



AL KABIR INSTITUTE OF MANAGEMENT AND TECHNOLOGY

(A Unit of Kabir Welfare Trust)

(Approved by AICTE, Govt. of India & Affiliated to the J.U.T., Govt. of Jharkhand)
Kopali, Via Mango, Jamshedpur - 831012 (Ph.: 0657-2917335)

Ref.: AKP/P/2026/003

Dated: 15th Oct., 2026

VACANCY – HR MANAGER

Applications are invited for eligible candidates for the post of HR Manager in Al Kabir Institute of Management and Technology. The candidates applying for this position must mandatorily fulfill these requirements.

Essential Qualifications and Experience:

- MBA/PGDM in Human Resource Management or a Master's Degree in a relevant discipline from a recognised university.
- Minimum 5–7 years of relevant experience in Human Resource Management, preferably in an educational institution, university, engineering college, or other reputed organisation.
- Experience in recruitment, employee relations, staff administration, performance appraisal, and HR policy implementation.

Key Skills and Competencies:

- Sound knowledge of labour laws, statutory compliance, service rules, and employment regulations.
- Proficiency in payroll management, attendance, leave administration, personnel records, and HR documentation.
- Ability to coordinate faculty and non-teaching staff recruitment, induction, training, and performance evaluation.
- Good communication, interpersonal, leadership, and conflict-resolution skills.
- Proficiency in MS Office, HR software, and digital record management.

Preferred Attributes:

- Prior experience in an AICTE-approved technical institution or a university-affiliated college.
- Familiarity with AICTE/UGC-related requirements, faculty service records, and institutional documentation.
- Ability to maintain confidentiality, discipline, and professional standards.

Age: As per institutional norms.

Salary: Negotiable, commensurate with qualifications and experience.

Eligible candidates may email their resume, to info@akp.ac.in along with the following documents, latest by **Monday 30th Nov., 2026**, end of the day:

- 1) Resume with covering letter
- 2) Scanned copy of your passport size photograph
- 3) Scanned copies of your educational degree certificate
- 4) Describe in not more than 1000 words why you want to take up this job
- 5) Attach copies of your PAN card and Aadhar Card
- 6) Attach copies of your past experience certificate
- 7) Attach copies of any accolade's awards recognition won.

Secretary