



DBV CAREER INSIGHTS

WEEKLY JOB BULLETIN

ISSUE 45

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GOVT. JOB ALERT !



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GOAL





DBV CAREER INSIGHTS

WEEKLY EDUCATIONAL & JOB BULLETIN

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Indian Institute of Management (IIM) Amritsar

Recruitment for the Post of Chief Administrative Officer (CAO) on Contract Basis

Position:

- **Name of the Post:** Chief Administrative Officer (CAO)
- **Type:** Contract Basis

Essential Education Criteria:

- A.** Post Graduate Degree in any discipline from a recognized University/Institute
OR Chartered Accountant / Cost Accountant / Company Secretary with good academic records

OR

- B.** Graduate Degree in any discipline from a recognized University/Institute

Essential Experience Criteria:

For Post Graduates / Chartered Accountants / Cost Accountants / Company Secretaries:

- Minimum 20 years of administrative experience in a senior position
- Preferably in:
 - Educational Institutions of Higher Learning
 - Government Organizations
 - Defence
 - Public Sector Undertakings
 - Autonomous Bodies
 - Commercial organizations of repute
- **Out of the total 20 years, at least 05 years should be in pay level – 13 and above**

For Graduates:

- Minimum 25 years of administrative experience in a senior position
- Preferably in:

- Educational Institutions of Higher Learning
- Government Organizations
- Defence, Public Sector Undertakings
- Autonomous Bodies
- Commercial organizations of repute

Out of the total 25 years, at least 05 years should be in pay level – 13 and above (OR) 08 years of experience in pay level – 12 and above

Eligibility for Retired Officials:

- Retired/Voluntarily retired officers from Central/State Government
- Must have held **minimum pay level-14 of 7th CPC or equivalent** in Defence/Public Sector Undertakings/Autonomous Bodies
- Must be **below 62 years of age** and in sound health, Should fulfill the **essential qualification and experience criteria**, Willing to work on contract basis on **consolidated emoluments as per DOPT guidelines**

Application Details:

- **Apply online at:** <https://iimamritsar.ac.in/quicklinks/careers>

Union Public Service Commission (UPSC)

Vacancy Circular

Post Details:

- **Name of the Post:** Chief Estate Manager and Meeting Officer
- **Service:** General Central Service
- **Group:** 'A'
- **Classification:** Gazetted, non-ministerial
- **Pay Level:** Level 11 of Pay Matrix (₹67,700 – ₹2,08,700)
- **Mode of Recruitment:** Deputation (ISTC) basis

- **Office:** Union Public Service Commission (UPSC)
- **Number of Vacancies:** One (01)

Additional Information:

- Detailed information regarding:
 - General Conditions
 - Eligibility Criteria
 - Age Limit
 - Proforma of application form
 - And other relevant details
 - **Available at:** <https://www.upsc.gov.in/vacancy-circulars>
-

National Institute of Design, Madhya Pradesh

(An autonomous Institute of National Importance under DPIIT, Ministry of Commerce & Industry, Govt. of India)

RECRUITMENT FOR VARIOUS ADMINISTRATIVE POSTS

National Institute of Design, Madhya Pradesh (NID MP) invites **offline applications** from eligible candidates for filling up various **administrative posts** on **Deputation/Contract basis**.

For **detailed information** regarding:

- Offline application process
- Educational qualifications
- Experience, etc.

Please visit the Institute website: <https://nidmp.ac.in>

Last date for submission of offline applications: 15.05.2025

ICAR – National Research Centre on Mithun, Nagaland

Walk-In Interview

walk-in interview is scheduled to be held on **29.04.2025 (from 10:00 AM onwards)** at **ICAR-NRC on Mithun**, Medziphema, Nagaland, for engaging the following positions **purely on contractual basis for one year and further extendable for two more years.**

S. No.	Name of the Position	Consolidated Pay (monthly)	Essential Qualification	Desirable	Age
1	Young Professional-II under AR&G section	Rs. 42,000/-	<ul style="list-style-type: none"> • Postgraduate degree (M.V.Sc.) in Animal Reproduction and Gynecology/Animal or Veterinary Physiology/ Livestock Production Management/ Veterinary Surgery/Veterinary Medicine or M. Sc in Biotechnology. 	<ul style="list-style-type: none"> • Experience in handling large animals and farm management. • Experience in the use of gynecological or surgical equipment. • Experience in handling scientific equipment and carrying out scientific procedures in the laboratory. 	
2	Young Professional-I PME cell	Rs. 30,000/-	<ul style="list-style-type: none"> • Graduate in Agricultural/Veterinary Sciences or 3/4 years degree in Agricultural Sciences (including all Agriculture and allied sciences) OR • Graduate with at least 60% marks in Computer Application/Information Technology/Computer Science/Artificial Intelligence/Operating System/Software Engineering/ Computer Graphics. 	<ul style="list-style-type: none"> • Post Graduate in Agricultural/Veterinary Sciences. • Efficiency in computer operation and research data management. • Day-to-day routine file management. • Knowledge of e-office of ICAR/central government system. • Proficiency in making reports, PowerPoint presentations, and Excel sheets. 	21–45 yrs. (relaxation as per rule)

Official Website for Further Details:

👉 www.nrcmithun.icar.gov.in

Additional Notes:

- The recruitment is **contractual** in nature.
- The initial contract is for **one year**, extendable based on performance and requirement.
- Candidates should bring original certificates, bio-data, and other relevant documents for verification on the day of the interview.

Central Electronics Limited (CEL)

(A Mini Ratna CPSE under Ministry of Science & Technology, Govt. of India)

Under Department of Scientific & Industrial Research

Location: 4, Industrial Area, Sahibabad, Ghaziabad – 201010 (UP), India

Tel: 0120-2895143

Email: celrecruitment@celindia.co.in

Website: www.celindia.co.in

New Position Added (Contractual)

S. No.	Post	No. of Posts	Qualification	Experience
1	Assistant Technical Manager (SSG) on Contract (Grade – E2)	01 (UR)	BE/B.Tech in: Electrical / Electronics / Electronics & Communication / Electronics & Electrical / Computer Science or allied/specialized branches of these core areas. Minimum 55% marks from a recognized institute/university.	Minimum 6 years

Pay Scale & Compensation

Grade/Post	Pay Scale/Total Emolument	Approx CTC for Contractual Post	Age Limit (as on 28.02.2025)
E-2 / Assistant Technical Manager (SSG) on Contract	₹50,000 – 3% – ₹1,60,000	₹12.69 Lakhs per annum	35 years

Important Notes

- **Last Date to Apply: 02.05.2025** (for Advertisement No. 116/Pers/1/2025 with Corrigendum-1)
- Other **terms and conditions remain unchanged** as per the original advertisement.
- Any future **updates or modifications** will be posted on the company's website.

Office of the Principal Chief Commissioner of Income Tax, Odisha
(Government of India)

VACANCY CIRCULAR

Applications are invited from eligible officers/officials holding the post of **Stenographer** under the Central Government for filling up the following post **on deputation basis**:

Post Details

Sl. No.	Name of the Post	Pay Matrix	Number of Posts
1	Stenographer Grade-I , General Central Service, Group-B (Non-Gazetted)	Level-6 as per 7th CPC in the revised pay matrix of Rs. 35400–112400	57*

Additional Information

1. Eligibility & Terms:

Terms & conditions for deputation, eligibility criteria, and application format are available on the **official website** of the Department:

👉 www.incometaxindia.gov.in

2. Application Procedure:

- Submit **application in duplicate** in the **prescribed proforma**
- Include **complete details and supporting documents**
- Send through **proper channel** to:
**Office of the Principal Chief Commissioner of Income Tax, Odisha Region,
Aayakar Bhawan, Rajaswa Vihar, Bhubaneswar – 751007**

3. Deadline:

- Applications must reach **within 60 days** from the date of publication of the advertisement in **Employment News**.

Department & Ministry of Science & Technology
(Government of India)

Extension for Last Date of Submission

01 No. post of Director (Administration & Finance) on deputation basis in Survey of India in the Scale of Pay – Level 13 of Pay Matrix (pre-revised pay scale of Rs. 37,400–67,000 + Grade Pay of Rs. 8700) for a period not exceeding 5 (Five) years.

Revised Last Date for Submission

The last date of submission of applications is now **extended till 15 May 2025 by 5:30 PM**.

Note: All other terms and conditions mentioned in the original advertisement will remain unchanged.

THDC INDIA LIMITED

(Schedule "A" Mini Ratna Government PSU)

RECRUITMENT OF GENERAL MANAGER IN E-8 GRADE ON REGULAR BASIS

Vacancy Details

Name of the Post & No. of Post	Eligibility Criteria	Post Qualification Experience	Upper Age Limit
General Manager in E-8 Grade (North East Hydro Projects) (01 UR)	Full-time BE/B.Tech in: Electrical / Mechanical / Civil / Electrical & Electronics / Instrumentation & Control / Electronics & Instrumentation from a recognized university/institute in India.	Minimum 23 years post-qualification executive/Officer cadre experience, including 1 year in immediate lower grade/scale (CDA/IDA). IDA Pay Scale: ₹1,20,000–3%–₹2,80,000 or equivalent (private sector) with minimum ₹36 lakhs CTC annually. Private sector applicants must submit Form 16 / ITR of FY 23-24 .	55 years

Pay Details

- **Grade:** E-8
- **Scale of Pay:** ₹1,20,000 – 3% – ₹2,80,000

Compensation Package Includes:

- Basic Pay, DA, Perquisites & Allowances (35% of basic pay), Performance Related Pay
- Company Leased Accommodation/Quarters or HRA
- Medical reimbursement, communication/mobile, transport & laptop charges
- Short/long term loans, medical insurance, pension, gratuity, PF, etc.

Selection Process

1. Shortlisting **category-wise** for **Personal Interview**.
2. Final selection based on **marks in the Interview**.
👉 For detailed advertisement, visit THDCIL website

Health Standards

- Candidates must be in **sound health**.
- Pre-appointment **medical examination** by CMO or authorized government hospital is required.
- Visit "Medical Examination Rules" in the **Career Section** of www.thdc.co.in

How to Apply

- **Application Window:** 04.04.2025 to 30.04.2025
- **Apply Online Only** at www.thdc.co.in
- **Registration Fee:** ₹600 (online only)
(SC/ST/PwBDs/Ex-SM/Departmental candidates of THDCIL: **Exempted**)

General Instructions

1. Ensure eligibility before applying.
2. Qualifications must be from AICTE-approved/recognized institutions.
3. Age computation: as on **05.02.2025**
4. Government/PSU candidates must produce **NOC** at the interview.
5. Reservation applicants must submit latest format **caste/category certificates**.

Important Dates

- **Start of Online Application:** 04.04.2025
- **Last Date to Apply:** 30.04.2025

Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

Website: www.balmerlawrie.com

Balmer Lawrie invites applications from professionals for the following posts:

Sl. No.	Position	Grade	SBU / Function / Vertical	No. of Posts	Minimum Qualification (only UGC / AICTE / Govt. of India / State Govt. approved Institutes / Universities)	Max Age (Years)*	Minimum Experience (Years)*
1	Senior Manager [Brand]	E4	Greases & Lubricants	1	2 years MBA or Post Graduate Degree / Diploma in Management or Post Graduate Degree with Specialisation in Media Science / Mass Communication / Multimedia / Digital Marketing / Media Studies or Full Time Engineering Graduate (any specialisation)	40	11
2	Senior Manager (Accounts & Finance)	E4	—	1	CA/ICWA	40	11
3	Deputy Manager [Marketing] – 3PL	E2	Logistics Services	1	Full time Engineering Graduate (any specialisation) or 2 years MBA or Post-Graduate Degree / Diploma in Management	32	5

Sl. No.	Position	Grade	SBU / Function / Vertical	No. of Posts	Minimum Qualification (only UGC / AICTE / Govt. of India / State Govt. approved Institutes / Universities)	Max Age (Years)*	Minimum Experience (Years)*
4	Assistant Manager [Rail Operations]	E1	Logistics Services	1	A - Full time Engineering Graduate (any specialisation) or 2 years' MBA or Post Graduate Degree / Diploma in Management OR B - Graduate (Non-Engg)	A - 27 Years B - 30 Years	A - 1 Year B - 4 Years
5	Assistant Manager [Collections]	E1	Travel	1	Full time Engineering Graduate (any specialisation) or 2 years' MBA or Post Graduate Degree / Diploma in Management OR Graduate in Non-Engineering	A - 27 Years B - 30 Years	A - 1 Year B - 4 Years
6	Officer (Custom Operations)	FTO-2	Logistic Services	1	Full time Graduate (any discipline) and must be a H Card or G Card Holder	30	2
7	Deputy Manager [Quality Control]	FTE-2	Chemicals	1	A. B. Pharma / B. Sc. (Chemistry, Analytical Chemistry, Bio Chemistry) OR B – M.Sc. (Pharma, Chemistry, Analytical Chemistry, Bio Chemistry)	35	A - 7 Years B - 4 Years
8	Deputy Manager [Key Accounts Management]	FTE-2	–	1	MTM or Equivalent / MBA / Graduate Engineer or Bachelor's Degree (10+2+3)	MTM / Equivalent / MBA - 35 Years;	MTM / Equivalent / MBA - 5 Years;

Sl. No.	Position	Grade	SBU / Function / Vertical	No. of Posts	Minimum Qualification (only UGC / AICTE / Govt. of India / State Govt. approved Institutes / Universities)	Max Age (Years)*	Minimum Experience (Years)*
						Graduate - 32 Years	Graduate - 7 Years
9	Officer [Collections]	FTO-2	Travel	2	Full time Graduate (any discipline)	30	1
10	Junior Officer [Travel]	FTO-1 / FTO-2	–	2	Full time Graduate (any discipline)	FTO-1: Freshers may apply, FTO-2: 2 years	

* The cut-off date for minimum experience and maximum age is 18.04.2025.

Minimum Experience: Only post-qualification experience relevant to the role will be considered.

PG Diploma in Management: Must be AICTE-approved and recognized as equivalent to a PG degree for the completion year.

ODL Programs: UGC-recognized Open and Distance Learning degrees/diplomas are accepted if treated equivalent to regular mode by UGC/Central Govt.

- **Note:** For technical qualifications like BE/B.Tech, Management, or IT, AICTE recognition is mandatory.
- Degrees from IGNOU in Engineering are not accepted if enrolled after 2011-12.
- The company will decide the equivalency of qualifications.

PwBD Candidates: Eligible to apply for all positions.

Reservation: Applicable for SC/ST/OBC (Non-Creamy Layer), PwBD, and EWS as per Govt. of India rules.

Age Relaxation:

- SC/ST: 5 years
- OBC (NCL): 3 years
- PwBD: 10 years (plus SC/ST: 15 years, OBC: 13 years)
- Ex-Servicemen: Relaxation by length of service + 3 years

For details & to apply, log-on to Careers at <https://www.balmerlawrie.com/careers/current-openings>

Last Date for Submission of Online Applications: 18.04.2025

SAINIK SCHOOL GOALPARA (ASSAM)

Website: www.sainikschoolgoalpara.org

Academic, Administrative & Coaches Vacancies (Contractual)

For the Academic Session 2025–26:

• **Academic & Administrative Staff**

S. No.	Post	Vacancy	Reserved Category
1	TGT (Social Science)	01 (Contractual)	OBC
2	Band Master	01 (Contractual)	UR
3	Horse Riding Instructor	01 (Contractual)	UR
4	PTI cum Matron	01 (Contractual)	UR
5	Matron	01 (Contractual)	UR
6	Ward Boy	03 (Contractual)	SC-01, OBC-01, UR-01

Coaches

S. No.	Post	Vacancy
7	Volleyball Coach	01 (Female)
8	Swimming Coach cum Life Guard	01 (Female)
9	Boxing Coach	01
10	Hockey Coach	01

Walk-in Interview for Coaches (S. No. 7 to 10): Date: 21 May 2025

Note:

- **Posts from S. No. 1 to 6** will be selected through **Written Test, Class Demo/Skill Test**. Separate call letters will be issued to candidates who meet the qualifications.
- **Posts from S. No. 7 to 10** will be selected through **Walk-in-Interview on 21 May 2025**.

Stock Holding Corporation of India Limited

RECRUITMENT NOTICE

Inviting Applications of Experienced Professionals

Stock Holding invites applications from experienced professionals for the following positions:

Sr. No.	Title of the Position	No. of Positions
1	Asstt. Manager / Deputy Manager (Cyber Laws - Legal)	1
2	Deputy Manager / Manager (Company Secretary)	1
3	Manager (Taxation - Finance)	1
4	Manager (Administration)	1

Sr. No.	Title of the Position	No. of Positions
5	Manager / Senior Manager & Divisional Manager (Central Procurement & Contract Management)	2
6	Manager (Risk Management)	1
7	Asstt. Manager / Deputy Manager (Human Wealth Development)	2
8	Manager / Senior Manager (Training Department)	1

Important Information:

- **Eligibility criteria** (qualifications, experience, etc.) and application links are available on the official website:
👉 <https://corporate.stockholding.com/careers/>
- **Corrigendum/Addendum**, if any, will be uploaded only on the above website.
- **Last date for submission of application: 21st April 2025**

Brahmaputra Board (Dept. of Water Resources, RD & GR- Basistha, Guwahati)

Vacancy Notification

Applications are invited for the following posts on **deputation basis** in Brahmaputra Board, Guwahati-29 — a statutory body established under an Act of Parliament:

S. No.	Name of Post	No. of Posts	Pay Level
1	Deputy Chief Engineer	3	L-13
2	Superintending Engineer	6	L-12
3	Executive Engineer (Civil)	17	L-11

S. No.	Name of Post	No. of Posts	Pay Level
4	Executive Engineer (Mech.)	1	L-11
5	Under Secretary (E)	1	L-11
6	Senior Accounts Officer	1	L-11
7	Accounts Officer	1	L-10
8	Section Officer (Sectt.)	3	L-7
9	Private Secretary	4	L-7
10	Divisional Accountant	3	L-7
11	Assistant	12	L-6
12	Upper Divisional Clerk	19	L-4

Details regarding eligibility, pay, number of posts, application form, etc., are available on the official website:

 <http://brahmaputraboard.gov.in>

 **Last date** for receipt of applications:

Within 45 days from the date of publication in Employment News

INDIAN MARITIME UNIVERSITY (IMU)

(A Central University under the Ministry of Ports, Shipping and Waterways, Govt. of India)

Recruitment Drive for Non-Teaching Positions (On Deputation Basis)

Post-wise Vacancy Details:

Sl. No.	Post Code	Post	No. of Posts	Pay Level (7th CPC)
1	NT-01	Finance Officer	01	Pay Level-14 [₹144200–218200]
2	NT-02	Deputy Registrar	02	Pay Level-12 [₹78800–209200]
3	NT-03	Assistant Librarian	02	Academic Pay Level-10 [₹57700–182400]
4	NT-04	Assistant Registrar	05	Pay Level-10 [₹56100–177500]
5	NT-05	Assistant Engineer (Civil)	02	Pay Level-10 [₹56100–177500]
6	NT-06	Assistant Engineer (Electrical)	02	Pay Level-10 [₹56100–177500]
7	NT-07	Section Officer	06	Pay Level-8 [₹47600–151100]
8	NT-08	Section Officer (Finance)	03	Pay Level-8 [₹47600–151100]

Total Vacancies: 23

Important Dates:

- **Opening of online application:** 05.04.2025
- **Closing of online application:** 19.05.2025
- **Last date for receiving hard copies:** 26.05.2025

Note:

- Deputation term: Initially 3 years, extendable by 2 years.
- Location: IMU-HQ Chennai or any one of its six campuses (Chennai, Kochi, Kolkata, Mumbai, Visakhapatnam).
- **Women candidates are encouraged to apply.**

🔗 **Apply at:** <https://www.imu.edu.in/imunew/recruitment>

IRCON INTERNATIONAL LIMITED
(A Navratna PSU under the Ministry of Railways)

Website: www.ircon.org

Recruitment for Posts in Company Affairs Discipline

Post Title	No. of Posts	Scale of Pay (IDA)	Category	Age Limit (as on 01.04.2025)	Experience Required
Manager / Company Affairs (E-3)	01	₹60,000 – ₹1,80,000 + Allowances + PRP	UR	Max. 37 years	Minimum 5 years post-qualification
Asistant Manager / Company Affairs (E-1)	01	₹40,000 – ₹1,40,000 + Allowances + PRP	UR	Max. 30 years	No experience required

Essential Qualification (for both posts):

- Must be a **Fellow/Associate Member of the Institute of Company Secretaries of India (ICSI)**.
- **LLB** degree from a reputed university is **preferred** (not mandatory).



Important Date:

- **Last date for receipt of hard copy of application: 02.05.2025**



How to Apply:

- Detailed advertisement and application format are available on the [IRCON website](http://www.ircon.org).
- Submit the **duly filled application** to IRCON's Corporate Office, New Delhi before the deadline.