



APPAREL TRAINING & DESIGN CENTRE

“Paridhan Vikas Bhawan”, Plot No. 50, Sector- 44, Institutional Area, Gurgaon, Haryana 122003

ATDC is a Public Vocational Training Provider and a dedicated and most preferred training agency for Apparel Sector registered with Registrar of Society, Delhi under Societies Registration Act having more than 200 centres Pan-India is inviting applications from suitable candidates for the following positions for its Head Office at Gurgaon & Regional Offices:-

S. No.	Name of the Post / location	Qualifications & Experience
1.	General Manager (HR & Organization Development)	<p>Qualification & Experience: MBA or MSW or equivalent qualification from an approved University / Institution with at least 10 years total experience and atleast 03 years in a similar capacity related to :-</p> <ul style="list-style-type: none"> • Human Resource Management and Organization Development in Educational / Research & similar organizations with atleast 200 plus employees. • Performance Appraisal & Evaluation systems including Balanced Scorecard etc. • Compensation and incentivization systems. • Grievance handling and conflict management. • Must be capable of handling legal cases or disputes /conflicts related to HR, IR & Staff Welfare etc. • Development of HR Policy SOPS & Manuals • Ability to use referent software / ERP for management of HR activities / Payroll & other aspects. • Employees’ Empowerment, job rotation / enrichment, Employee Retention. • Emoluments commensurate with experience & qualification: (Current level of GM is drawing around 8.5 lakhs to 10 lakhs /annum)
2.	General Manager (IT)	<p>Qualification & Experience : M. Tech (Information Technology) with 05 years’ experience and atleast 2 years in similar capacity related to :-</p> <ul style="list-style-type: none"> • Overseeing all IT operations and upgrading the IT infrastructure of the organization as per emerging training needs of the candidates. • Devising and establishing IT policies and systems to support the implementation of strategic goals set by management. • Analyzing the business requirements across departments and Pan-India centres to asses and implement their technology needs. • Acquire efficient and cost effective technologies / softwares at competitive prices applicable to Educational Institutions. • Analyze the use of technological equipments and software to ensure continued relevance and frequency of usage. • Identify the need for upgrades, and configurations or new systems and report to management. • Coordinate IT employees and team members to drive necessary outcomes (both Insource and Outsourced) to provide guidance • Control budget and report on expenditure. • Assist in building relationships with IT vendors and creating cost-efficient contracts.

		<ul style="list-style-type: none"> • Documenting and implementing the IT systems. • Ensure IT systems and people are effective and functioning within the limits of budget, time and specifications of the company. <p>Requirement :-</p> <p>Proven experience as IT Head or similar roles.</p> <ul style="list-style-type: none"> • Experience in analysis, implementation and evaluation of IT systems preferably in the education space. • Detailed knowledge of industry best practice processes. • Expertise in Datacenter Management and Data analytics. • Excellent technical knowledge, forensic analysis of computer hardware / software systems and networks. • Experience in controlling information technology budget and deriving positive outcomes. • Excellent organizational and leadership skills. • Outstanding communication abilities. • Emoluments commensurate with experience & qualification. (Current level of GM is drawing around 8.5 lakhs to 10 lakhs /annum)
3.	General Manager (Gen. Admn and Asset Management)	<p>Qualification & Experience: - MBA (Operations), MBA (Finance)/ PG from a University / Institute of repute with at least 10 years' experience in administrative Management and minimum of 3 years' experience in a senior role of managing following key responsibilities preferably in administration in teaching/training/research institutions :-</p> <ul style="list-style-type: none"> • Liasioning with Govt. agencies / concerned departments for Land / Building and Legal matters / Lease agreements etc. • Manage Office Facilities documentation & mandatory practices, systems. • Manage fault/repair, maintenance work and office safety, security & insurance • Ensure network / 4G / 5G connectivity and liaise with the service providers • Execute Construction & Interior Projects & office maintenance • Vehicle / Transportation Management • Office upkeep, Maintenance • Manage Hotel Booking/Air-Road-Train Bookings/holidays & travel etc. • Ensure monthly bills payment Phone/Internet/Rent/Electricity etc. • Manage Service Contracts • Maintenance of staff canteen facilities / outsourcing arrangements. • Co-working space allocation wherever required. • Negotiating with external suppliers to secure the best service deals • Manage entire Electrical distribution system of CCTV, Fire extinguishers / sprinkler system and Safety equipment, Inverters, Plumbing, etc. • Emoluments commensurate with experience & qualification. (Current level of GM is drawing around 8.5 lakhs to 10 lakhs /annum)

4.	General Manager (Operations)	<p>Qualification & Experience :- M. Tech or similar Post graduate in Textiles / Apparel or Allied fields with about 10 years' experience in managing key responsibilities in training project and fully conversant with MTPT (Mobilization), Training, Placement, Tracking as is needed in all projects. The incumbent should be capable of planning/monitoring, implementing systems standards & procedures and minimum of 3 years' experience in a senior role of managing following key responsibilities preferably :-</p> <ul style="list-style-type: none"> • A deep understanding of Apparel & Allied Industries, training requirements and flow of information, funds, documents UCs etc. • Liaisoning with Govt. agencies / concerned departments for establishing new centres and its best & select practices. • Should be able to mobilize and organize training programs in the field of Apparel manufacturing Pan-India basis-keeping • Should have experience in working with Central / State Govt. regulatory bodies like AICTE / NCVT / DGET etc. and be familiar with their systems and norms • Emoluments commensurate with experience & qualification. (Current level of GM is drawing around 8.5 lakhs to 10 lakhs /annum)
5.	Regional Managers in Select Offices	<ul style="list-style-type: none"> • Qualifications & Experience:- Post Graduate qualification in Textile / Apparel / Fashion / Clothing Technology (Viz. MF Tech. / M. Tech from IITs / NITs & good eligible institutions / GMT from NIFT). Candidate with Post- Graduate qualification in Social Work (MSW) / Public Administration or MBA in Marketing / Finance will be added advantage. At least 7-10 years experience out of which atleast 3 years should be in Supervisory capacity related to- • Admin work in govt./public sector/ reputed vocational education institute or educational / research organization. • Training & education of Apparel & allied soft goods industries • Knowledge of working with Central/ State Govt. Skill Missions / agencies and regulatory bodies like AICTE/NCVT/DGT with felicity in vernacular language. • Liaising with Central / State Govt. department/ agencies including commercial / legal matters.

Candidates eligible may forward their applications along with update CV and recent photograph to the address as given above or e-mail at hr@atdcindia.co.in. Application forms can be downloaded from www.atdcindia.co.in.

ATDC is an equal opportunity employer and Govt. orders related to reservations for ST/SC/OBC/ Minorities/ PWD are being broadly followed.