

Human Resource Department
(Head Office)

Ref: HO/Pers/Re/03/2014

17th July, 2014

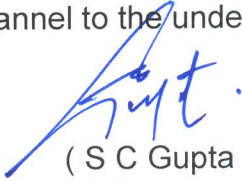
NOTICE

It has been decided to fill up a few vacancies from the existing employees through lateral transfer, who possess the relevant qualifications in HR/Commercial/Marketing/Accounts. The suitability and competence will be judged through written test and interview. The following qualifications are required for lateral transfer:-

1. Personnel & Administration: MBA (HR)/ PG Diploma in HR/IR & Labour Laws/MSW of two years course.
2. Welfare Officer for Kandla/Kalol: Qualification as notified by Government of Gujarat from time to time.
3. Commercial/Materials: MBA/PGDM (Materials Mgmt./Operations Mgmt.)/DBA of two years course.
4. Marketing: MBA/PGDM (Marketing) of two years course.
5. F&A: B.Com/M.Com/CA (Inter)/ICWA (Inter)/two year course of MBA (Finance)

Further, employees possessing any Graduation/Post graduation qualification and discharging the duties in any of the above mentioned relevant cadre for more than five years are also eligible to apply.

The employees selected for lateral transfer may be relocated in any establishment of IFFCO. Interested employees may submit their application in the attached proforma on or before 14.08.2014 through proper channel to the undersigned.


(S C Gupta)
Jt. General Manager (HR & IR)

Distribution:

1. Jt. MD
2. Dir. (Tech)/Dir. (CD)/Dir (HR & Legal)/MKD/Dir. (Strategy & JV)
3. All Sr. EDs/EDs
4. All Sr. GMs/GMs/CVO
5. All ZMs/SMMs/AMs
6. All Department/Sectional Heads
7. All Notice Boards

CC: JGM, MD's Office, HO.



Head Office

To,
The Jt. GM (HR&IR)
IFFCO, Head Office

Date: _____

Through: Proper channel

Sub: Application for lateral transfer.

Sir,

With reference to the notice dated 17.07.2014 on the subject cited above, I hereby submit my application for lateral transfer in _____ department. My service particulars are given hereunder:-

1. Name
2. P.No:
3. Date of Birth:
4. Designation:
5. Grade:
6. Place of Posting:
7. Qualification:

S.No	Board/University	Qualification	Year of Passing	Percentage

8. Experience (In IFFCO)

S.No	Designation	Grade	Date of Joining/Promotion

9. Experience (Outside IFFCO)

S.No	Organization	Designation	From	To

In the event of my selection, I am prepared to be posted at any place in India.

Signature