



RECRUITMENT OF DEPUTY GENERAL MANAGER (PERSONNEL & ADMINISTRATION)

Interview will be held as per schedule given below for the post of Deputy General Manager (Personnel & Administration) in the Pay Band of Rs.12,000 – 40,000/- and Grade Pay of Rs.7,400/- plus other allowances as admissible as per the rules of the Corporation. However, in case of deserving candidates presently employed in Govt. Departments/Govt. Organizations/PSUs/Autonomous Organizations, drawing higher Pay will be eligible for Protection of Pay in the same Pay Band, as per rule.

Name & number of position(s): Deputy General Manager (Personnel & Administration) - One

Essential Qualifications and Experience:

- (i) Post-Graduate Degree/Diploma in Personnel Management/Industrial Relations/Business Administration with Personnel Management/Social Work (with Personnel Management) from recognized University/Institute. Degree in Law will be an added advantage.
- (ii) Having minimum 18 years experience in Manpower Planning, Framing of HR Policy, Industrial Relations, Employees Welfare, Career Planning, Training & Development, all Administrative and Establishment matters relating to Personnel & Administration Department, conversant with all State Govt./State PSU's Rules & Regulations including RTI Act, all Labour Laws, Statutory matters and Tendering Process.
- (iii) Should have command in written and verbal communication in English & Assamese.

Age limit: Min. **40 Years** & Max. **50 Years** as on 31.01.2018 (relaxation may be given as per Govt. Rules).

Eligible and interested candidate should forward their updated resume along with scanned copies of testimonials/certificates and NOC from employer (if employed in Government Departments/Public Sector Undertakings/Autonomous Organizations) to E-mail ID careeraidcltd@gmail.com within 10.02.2018. Applications received after the due date or without the required documents or otherwise found incomplete will not be considered. AIDC Ltd. will screen the resumes & send call letters to eligible applicants by e-mail and also upload the call letters on AIDC Ltd's website. Those coming for interview are requested to carry a copy of the call letter as well as a Photo Identity Card.

No TA/DA will be paid for attending the interview.

AIDC Ltd. reserves the right not to fill the post, if any suitable candidate is not found.

Date, Time and Place of Interview: 16.02.2018, 10:00 A.M. at Assam Industrial Development Corporation Ltd., R. G. Baruah Road, Guwahati-781024.

Sd/-
MANAGING DIRECTOR