

Human Resource Department
(Head Office)



Ref: HO/Pers/Re/03/2014

11th July, 2014

NOTICE

It has been decided to fill up a few positions of Account Officers in 'H1' Grade in F&A Department at different locations in India amongst suitable employees possessing following qualifications and experience.

CA/ICWA with minimum one year of service in Finance and Accounts Department.

Eligible employees will have to appear for a written test/interview and if found suitable they may be placed in 'H1' Grade.

Interested employees may submit their application in the attached proforma on or before 25.07.2014 through proper channel to the undersigned.

A handwritten signature in blue ink, appearing to read "S C Gupta".

(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 Accounts Officer

Sir,

With reference to the notification on the subject cited above, I hereby submit my application for placement in Grade 'H1' in F&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:

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 location in India.

Signature