



Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

Ref. No.. UMU/R/08-26/785

Date.. 11/08/2026

Job Title: HR Executive

Department: Administration

Qualification:

Essential:

MBA/PGDM in HR / Master's Degree in HR / Personnel Management or equivalent

Experience:

Minimum 3-4 years of relevant experience in HR. Preferably in a University/Higher Education Institution or large organization.

- Proficiency in Advance MS Excel and HR, ERP applications.

Interview Process: Offline/online interview will be conducted only for shortlisted candidates

Job Location: Ranchi

Pay Scale: As per University Norms

Apply Mode: Email at careers@umu.ac.in

Last Date to Apply: 16th August 2026

College Website URL: umu.ac.in

How to Apply: Interested candidates send their letter of interest and detailed resume (soft copy) to careers@umu.ac.in with a subject line, "Application for HR Executive"

Email Address to apply: careers@umu.ac.in

Postal Address with Contact Number: Usha Martin University, At Village Narayansoso Block Office Ranchi - Purulia Road, Highway, Angara, Jharkhand 835103

Authorized Person Signature with Seal

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103, Jharkhand
Ranchi-835103