

Human Resource Department
(Head Office)

Ref: HO/Pers/Re/03/2015

2nd September, 2015

NOTICE

It has been decided to fill up a few vacancies of H1 grade in P&A Department of units from the existing employees, who fulfill the following criteria:-

1. MBA (HR)/PG Diploma in HR/IR/Labour Laws and LLB.
2. Minimum 12 years post qualification experience in HR/Admin with IFFCO or any other organization prior to joining IFFCO.
3. Must be presently working in 'I' grade.

The employees selected may be relocated in any establishment of IFFCO. Interested employees may submit their application in the attached proforma on or before **15.09.2015** through proper channel to the JGM (HR&IR), Head Office.



(R P Singh)
Director (HR & Legal)

Distribution:

1. Jt. MD
2. Dir. (Tech)/MKD/Dir. (Strategy & JV)/Dir. (IT Services)/Dir. (CD&ESP)
3. All Sr. EDs/EDs
4. All Sr. GMs/CVO/GMs
5. All SMMs/AMs
6. All P&A Heads of Units
7. All Department/Sectional Heads
8. All Notice Boards

CC: JGM, MD's Office, HO.



Head Office

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

Through: Proper channel

Sub: Application for vacancies in P&A Department

Sir,

With reference to the notice dated 2.9.2015 on the subject cited above, I hereby submit my application for vacancies in H1 grade in P&A 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 (XII Onwards):

S.No	Qualification	Board/ University	Course Duration From - To	Year of Passing	Percentage

8. Experience (In IFFCO)

S.No	Designation	Deptt.	Grade	Date of Joining IFFCO	Date of last promotion	Jobs/ Role	Experience in Years

9. Experience (Outside IFFCO)

S.No	Organization	Designation	Deptt.	Duration From - To	Jobs/Role	Experience in Years

In the event of my selection, I am prepared to be posted at any establishment of IFFCO across India.

Date: _____

Signature