

F.No. NIFTEM/108/09  
National Institute of Food Technology  
Entrepreneurship & Management  
3<sup>rd</sup> Floor, AMDA Building, 7/6, Siri Institutional Area  
August Kranti Marg, New Delhi – 110049

Date: 20.11.09

**Sub: Positions required for Short Term Contract Appointments in NIFTEM**

The Ministry of Food Processing Industries, Government of India is setting up the National Institute of Food Technology, Entrepreneurship & Management (NIFTEM) in Kundli, Haryana. NIFTEM has been designed to be a prime institution in the country in the area of the food technology, entrepreneurship and management. It would offer courses; training and R&D programs of global standards. NIFTEM would also focus on providing comprehensive information to stakeholders in the food sector and provide investment service to enable entrepreneurship to develop competitive business in the food sector.

NIFTEM desires to hire, purely on contract basis, retired senior managers from prominent public sector undertakings to work as DGM (HR), DGM (Finance & Accounts) and DGM (Facility Planning) for a period of one year or till such time the regular staff is recruited, whichever is earlier.

The details of remunerations, job description, qualification and experience for each position is given below.

Applications are invited from retired/serving faculties possessing requisite qualifications and experience for consideration. Applications/ curriculum vitae should reach to Sh. Sudhir Kumar, OSD, NIFTEM, 3<sup>rd</sup> Floor, AMDA Building, 7/6, Siri Institutional Area, August Kranti Marg, New Delhi – 110049 within 10 days, of the publication of advertisement in Newspapers.

1. **Name of the Post** : DGM (HR and Secretarial)
2. **Number of Posts** : 1
3. **Remuneration** : Rs. 35000/- lump sum
4. **Job Description** : The incumbent will help the management develop and implement both the annual hiring plan and recruiting strategies that support institute's excellence, develop on campus HR activities planning e.g. recruitment, posting, training, Employee relations including personnel relations, benefits etc. The incumbent will also be responsible for observing all provisions of the Companies Act, 1956.
5. **Qualification & Experience:** The candidate must hold preferably MBA in HR with experience in managing selection and recruitment from junior to senior level across various technologies and functions.  
  
Should have involved in recruiting of staff and contractual employees, project staffing and deployment.
6. **Source** : Persons retired from Public Sector Undertakings of  
  
Central/ state.