

Human Resource Department
Head Office, New Delhi

Ref No. HO/Pers/Estt./36


5th July, 2022

NOTICE

Applications are invited from amongst the employees on regular rolls of IFFCO for filling up of position of HR, Admn. & Hindi in H1 Grade. The applicants must fulfill the undermentioned criteria:

1. Should possess MBA/MSW for HR & Admin Cadre and M.A. (Hindi) for Hindi Cadre from recognized university/institution.
2. Should be at least in Grade J or above in IFFCO.
3. The suitability and competence will be judged through written test and interview.
4. The employees selected may be relocated in any establishment of IFFCO.

Interested employees may submit their applications in the attached proforma on email id: riteshkumar@iffco.in under intimation to their controlling officers latest by 15.07.2022.


(Nakul Pathak) 05/07/2022
Sr. Executive Director (HR)

Distribution :

1. Jt MD
2. Dir (HR & L)/ Dir (S&JV)/MKD/Dir(CRS)/Dir (Tech)
3. Director
4. Sr EDs/EDs
5. SGMs/GMs/CVO
6. HODs of P&A of all Units
7. All SMMs
8. All Concerned

CC: President & General Secretaries of Recognised Employee's Union/Officer's Association of all Unit/Div.

CC: MDs Office, HO

Date:

Executive Director (HR)
IFFCO Head Office
New Delhi

Respected Sir,

In reference to the Notice (Ref No. HO/Pers./Estt./36 dated 5th July, 2022), my details are as under:

Sl No.	Particulars	
1	Name	
2	Pers. No.	
3	Unit	
4	Designation & Grade	
5	Section	
6	Date of Joining IFFCO	
7	Date of Birth	
8	Qualification & Year of Passing*	
9	Name of Institute/ University	

*Please attach copy of degree/certificate and mark sheets.

I am interested to work in HR/Admn./Hindi Department as per need of the organization and if I get selected, I give my consent for relocation in any establishment of IFFCO.

Thanking you,

Regards,

Signature: _____

Name: _____

Pers No. : _____