

Human Resource Department
Head Office, New Delhi



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives

Head Office

Ref No. HO/Pers/Cadre/2021

7th April 2021

NOTICE

Applications are invited from amongst the employees on regular rolls of IFFCO for change of cadre to "**Human Resource / Administration**". The applicants must possess the following qualification from recognised university/institution:

1. Master of Business Administration (MBA) or Post Graduate Diploma of two years duration in Human Resource.
2. The suitability and competence will be judged through written test and interview.
3. The employees selected may be relocated in any establishment of IFFCO.

Interested employees may submit their applications in the attached pro-forma on email id : apurvachopra@iffco.in under intimation to their controlling officers latest by 10.04.2021.

(Nakul Pathak) 07/04/2021
Executive Director (HR)

Distribution:

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

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

CC: JGM – MDs Office, HO

Executive Director (HR)
IFFCO Head Office
New Delhi

Date:



Through: HOD/Unit Head

Respected Sir,

In reference to the Notice (Ref No. HO/Pers/Cadre/2021 dated 07.04.2021), my details are as under:

SI 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/Administration as per need of the organisation and if I get selected, I give my consent for relocation in any establishment of IFFCO.

Thanking you,

Regards,

Signature: _____

Name : _____

Pers No. : _____