



THE APPAREL TRAINING & DESIGN CENTRE (ATDC)

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

‘The Apparel Training & Design Centre’ (ATDC) is India’s largest Vocational Training provider for ‘Apparel Sector’ with 92 Vocational Training Centres on Pan-India. Applications are invited from suitable candidates for the position of Senior Manager (HR & Admin) as per the details below:

POSITION OVERVIEW

Position:	Senior Manager (HR & Admin)
Location:	NHO- Gurugram
Engagement:	On Contract basis likely to be continue
Salary:	CTC of Rs. 10 Lakh per Annum.
Age Limit:	Below-45 Years.

The Manager (HR & Admin) shall be responsible for all the functions of HR, General Administration departments on ATDC PAN India and in addition compliance to the Society related work.

EDUCATION, QUALIFICATIONS:

Essential: Should have regular MBA/ Master’s Degree in HR Management or equivalent qualification from a reputed University/ Institution. Knowledge of the Societies Registration ACT 1860 and Human Resource Management and Organization Development in Educational / Research & similar organizations with at least 250 plus employees shall be preferred.

EXPERIENCE:

Essential: The incumbent should have 11 Years of work experience with a Society or Organization with 250 employees on company’s rolls. Preference will be given to the residents of Gurgaon.

Desirable: 11 Years (Managerial) of recent continuous experience in Human Resource Management & Administrative with a reputed Company/Organization.

Key Responsibilities:

- Oversee HR and General Administrative functions on ATDC PAN India
- Office operations, facilities management, space planning, inventory management
- Performance Appraisal & Evaluation systems including Balanced Scorecard etc.
- Grievance handling and conflict management
- Must be capable of handling legal cases or disputes /conflicts related to HR & Admin & Staff Welfare etc.
- Development of HR & Admin Policy SOPS & Manuals.
- Management of HR & Admin activities, Payroll & other aspects.
- Bridge management and employee relations by addressing demands or other issues.
- Ensure smooth coordination between departments and stakeholders.

KNOWLEDGE, SKILLS & ABILITIES:

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

APPLICATION PROCESS

Filled in the prescribed 'Personal Profile Form-cum-Application' (to be downloaded from the ATDC website : www.atdcindia.co.in) along with an online application fee of Rs.2500/- (Rupees Two Thousand Five hundred only) (Non-refundable), in favour of "The Apparel Training & Design Centre", payable at Gurugram, may be sent to Deputy Registrar (HR & ESTB), Email ID hr@atdcindia.co.in, the Apparel Training & Design Centre, National Head Office, Paridhan Vikas Bhawan, Plot No. -50P, Sector 44, Institutional Area, Gurugram latest by 20th September, 2025. The candidates are advised to go through the notification carefully and ensure compliance with all eligibility criteria including Qualification, Application Fees, Important Dates, Age Limit etc. ATDC reserves the right to cancel this recruitment / reject any incomplete application without assigning any reason. To make an online payment of application fee please scan QR code given below:



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UPI ID: **atdc@idfcbank**



