

## **Young Professional – Human Resources**

MyGov is the citizen engagement platform of Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in>.

MyGov is looking for **Young Professional – Human Resources** to join our team and will be required Performing the basic functions of the HR department.

The responsibilities would include Reviewing resumes and applications. Conducting first round of telephonic interview for the candidates to schedule interviews, maintaining HR records including those related to compensation, health and medical insurance, providing timely inputs related to insurance data, preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of initial contract period, regular contract will be given.

Please review the positions listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for the Young Professional – Human Resources. Interested candidates may apply.

## **Young Professional – Human Resources**

**Designation:** Young Professional

**No. of Positions:**01

### **Qualifications & Experience**

#### **Education Requirement:**

**Graduation:** Any field (Essential)

**Post-Graduation:** MBA / PGD in HR would be an added advantage

#### **Experience:**

- 0-1 year of experience
- Experience in HR role will be an added advantage

### **Roles and Responsibilities:**

- Coordinate for arrangements for ID cards, access to tools and biometric registration of new joiner. Coordinate for meetings and office get together, events etc.
- Performing the basic functions of the HR department
- Reviewing resumes and applications. Conducting first round of telephonic interview for the candidates to schedule interviews.
- Maintaining HR records including those related to compensation, health and medical insurance
- Provide timely inputs related to insurance data
- Preparing and submitting all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management
- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
- Preparing letters such as offer and confirmation
- Operational activities including minute taking, filing, data input, maintenance and management of information
- File and database maintenance