The LNM Institute of Information Technology, Jaipur

Job Description: HR Manager

JOB TITLE	HR Manager	**DEPARTMENT**	Registrar Office
REPORTS TO	Registrar	**SUBORDINATES**	-
LOCATION	Jaipur	**DIVISION**	Non-Teaching (NT)
EMPLOYMENT TYPE	Regular	**LEVEL**	10

RESPONSIBILITIES

Responsibilities

1. Recruitment of employees, including issuing notifications, coordinating the shortlisting of applicants for Non-Teaching Staff, conducting various meetings, and obtaining approval from the competent authority.
2. Developing, periodically reviewing, of HR policies and procedures, ensuring compliance with labor laws and regulations, and implementing policies in the Institute and updating the HR Manual as approved.
3. Preparing offer letters, overseeing the joining formalities of new employees, and maintaining documentation, including verifying documents and maintaining personal files of employees.
4. Handling service matters of employees, including appointments, promotions, transfers, and terminations.
5. Handling pays fixation and related matters such as financial upgradation/assessment, including annual increments, in consultation with the Registrar, DoFA, and the Chief Finance Officer as required.
6. Developing and implementing strategies to upgrade employee involvement, motivation, and satisfaction.
7. Developing budget proposals and revised estimates, submitting agenda items and implementing decisions made by the authorities relevant to the department.
8. Generating reports related to HR matters from time to time as required.
9. Overseeing matters related to performance appraisal for both regular and contractual staff members.
10. Proposing the creation of positions and drafting/reviewing recruitment rules for Institute employees. This involves consulting with the Registrar for Non-Teaching Staff and with the Dean of Faculty affair (DoFA) for Teaching Staff.
11. Handling employee grievances, conflicts, and disciplinary actions. Promoting a positive work culture and resolving issues to maintain a healthy work environment.
12. Identifying training needs, designing, and delivering training programs, and facilitating professional development opportunities for employees.
13. Handling of Leave Management and processing of the monthly salary.
14. Any other responsibilities assigned by the Institute as needed.

EDUCATIONAL QUALIFICATION AND EXPERIENCE

Essential:
MBA Degree in HR discipline or equivalent qualification with at least 55% marks or its equivalent grade B in the UGC 7-point scale from a recognized University/ Institute of repute.

Experience: 5 years of relevant experience in regular service as Assistant Manager / Section Officer or Equivalent Position in a recognized University/ Institution/company of repute.

Desirable:

1. Excellent communication and interpersonal skills
2. Understanding of labor laws and disciplinary procedures
3. Experience of working on Peoplesoft (ERP System) will be an advantage
4. Experience of working in Higher educational Institutions
5. Strong knowledge of HR functions such as recruitment, onboarding, performance management and employee relations.
6. Ability to handle confidential information.
7. Strong organization and time management skills.
8. Strong problem solving and analytical skills.
9. Proficiency in MS Office.

Age:
Preferably below 45 years

27/4/2026