

Human Resource Department  
Head Office

Ref No. HO/Pers/2017

2<sup>nd</sup> August 2017

NOTICE

It has been decided to fill a few vacancies in Grade 'J1' (Pay Scale 15000-26250) from amongst the employees on regular rolls of IFFCO. The applicants must possess the following qualification from recognised university/institution:

1. The employee should possess the qualification of
  - a. Master in Computer Application (MCA)
  - Or
  - b. Master of Business Administration (MBA) or Post Graduate Diploma of two years duration in Business Management.
2. The suitability and competence will be judged through written test and interview.

Employees already working in a grade higher than J1 need not apply. The employees selected may be relocated in any establishment of IFFCO. Interested employees may submit their applications in the attached pro forma through proper channel to the undersigned latest by 18.08.2017.



(S C Gupta)

Jt General Manager (HR&IR)

Distribution:

1. Jt MD
2. Dir (Tech)/Dir (HR & Legal)/MKD/Dir(S&JV)/Dir(IT Serv)/Dir (CD & ESP)
3. All Sr EDs/EDs
4. All SGMs/GMs/CVO
5. All JGMs
6. All Concerned

CC: JGM – MDs Office, HO

Date: \_\_\_\_\_

JGM (HR&IR)  
 IFFCO Head Office  
 New Delhi

Through: Proper channel

Subject: Application for up-gradation of Grade

Sir,

With reference to the notice dated 2.8.2017 on the above mentioned subject, I hereby submit my application. My services particulars are given as under:

1. Name \_\_\_\_\_
2. Pers No. \_\_\_\_\_
3. Unit \_\_\_\_\_
4. Date of birth \_\_\_\_\_
5. Date of Joining IFFCO \_\_\_\_\_
6. Present Designation \_\_\_\_\_
7. Present Grade \_\_\_\_\_
8. Place of posting \_\_\_\_\_

9. Qualification (Details of MBA/Two Year PGDBM/ MCA)

| Sl. No | Board/University | Qualification | Year of passing | %age |
|--------|------------------|---------------|-----------------|------|
|        |                  |               |                 |      |

10. Experience (Outside IFFCO)

| Sl. No | Organisation | Designation | From | To |
|--------|--------------|-------------|------|----|
|        |              |             |      |    |

In the event of my selection, I am ready to be posted anywhere in India.

\_\_\_\_\_  
(Signature)