Management. S/he should have experience in supervising the operations of club, guest houses, hotels, restaurants, cafeteria etc., management of house-staff through extensive supervisory skills and coordinating events and functions while maintaining quality standard and ensuring excellent services. Candidates with strong exposure in motivating & managing teams and delivering superior experience to stakeholders by resolving queries & complaints, and exposure to compliance, financial and budgetary aspect of facility management will be given preference.
Qualification	Full time Graduate preferably in Hotel and Hospitality Management or equivalent from recognised University.
Max. Age limit	Fifty-six years as on closing date of receipt of application