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wkï kªgK wb‡qvM Ges †iwgwW‡qkb c×wZ/bxwZgvjv|

1| ‡Kv¤úvbxi bxwZgvjv t

- 14 erm‡ii bx‡P †Kvb Kgx wb‡qvM Kiv m¤úb wb‡la|
- 18 eQ‡ii bx‡P †Kvb kªgK wb‡qvM w`‡j AvBb Abhvqx mKj Avbmvw½K welqw` wbwðZ Kiv eva¨ZvgjK|

2| ‡Kv¤úvbxi c×wZmgn : wbb¥ ewbZ c×wZ mgn d¨v±ix HR cwZwbwa KZK †bIqv n‡q _v‡K t

(K) m¤ve¨ kªgK‡`i wb‡qvM †`qvi c‡e eq‡mi cgvbw` msMn I msi¶b Kiv AZ¨vek¨wKq, †hgb t

- Rxeb eËvš
- PvKixi Av‡e`b cÎ
- Wv³vi n‡Z †bqv eq‡mi cgvb Ges m¶gZvi cgvbcÎ (mwUwd‡KU)
- wk¶vj‡qi mb`cÎ (hw` Gm,Gm,wm/GBP,Gm,wm) cvm nq|
- bvMwiK‡Zi mb`cÎ (mwUwd‡KU)|

(L) ch‡e¶b Ges eqm wbavib Kivi Rb¨ kªgK‡`i wb‡qv†Mi c‡e mKj m¤ve¨ Kgx‡`i HR & Compliance cwZwbwa KZK mv¶vrKvi wb‡e, Av‡e`bKvixi †Pnviv `vexKZ eqm Ges PvKixi Av‡e`bcÎ wjwLZ eq‡mi Zjbv‡hvM¨ n‡jB cievZ av‡ci Rb¨ we‡ewPZ n‡e|

(N) †h †Kvb kªgK-KgPvix Povš fv‡e wb‡qv‡Mi c‡e mwUwd‡KUavix MBBS Wv³v‡ii eq‡mi e¨vcv‡i mb`cÎ eva¨ZvgjK|

(L) ¯vbxq I AvšRwZK AvBb Abhvqx 14 eQ‡ii Kg eqmx †Kvb wkï kªgK wb‡qvM ‡`qv nq bv Ges 18 eQ‡ii bx‡P †Kvb kªgK wb‡qvM †`qv n‡j †m †¶‡Î †`‡ki cPwjZ AvBb †g‡b Pjv nq |

GZ`m‡ËI hw` KL‡bv KviLvbvq †Kvb wkï Kgx cvIqv hvq Z‡e GB e¨vcv‡i mwVK c`‡¶c MÖnb Kiv nq wb‡qvMKZv/gwjK KZK wkï Ges wkïi Awffve‡Ki mv‡_ Av‡jvPbv mv‡c‡¶ wbgewYZ kZvejx cwZcvjb Ki‡eb Ges c`‡¶c MÖnb Ki‡eb |

c`‡¶c mgn:

K) wkï kªgK wPwýZ nevi mv‡_ mv‡_B Kg| †_‡K weiZ ivL‡Z n‡e|

L) wkï kªgK‡K PvKixP¨Z †_‡K weiZ _vKv Ges Zvi mÞ|ifv‡e †e‡o DVvi Rb¨ hveZxq (¯‹j, eB cÎ, †cvlvK)e¨qfvi Ges wbivcËvi e¨e¯v wbwkZ Kiv n‡e|

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M) d¨±wi KZ©c¶ wkï kªwgK‡Ki Avmj wVKvbvq wcZvgvZv/ Awefve‡Ki m‡½ †hvMv‡hvM mv‡c‡¶ Zv‡`i wbKU †cÖib Kiv, ‡cŠQv‡bvi Ges Avbylvw½K e¨q enb Kiv| d¨±wi KZ©c¶ GZØ msµvšÍ mKj KvMR cÎ mwVKfv‡e msi¶b Ki‡e Ges wkï kªwgK †iwgwW‡qkb cvb Abyhvqx hveZxq e¨e¯'v MÖnb Kiv n‡e|

N) wkï kªwgKB hw` cwiev‡ii GKgvÎ Av‡qi Drm n‡q _v‡K Z‡e d¨±wi KZ©c¶ cÖwZ eqm nIqv chšÍ cwiev‡ii fib †cvlY‡bi Rb¨ mewbgœ †eZb cÖ`vb mn cwiev‡i cÖwZ eq¯‹ Ab¨ †Kvb m`m¨ _vK‡j PvKzix e¨e¯'v Kiv n‡e|

O) wkï kªwgK †iwgwW‡qkb cvb Abyhvqx d¨±wi KZ©c¶ wkï kªwgK‡Ki Avmj wcZv-gvZv/ Awefve‡Ki m‡½ †hvMv‡hvM mv‡c‡¶ Zvi mwVK †e‡o DVv chšÍ ¯‹z‡j Dcw¯'wZ hvPvB Ki‡eb Ges GZØ msµvšÍ Z_¨w`i KvMR cÎ cÖgvb ¯^iƒc h_vh_fv‡e msi¶b Ki‡eb|

P) d¨±wi KZ©c¶ wb‡qvM cwjwm Abyhvqx fwel¨‡Z wkï kªwgK wb‡qvM hv‡Z bv nq †m e¨cv‡i mZK© _vK‡eb Ges wb‡qvM cwjwm ev¯Íevq‡b hveZxq e¨e¯'v MÖnb Ki‡eb|

<u>kZvej x mgn:</u>

kZvej x	kZvej x ev¯Íevqb cwµqv	ev¯ÍevqbKvix KgKZv	mgq mxgv
wkïi mvg_©¨ Abyhvqx SzuwK wenxb KvR	wkï‡K AvB‡bi Øviv K‡g wb‡qv‡Mi wbawiZ eqm Abyhvqx Kv‡R wbh³ Kiv Ges 14 eQ‡ii Kg eqmx wkï‡K mve¶wYK Kgx wn‡m‡e wb‡qvM bv Kiv; MnK‡g wb‡qvwRZ wkïiv mvaviYZ mve¶wYK Kgx wn‡m‡e wbh³ nq weavq Zvi †jLv-cov, _vKv-LvIqv, Avb›`-we‡bv`b wbwðZ Kivi cvkvcvwk Zvi ^`wbK KgN›Uv cvP N›Uvi g‡a¨ mxwgZ ivLv Ges Zv‡K SzuwKcY KvR Kiv‡bv †_‡K weiZ ivLv; kvixwiK, gvbwmK I †hŠb wbhvZb bv Kiv|	**DGM- Admin, HR & Compliance Manager- Admin & HR, Manager-Compliance,**	Pjgvb
Kv‡Ri kZ©	wewa‡gvZv‡eK wkï‡`i‡K Kv‡R wb‡qv‡Mi c‡e wb‡qvMKZv/gwjKMY wkï Ges wkïi Awf fve‡Ki mv‡_ Av‡jvPbv mv‡c‡¶ Kv‡Ri m¯úó kZ ˆZwi Ki‡eb| G ZwjKvq wb‡gv³ welq¸‡jv AšÍf©³ _vK‡e hv †m±i Abyhvqx c‡hvR¨ n‡e: SzuwKcY Kv‡R wb‡qvM †_‡K weiZ _vKv; ^`wbK KgZwjKv _vKv;^`wbK KgN›Uvi D‡jL; mßv‡n Kgc‡¶ GKw`b QzwUi e¨e¯'v; †jLvcov A_ev `¶Zv ew× welqK cwk¶‡Yi m‡hvM; wbw`ó nv‡i wbqwgZ †eZb c`vb; PvKwiP¨wZi Kgc‡¶ GK gvm c‡e AewnZ Kiv, BZ¨w`|	**DGM- Admin, HR & Compliance Manager- Admin & HR, Manager-Compliance,**	Pjgvb
Kg¯'‡ji cwi‡ek	Kg¯'‡ji cwi‡ek Aek¨B wkïi kvixwiK I gvbwmK ¯^v‡¯'¨i AbKj n‡Z n‡e; Kg¯'‡ji cwi‡ek KLbB Ggb n‡e bv, hv wkï‡K AmvgwRK Kv‡R wjß n‡Z eva¨ K‡i A_ev DrmvwnZ K‡i; Aghv`vKi ev gvbnwbKi †Kvb Kv‡R wkï‡K wb‡qvM ev wjß Kiv hv‡e bv|	**DGM- Admin, HR & Compliance Manager- Admin & HR, Manager-Compliance,**	Pjgvb

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wk¶v I we‡bv`b	†h‡nZ wk¶v I we‡bv`b wkïi †gŠwjK AwaKvi, †m Kvi‡Y KgN›Uvi A_vr ``wbK cvP N›Uvi ci GKwU wbw`ó mgq ( Kgc‡¶ wÎk wgwbU n‡Z GK N›Uv) weiwZ w`‡q h_vh_ wk¶v /we‡bv`‡bi m‡hvM I me¨e¯'v ivLv; wkïiv †h Kv‡RB wbh³ _vKK bv †Kb, KgN›Uv AwZµvš nIqvi ci D³ wkïi h_vh_ wk¶v I we‡bv`‡bi Rb¨ chvß m‡hvM I e¨e¯'v Mn‡Yi welqwU gwjK/wb‡qvMKZvMY wbwðZ Ki‡eb|	DGM- Admin, HR & Compliance Manager- Admin & HR, Manager- Compliance,	Pjgvb
(O) wPwKrmv	KgKvjxb mg‡q wkï †Kvb `NUbvq cwZZ n‡j A_ev Am¯' n‡j gwjK/wb‡qvMKZvMY h‡_vch³ wPwKrmvi e¨e¯'v Ki‡eb; Am¯'Zvi mgq wkï‡`i cwiev‡ii mv‡_ wbqwgZ mv¶v‡Zi we‡kl e¨e¯'v Ki‡Z n‡e|	DGM- Admin, HR & Compliance Manager- Admin & HR, Manager- Compliance,	Pjgvb
(P) cwiev‡ii mv‡_ mv¶v‡Zi m‡hvM	MnK‡g wb‡qwRZ wkï‡`i wbqwgZ wcZv-gvZv ev AvZ¥xq-¯R‡bi mv‡_ wgwjZ nIqvi m‡hvM c`vb Ki‡Z n‡e; Ab¨vb¨ K‡g wb‡qwRZ wkï‡`i †¶‡Î I cwZ gv‡m Kgc‡¶ GKevi wcZv-gvZv ev AvZ¥xq-¯R‡bi mv‡_ wgwjZ nIqvi m‡hvM c`vb Ki‡Z n‡e|	DGM- Admin, HR & Compliance Manager- Admin & HR, Manager- Compliance,	Pjgvb
(Q) wkïi fwel¨r wbivcËvi e¨e¯'v	†Kvb wkï µgvMZ Qq gvm KvR Ki‡j mva¨vbhvqx wkïi fwel¨Z Aw_K wbivcËvi wel‡q D‡`¨vM wb‡Z n‡e, †hgb: exgv, mÂq, BZ¨w`; wkïiv mn‡RB KwiMwi welq iß Ki‡Z cv‡i| k‡g wb‡qwRZ wkï‡`i cPwjZ AvB‡bi Av‡jv‡K DbZZi chw³MZ cwk¶‡Yi e¨e¯'v Ki‡Z n‡e †hb AvMvgx w`‡b Zviv we‡kl cwZ‡hwMZvgjK cwi‡e‡k wb‡R‡`i‡K `¶ gvbem¤ú` wn‡m‡e M‡o Zj‡Z cv‡i; Kg‡gqv` †k‡l GKKvjxb Aw_K mweav c`vb Kiv|	DGM- Admin, HR & Compliance Manager- Admin & HR, Manager- Compliance,	Pjgvb

3\| <u>`wqZ¡cvß e¨w³ Ges bw_cÎKiY</u> :

`wqZcvß GWwgb GBP,Avi KgKZv Kgx‡`i mv‡_ wkï kg wbwl× msµvš d¨v±ixi bxwZmgn Ges eqm cgv‡bi KvMRcÎw` msMn Ges hvPvB KiY d¨v±ixi kZvejx mn‡hwMZv K‡ib Ges wb‡qv†Mi c‡e Kgx‡`i mv¶vrKvi Mnb K‡ib Ges mKj bw_cÎ h_vh_ fv‡e msi¶b K‡ib\|

N\| <u>c‡hvR¨ AvBb Ges bxwZmgn</u> :

- evsjv‡`‡ki kg Ges wkí m¤úK AvBb I wewamgn
- gvbewaKv‡ii mveRbxb ‡NvlYv
- cvmwl½K RvZxq Ges AvšRwZK AvBb
- wewfb †µZvi ¯'v_-mswkó bxwZgvjv\|

WvB‡i±i G¨vWwgb GÛ mwf‡jÝ
Avm Iqv` K‡¤úvwRU wgjm wjt