ATAL BIHARI VAJPAYEE INSTITUTE OF PUBLIC SERVICE AND INNOVATION (AIPSI)

Public Advertisement No 01 of 2026

POST OF HUMAN RESOURCE MANAGEMENT OFFICER

The Atal Bihari Vajpayee Institute of Public Service and Innovation (AIPSI) which is a statutory body, responsible for the delivery of a world-class training and academic ecosystem to public officers, is inviting applications from suitably qualified candidates who wish to be considered for the post of **Human Resource Management Officer**, on contract, for a period of one-year which may be renewed.

II. QUALIFICATIONS AND EXPERIENCE

A. A degree in Human Resource Management or Management with specialisation Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should: -

(i) reckon at least five years' post-qualification experience in the field of Human Resource Management;
(ii) have sound knowledge of human resource policies and practices and of the latest trends in human resource management;
(iii) possess good communication and interpersonal skills;
(iv) have the ability to work effectively as a team leader;; and
(v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

III. SALARY

The post carries salary in scale Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750

Salary will be negotiable within the salary scale and will be commensurate based on the candidate's qualifications and experience.

/2....

IV. DUTIES

1. To advise the Registrar on all human resource matters.

2. To provide professional human resource services through the effective administration and management of human resource systems, procedures and policies.

3. To ensure that human resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.

4. To carry out human resource planning to match manpower requirements in terms of number, roles and level of responsibilities with organisational needs and conduct regular manpower assessments to ensure optimum use of human resources.

5. To facilitate the implementation of the Performance Management System and ensure that the Performance Review is carried out in collaboration with respective heads of sections.

6. To conduct training needs analysis and assist in the mounting of appropriate training courses.

7. To develop and implement organisation design and work processes.

8. To draft Schemes of Service and revise existing ones to meet organisational needs in terms of new roles and responsibilities.

9. To manage the attendance of staff in line with approved guidelines and advise management on remedial action, whenever required.

10. To ensure the implementation and maintenance of an up-to-date Human Resource Information System.

11. To service the University's committees relating to human resource.

12. To attend to court cases in connection with human resource matters and to ensure proper follow-up action.

13. To ensure the promotion of good employee relations and staff welfare.

14. To use ICT in the performance of his duties.

15. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Human Resource Management Officer in the roles ascribed to him.

3/…

V. MODE OF APPLICATION

Applications should be submitted online.

Click Here to register and apply

Please ensure all required information is accurately entered in relevant sections. Any incomplete application will not be considered. Kindly upload/attach a complete CV, National Identity Card, educational certificates, evidence of working experience claimed, testimonials and any other relevant documents.

This Advertisement is available on the website of the AIPSI at **https://www.aipsi.mu/index.php/vacancy**

VI. CLOSING DATE OF APPLICATION

The deadline for submission of application is **08 October 2026**.

Note :

(i) The onus for the submission of written evidence of knowledge claimed rests solely on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed, by the closing date.

(ii) Applications received after the closing date and time will not be accepted.

(iii) Incomplete applications and non-submission of the required documents may entail elimination from the selection exercise.

(iv) The AIPSI reserves the right:
(a) to convene only the best qualified candidates for interview; and
(b) not to make any appointment following this advertisement.

Date: 18 September 2026

Atal Bihari Vajpayee Institute of
Public Service and Innovation
MedTech Street, Cote d'Or Technopole
Minissy, Reduit