



ALAGAPPA COLLEGE OF MEDICAL SCIENCES & RESEARCH INSTITUTE

A Unit of Dr. Alagappa Chettiar Educational Trust

Dr. Ramanathan Vairavan
Chairman

Dr. Anita Radhakrishnan MD
Executive Director

JOB OPENING

Director – Human Resources

POSITION	EMPLOYMENT TYPE	DEPARTMENT	PAY SCALE
Director – HR	Full-Time	Human Resources	As per Industry Standards

Position Overview

Alagappa Multispeciality Hospital is seeking an experienced **Director – Human Resources** to build and lead the HR function across the **hospital, medical college and schools** as the institution enters a period of significant growth.

With the expansion of the **hospital, medical college and schools**, the institution will be recruiting doctors, nurses, allied health professionals, administrative staff and teaching faculty at scale. The Director – HR will shape the people strategy, policies and culture that support this growth.

Key Responsibilities

- Lead HR strategy and workforce planning across the hospital, medical college and schools.
- Drive recruitment of medical, nursing, paramedical, administrative and faculty staff, including faculty requirements as per NMC norms.
- Oversee credential verification, onboarding and induction programs.
- Design compensation and benefits structures; oversee payroll and statutory compliance (PF, ESI, gratuity).
- Develop and maintain HR policies, the employee handbook and code of conduct.
- Lead performance management, training and continuing professional development; maintain HR records in line with NABH standards.
- Manage employee relations, grievance handling and disciplinary procedures in compliance with labour laws, including the POSH Act.
- Implement HR systems and analytics to improve retention and engagement.

Qualifications & Experience

- **MBA / PGDM in Human Resources**, or a Master's degree in Personnel Management, Labour Management or Social Work (HR).
- Minimum **12 years** of HR experience, including at least **5 years** heading HR in a hospital, healthcare or educational institution.
- Experience in large-scale clinical and faculty recruitment, and familiarity with NMC and NABH requirements, is preferred.
- Sound knowledge of Indian labour laws and statutory compliance.
- Strong leadership, interpersonal and communication skills; proficiency in Tamil and English preferred.

Work Schedule

Full-time, on-site senior leadership position.

HOW TO APPLY

Interested candidates are invited to submit their CV to the **Human Resources Department** at **Alagappa Multispeciality Hospital**.

Email your CV to: hr@alagappa.org