

Reference No. : SCOPE/2024/Recvt-01

Post: G.M./A.G.M./D.G.M. – Technical

Nature of Job	Regular on SCOPE Payroll with a probation period of 1 year.
Employment Terms & Remuneration	The SCOPE rules of employment and remuneration shall apply. (CDA Pattern Payscale) Pay Scale (Rs.): 1,31,100-2,16,600 (for GM) Pay Scale (Rs.): 1,23,100-2,15,900 (for AGM) Pay Scale (Rs.): 78,800- 2,09,200 (for DGM)
Position	The position offered can be at grades higher or lower on the basis of candidate experience and qualifications.
Qualification	Graduate in Engineering (Civil/Electrical/Mechanical) (Full Time from UGC approved Institute).
Experience	Candidates should have experience of 20+ years for GM, 18+ years for AGM & 15+ years for DGM in Maintenance Department.

Job Context

The incumbent will work in Technical Department and will be responsible for overseeing maintenance of SCOPE office complexes and ensuring smooth running of equipments, timely preventive maintenance, fire safety, up-gradation of equipments and others installations as per statutory norms.

Person with good technical expertise updated on latest technologies & technical knowhow on up keeping building maintenance and equipments, green building concept and energy conservation, handling of turnkey projects and knowledge of statutory regulations and guidelines would be preferred.

Job Description:

- Overseeing execution of 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.

- Handling turnkey projects, preparation of estimates and tendering process and managing financial and budgetary aspect of technical maintenance.
- Preparation of Annual Budget for upkeep/ maintenance of buildings, installations, equipments and service facilities in office complexes.
- Oversee Electrical, Mechanical, Civil work and Heating, Ventilation, Air Conditioning (HVAC) facilities/installations and undertaking upgradation works.
- Co-ordination for issue of tenders & related activities for engagement of service providers and procurement of materials.
- Liaison with Govt. and Statutory Bodies, like DDA, Delhi Jal Board, Fire & Safety Department, BSES etc. for compliance of statutory obligations/requirements.
- Standardization and efficient management of spares and inventories for smooth maintenance & services.
- Maintaining data base for annual maintenance contracts and regular updation.
- Perform regular fire safety inspections of all facilities to meet necessary safety codes & regulations, respond to fire emergencies & arson crimes, investigate and take appropriate responsive actions.
- Organising programmes for education & training of all technical staff on fire safety code and preventive measures. Co-ordinating with statutory bodies for organizing safety mock drills for all occupants of the office complexes.
- Co-ordinating with constituents and organizing review meetings with Maintenance Management Committee on services and facilities, revenue/fees collections.
- Organising building inspections with support from domain experts, statutory authorities for identification of failures, shortfalls, violations and preparation of mitigation plans and its timely resolution.
- Management of Convention Centre - proper maintenance & upkeep, regular inspection/upgradation of electronic equipments for smooth & efficient functioning, bookings etc.

Reference No. : SCOPE/2024/Rectt-02

Post: Dy. Manager / Asst. Manager – Corporate Affairs

Nature of Job	Regular on SCOPE Payroll with a probation period of 1 year.
Employment Terms & Remuneration	The SCOPE rules of employment and remuneration shall apply. (CDA Pattern Payscale) Pay Scale (Rs.): 47,600-1,51,100 (for Dy. Manager) Pay Scale (Rs.): 44,900-1,42,400 (for Asst. Manager)
Position	The position offered can be at grades higher or lower on the basis of candidate experience and qualifications.
Qualification	Full time Graduate preferably in Management / Economics / Humanities. Candidates with additional qualification of Post-Graduation or M.B.A. in any stream over and above the essential qualification as mentioned above will be preferred.
Experience	Candidates should have experience of 6+ years for Dy. Manager & 4+ years for Asst. Manager in Corporate Affairs or similar role.

Job Context

In close conjunction with senior executives and other associates of the organization, incumbent will be the part of teams to define and deliver the corporate affairs strategies for SCOPE. S/he will be accountable for corporate affairs, positioning SCOPE as a thought leader and will liaison with member organizations.

Selected person shall be working directly with Top Management and providing assistance on policy, strategies, organisational and regulatory matters. S/he will be providing support to senior executives by preparing concept-papers, briefs, articles and working-points and ensuring productive partnerships with key stakeholders, PSEs, Govt. as well as media.

Job Description:

- To provide assistance to the top management on policy, strategies, organisational and regulatory matters.
- To support organization in the matters of Corporate Affairs by receiving letters/communications from members on various challenges and undertake to resolve the same.
- Preparation of Concept Papers, Briefs, Articles, Speeches, Working Points of Top Management & ensuring that they are aligned with the SCOPE's strategic objectives.
- Strengthen membership at SCOPE by on-boarding new members and retaining existing members.
- To coordinate and network for better stakeholder engagement, to develop and maintain trusted partnerships.
- To provide support in designing, organizing and execution of programs, conferences and summits.
- Promote programs of SCOPE to the industry ensure maximum participation and evaluate the effectiveness of such programs.
- Support on administrative issues.
- Interaction with organizations at the regional level and coordinate in planning and conducting regional meetings.
- Ability to deal with Top Management as well as Senior Government Representatives.
- A proven background in delivering results with a high level of expertise in corporate affairs, along with a strong level of socio-economic and political awareness.
- Should have hands on independent working on computer.

Reference No. : SCOPE/2024/Rectt-03

Post : Senior Manager / Manager – Hospitality Management

Nature of Job	Regular on SCOPE Payroll with a probation period of 1 year.
Employment Terms & Remuneration	The SCOPE rules of employment and remuneration shall apply. (CDA Pattern Payscale) Pay Scale (Rs.): 67,700-2,08,700 (for Sr. Manager) Pay Scale (Rs.): 56,100-1,77,500 (for Manager)
Position	The position offered can be at grades higher or lower on the basis of candidate experience and qualifications.
Qualification	Full time Graduate preferably in Hotel and Hospitality Management or equivalent from recognised University.
Experience	Candidates should have experience of 10+ years for Sr. Manager & 8+ years for Manager in Hospitality Management or similar role.

Job Context

The incumbent would be in-charge for managing a Club facility with the overall responsibility of administration of the establishment, hospitality management, inventory control etc.

S/He shall be responsible for supervising the operations of Club, management of house-staff through extensive supervisory skills and coordinating events and functions while maintaining quality standard and ensuring excellent services.

Job Description:

- Prepare and supervise the execution plan for establishment and continuous development of the Club facility.
- Management of the Club Facility with effective administration and smooth inventory management.
- Supervision of operations of the Club, management of house-staff and co-ordinating

events and functions while maintaining quality standards and ensuring excellent services.

- Motivating and managing teams and delivering superior experience to stake-holders by resolving queries and complaints.
- Management of financial aspect of the facility including managing budget, expenditure, inventory etc.
- Develop and communicate standard operating procedures for customer-service considering adherence to relevant legal, health and safety regulations and guidelines.
- Keep and update relevant documents and records and provide updated reports of operation to the Senior Management.
- Communication and relationship-building with strong inter-personal skills and problem-solving aptitude.
- Identify opportunities for continuous improvement of processes and practices, taking into account the best practices of Facility Management in order to facilitate cost optimization and productivity improvement.
- Knowledge of procurement, tendering and contracting processes and requirements.

Reference No. : SCOPE/2024/Rectt-04

Post: Asst. Manager/Officer – IT Support & Services

Nature of Job	Regular on SCOPE Payroll with a probation period of 1 year.
Employment Terms & Remuneration	The SCOPE rules of employment and remuneration shall apply. (CDA Pattern Payscale) Pay Scale (Rs.): 44,900- 1,42,400(Asst. Manager) Pay Scale (Rs.): 35,400-1,12,400 (for Officer)
Position	The position offered can be at grades higher or lower on the basis of candidate experience and qualifications.
Qualification	Graduate in Engineering/Technology (computer Science/IT) or MCA/MSc. (IT) (Full Time from UGC approved Institute)
Experience	Candidates should have experience of 4+ years for Asst. Manager & 2+ years for Officer in IT Support or similar role.

Job Context

Incumbent shall be responsible for setting up, managing and maintaining organisation's IT infrastructure, which includes tasks such as managing on-premises storage systems, troubleshooting system-associated issues and recommending infrastructure upgrades. S/he will enable seamless user experience to employees and other stakeholders by developing and maintaining specific platforms of communications, computing, storage, networking, physical infrastructure, software and open source packages and solutions. The role would also include designing, implementing and administering infrastructure technologies, solutions and services as per organisation's need.

Job Description:

- Maintaining and expanding the organization's IT infrastructure
- Capacity planning, licensing management and adherence to regulations and processes to maintain security standards.
- Administering Security Updates / patches on employees' / organisation's Hardware resources

- Managing infrastructure projects, ensuring effective communication with internal stakeholders for change management purposes.
- Handle troubleshooting, management, and maintenance of system performance, continuously monitoring capacity versus utilization across hardware, system throughput, and licensing. Provide timely recommendations to mitigate performance degradation or oversubscription.
- Administer standards, policies, and procedures aligned with corporate and business objectives to enhance system availability, reliability, recoverability, and manageability.
- Manage and maintain equipments of audio, video and conferencing facilities of the organisation
- Ensure video live-streaming of events and programs organised in the organisation
- Exposure to agile methodologies and strong understanding of Project Management processes.
- Vendor / contract management of IT partners through SLAs, KPIs.
- Good verbal and written communication skills to connect with stake-holders at varying levels of the organization
- Ability to operate independently and make decisions with little direct supervision
- Ensure the reliability of servers, networks, and cloud environments.
- Proficiency in troubleshooting - Resolve hardware, software, and network issues swiftly.
- Assist in deploying and upgrading IT systems and implementation of new software / ERP system
- Work with teams to support seamless business operations.
- Enforce security measures to protect our IT infrastructure.
- Proficiency in Windows/Linux, virtualization, networking, and cloud services.
- Strong problem-solving skills and relevant certifications are a plus.

Reference No. : SCOPE/2024/Rectt-05

Post: Officer /Sr. Assistant/Assistant

Nature of Job	Regular on SCOPE Payroll with a probation period of 1 year.
Employment Terms & Remuneration	The SCOPE rules of employment and remuneration shall apply. (CDA Pattern Payscale) Pay Scale (Rs.): 35,400-1,12,400 (for Officer) Pay Scale (Rs.): 29,200-92,300 (for Sr. Assistant) Pay Scale (Rs.): 25,500-81,100 (for Assistant.)
Position	The position offered can be at grades higher or lower on the basis of candidate experience and qualifications.
Qualification	Bachelor's Degree from recognised University / Institute. Candidates with additional qualification of Post-Graduation or M.B.A. in any stream over and above the essential qualification as mentioned above will be preferred.
Experience	Candidates should have experience of 3+ years for Officer, 2+ years for Sr. Asst. & 1+ years for Asst. in similar role.

Job Context

While SCOPE engages in endeavours focused in majorly four areas including – Policy & Representation, Capacity Building & Skill Development, Programs, Workshops & Webinars and Brand Building, it has also been engaged in various new initiatives in varying areas of strategic importance, enabling its member enterprise to improve their overall performance.

The incumbent will be part of any of the SCOPE team working in these areas as mentioned above and will ensure smooth functioning of the team and provide essential support in its endeavours. S/he will be expected to work across boundaries and establish interfaces to other parts of the organisation.

Selected person shall be working with senior executives of the Teams and providing support in preparing notes, drafting emails, maintaining records and provide assistance in designing, organizing and execution of various programs, conferences, etc.

Job Description:

- To provide support in carrying out the functions of the team / office diligently and in a timely manner as required.
- To process communications – emails, letters, representation, applications, papers, etc.
- To help in arranging meetings, managing senior visitors, events and related protocols.
- To be accountable for all the assets, papers, files and other materials that the Department / office comes across in the course of the daily work.
- Indexing, recording, drafting & preparation of statements/ reports, submission of drafts etc.
- Receiving, registration and retrieving of letters / files / papers as and when required, maintenance of Section Diary, File Register, File Movement Register
- Compilation of data, drafting of various reports and submission of the same, as and when required
- Liaise with other functions / departments for smooth workflow processes
- To undertake any other similar duties pertaining to the office that the Officer-In Charge may assign from time to time.
- Should be able to compose grammatically correct and simple to comprehend documents (letter, emails, reports, etc.) in English.
- Should be conversant with all application software in the MS Office package – MS Word, MS Excel, and MS Power Point, MS Access and able to use these application software in an efficient and effective manner with speed and accuracy.