

## **JD for AM (Assistant Manager)-HR**

### **1. Recruitment, Onboarding Process and Vendor Management :**

- Strategic recruitment planning : Developing and executing hiring strategies aligned with the Organizational goals.
- Ensuring effective HR support to branch operations, ensuring compliance with organizational policies and procedures.
- Reviewing of Manpower requirement at Branches and Head Office.
- Ensuring schedulment of interview, creation of panels and meeting links on time.
- Posting the details of job vacancies in NABFINS and Naukri portal.
- Consolidating the job applications/requests in the NABFINS.
- Forwarding the job applications to the respective RMs for their follow ups.
- Undertakes employment enquires for the shortlisted candidates in Equifax Portal.
- Ensuring approval for CTC and issuance of Offer Letters on time.
- Managing the vendors/consultants related to staff recruitment/Background verification – Payment of subscription and renewals.
- Verifying the requests come under Employee Referral Scheme and processing the payments.
- Reviewing/resolving of tickets raised under Helpdesk in NABFINET.
- Review of statutory compliance related to PF, ESI, Minimum Wages, Code of wages, etc.,
- Ensuring Service File is in place for all the joiners.
- Maintenance of MIS/Tracker.
- Panel member in interview for CSO / Apprentice position.

### **2. Transfers, Deputations, SHR, Disciplinary Actions, Annual staff appraisal / Annual Staff promotion :**

- Reviewing and recommending the cases for transfers, deputations, SHR, disciplinary actions.
- Verifying and recommending requests for transfer grant for approval.
- Handling of activities related to annual staff performance appraisal.
- Handling of activities related to annual staff promotion.
- Uploading the employees data in the Equifax Portal on fortnightly basis.
- Managing of vendors/consultants and processing of payment other than staff recruitment.
- Panel member in interview for CSO / Apprentice position.
- Maintenance of MIS.

### **3. Staff Attendance/Leave, Exit:**

- Verifying and recommending the resignation / termination cases.
- Issuance of Termination Letter for the terminated cases.
- Ensuring closing of tickets related to staff attendance, leaves and loss of pay.
- Ensuring on time escalation of more than 3 days LOP cases.
- Panel member in interview for CSO / Apprentice position
- Maintenance of MIS.

### **4. Full & Final Settlement, Performance Incentive, Change of Designation/Job-role/Location and Relieving / Service Letter :**

- Processing of staff incentive and initiating the payment on time.
- Verifying the F&F cases and ensuring submission for approval to ensure release of settlements within the timeline.
- Verifying and ensuring release of salary/Incentive/Reimbursements which are on hold.
- Verifying of core entries and posting related entries in case of change in designation/job-role/location.

- Submitting the Staff Attrition Report and Monthly Report with the Management.
  - Maintenance of MIS/Tracker.
  - Reviewing and providing resolutions for the tickets raised under Helpdesk in NABFINET.
  - Panel member in interview for CSO / Apprentice position.
- ❖ Undertaking any other tasks, as allotted by the supervisor.