

## **DETAILS OF THE JOB VACANCY**

### **Asstt Dir Admin(ADA)/Deputy Dir Admin(DDA) Reporting to the Principal Director Administration**

#### ***Requirement***

There is an urgent requirement of an Asst. Director/Deputy Director Administration at AFNHB, HQ at New Delhi on a contractual basis. Initial contract would be for a duration of two years. The contract may be renewed subject to existence of the requirement and will be decided based on the assessment of performance, honesty, capability of the individual to shoulder responsibilities and ability in completing the tasks assigned from time to time. ***Renewal of contract cannot be claimed as a matter of right.***

#### ***Job Content***

Asst. Director/Deputy Director Administration would be responsible to the Principal Director Admin for the following:-

Organise Public Relations, liaisoning with different agencies including AWHO, maintain PR and ensure a good image of AFNHB is carried in public domain..

Compilation of newsletters, project reviews, pamphlets, advertisements and literatures pertaining to activities of the Board.

Ensure strict compliance of existing rules/policies on allotment of dwelling units promulgated through Master Brochure.

Look after security aspects and insurance of installation & property of projects.

Under take HR functions which includes confirmations, promotions, annual confidential reports, progress reports, bonus, welfare etc in respect of staff of the AFNHB.

Check cash accounts for expenditure on security, furniture, communication, stationery etc.

Act as a Custodian of property of the AFNHB by ensuring proper maintenance of books and records and undertake routine audits etc.

Deal with discipline, leave and other administrative matters of the AFNHB.

Be responsible for Registry and office administration at HQ AFNHB.

Procurement and maintenance of office equipment/vehicles and other such items required for the office use.

### ***Desired Qualification***

The candidate should be Graduate/MBA/Masters from a recognised university. Candidates who have attained these qualification(s) through regular courses would be given preference. The position viz. ADA or DDA will be decided based on qualification and experience.

### ***Desired Skills, Interests and Qualities***

#### **The candidates should have**

An organized approach and excellent time management skills.

The ability to work well as part of a team.

Be Proficient in various computer software packages, including Microsoft Word, PowerPoint, Outlook and Excel.

A good command over English language both spoken and written.

Accuracy and attention to detail.

The ability to use your own initiative.

Should have handled similar administration jobs in earlier assignment.

Should possess strong written and oral communication skills.

Should possess good man management skills.

Should have pleasant mannerism and a desire to complete jobs on time.

Punctuality and respect for the rules and regulations.

### ***Desired Experience***

The candidates should have an experience of 5-10 years in similar job. [The post viz. ADA or DDA will be decided based on experience and qualification.](#)

### ***Expected Salary***

The salary will Commensurate with the abilities, experience and the post offered to the candidate. Total emoluments would be in the range of Rs 4.8 to 6.5 lacs pa.

### ***How to Apply***

Interested candidates should apply with their **latest colour photograph** and **Identity proof** with all supporting documents in the proforma placed on website

[www.afnhb.org](http://www.afnhb.org) by 30 Jun 15 either through post or email as per following address:-

The Director General  
Airforce and Naval Housing Board  
Race Course  
New Delhi 110003

Email- [directorgeneral@afnhb.org](mailto:directorgeneral@afnhb.org)

The envelop should be clearly marked “ **FOR THE POST OF DDA/ADA**”. Similarly the applications through email should contain these lines in the **subject** field.

### ***Selection Procedure***

***The Slection procedure will be carried out in following three stages:-***

Stage I- 1<sup>st</sup> Screening- In the first stage a tele interview will be conducted and suitable candidates would be short listed.

Stage II- 2<sup>nd</sup> Screening- Successful candidates would be called for computer skill test and Group Discussion.

Stage III- Selectioin- Candidates who clear the skill test and GD would have to appear for an interview by a panel.

### ***Instructions for Selected Candidates***

Selected candidates will be required to join within two weeks of the issue of appointment letter.

The appointee will be on probation for a period of 15 days.

The appointee will have to submit a medical fitness certificate from IMA registered doctor.

The AFNHB is a society registered under Societies Act 1860. It is a private organization and not a govt body.

Appointment will be governed by the Terms and Conditions of Service as stipulated in the appointment letter which would be handed over to you on confirmation of selection.

### **Point to Note**

*The Director General has right to select any candidate and /or reject all candidates without assigning any reason.*