



THE APPAREL TRAINING & DESIGN CENTRE (ATDC)

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

‘The Apparel Training & Design Centre’ (ATDC) is a Non-Profit organization and India’s largest Vocational Training provider for ‘Apparel Sector’ with 92 Vocational Training Centres on Pan-India (ATDC). Applications are invited from suitable candidates for the position of Secretary of the ATDC Society, who would be a member of BOG as per the details below:

POSITION OVERVIEW

Location: NHO- Gurugram
Engagement: On Contract basis likely to be continue
Age Limit: Below-40 Years

The Secretary shall be responsible for complete compliance of The Societies Registration ACT 1860 as amended from time to time, conduct BOG meetings, drafting of agenda & minutes, action taken etc. and shall be responsible & Head the HR & Admin of ATDC PAN India.

EDUCATION, QUALIFICATIONS:

Essential : Should have Masters or equivalent qualification from a reputed University/ Institution and well versed with The Societies Registration ACT 1860.

Desirable: MBA / Master’s Degree in HR Management or equivalent qualification from a reputed University / Institution.

EXPERIENCE:

Essential: 8-10 Years (Managerial) experience with minimum 3 years of experience in work related to The Societies Registration ACT 1860 in reputed organization.

Exposure in overseeing and coordinating all BOG matters, administrative functions like office operations, including facility maintenance, space planning, inventory management, lease agreement / MOU and procurement etc.

KNOWLEDGE, SKILLS & ABILITIES:

Outstanding interpersonal, problem-solving, conflict-resolution and analytical abilities, people oriented and results driven, knowledge of HR systems and databases, excellent written and oral communication skills, proficient and confident in using IT tools.

SALARY: CTC of Rs. 9.60 Lakh per Annum.

ENGAGEMENT : On contract basis for 2 years, likely to be continued.

APPLICATION PROCESS

Applications must include a covering letter and with full curriculum vitae. Interested candidates are required to send their CV to hr@atdcindia.co.in within 15 days of release of advertisement. Only shortlisted candidates shall be called for online interaction followed by personal interview. ATDC reserves the right to cancel this recruitment/cancel any application without assigning any reason.