



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

## VACANCY FOR HR GENERALIST

SGT University (NAAC A+ Grade Accredited), in its campus spread over 70 acres near Gurgaon, offers around 160+ programmes in Medical and Non-Medical domains. It nurtures more than seven thousand students and is a hub of activities involving the nation's who's who. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

**Name of the Post:** HR Generalist  
**No. of vacancies:** One  
**Age:** Above 25 years

### Qualification & Experience

Any One of the following: -:

1. Previous experience working as an HR Generalist
2. In-depth knowledge of general human resources policies and procedures.
3. Good knowledge of employment/labour laws
4. Outstanding knowledge of MS Office
5. Excellent communication, interpersonal and collaboration skills
6. Strong analytical and problem-solving skills
7. MBA in Business administration or relevant field

### Duties/Responsibilities:

- 1.) **Employee Relations:** Manage employee relations, and assist in addressing and resolving workplace issues. Assist in implementing and enforcing HR policies and procedures to maintain a positive work environment.
- 2.) **Performance Management:** Assist in developing and monitoring performance indicators, to assess the performance lacunas with the probable solutions. Assist in developing strategies and actionable points for managers to address performance issues.
- 3.) **Training and Development:** Assist in identifying training needs and develop training programs to enhance employee skills and capabilities. Foster a culture of continuous learning and development.
- 4.) **Employee Engagement:** Assist in developing and implementing initiatives to enhance employee engagement and satisfaction. Conduct surveys and gather feedback to assess the organization's work culture.
- 5.) **Communication:** Assist in the effective cross-departmental communication, noting drafting, creative writing, report writing, minutes of meetings writing and contribute to policy development
- 6.) **Grievances:** Provide a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters



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## **How to apply:**

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply online or apply by Registered Post to the following Address:

**HR Department (Non-Teaching)**  
**SGT University**  
**(Shree Guru Gobind Singh Tricentenary University)**  
**Gurgaon-Badli Road, Budhera,**  
**Gurugram, Haryana 122505**

The last date of submission of online applications is 15<sup>th</sup> April 2024

No TA/DA will be paid by the SGT University for attending the interview/test.

## **General Conditions:**

1. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Panel Code,1860 for production of false information.
3. All correspondence from the University including test/interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Candidates should possess the essential qualifications as on the closing date of application.



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9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.