



File No. AIDC/Estt./1865/2022/Vol-5/1914

Date: 30-06-2022

RECRUITMENT OF DEPUTY GENERAL MANAGER
(PERSONNEL & ADMINISTRATION)

Applications are invited from Indian Citizens for filling up the post of Deputy General Manager (Personnel & Administration) in Assam Industrial Development Corporation Limited (A Govt. of Assam undertaking), Guwahati.

Name of Post/Position: Deputy General Manager (Personnel & Administration)

No. of Post: 1 (One)

Pay Scales: Pay Band (PB-4) Rs. 30,000 - 1,10,000/- and Grade Pay of Rs.16,900/- plus other allowances as admissible as per the rules of the AIDC Ltd. In case of deserving candidates presently employed in Govt. Deptts./Govt. Organizations/PSUs/Autonomous Organizations, drawing higher Pay will be eligible for Protection of Pay in the same Pay Band, as per rule.

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 the line of Personnel & Administration (Manpower Planning, Framing of HR Policy, Employees Welfare, Career Planning, Training & Development, all Establishment and Administrative 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) and currently holding a senior position in an organization. In case of private organization, the candidate should have experience of working in a reputed large industrial organization.
- iii) Should have command in written and verbal communication in English & Assamese.

Age limit: Minimum **40 Years** & Maximum **50 Years** as on 01.06.2022 (relaxation may be given as per Govt. Rules).

Application fee: Applicant has to deposit Rs. 1,500/- (Rupees one thousand five hundred only) in the form of Demand Draft/Banker's Cheque from any National Bank of India in favour of "Assam Industrial Development Corporation Ltd." payable at Guwahati.

Eligible interested candidate submit applications with full details along with self-attested copies of certificates in support of educational qualification, experience, age, original Demand Draft/Banker's Cheque etc. along with recent passport size photograph should reach to the Managing Director, AIDC Ltd., R. G. Baruah Road, Guwahati-24 by 22.07.2022.

Candidates presently employed in Government Departments/Public Sector Undertakings/ Autonomous Organizations should send their applications through Proper Channel or produce NOC at the time of interview failing which their candidature will not be considered.

Applications received after the due date or without the required documents or otherwise found incomplete will not be considered. Candidates coming for interview are requested to carry original documents along with the call letter. 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.

Candidates may also visit the official website www.aidcltd.com

MANAGING DIRECTOR