



**ASSAM INDUSTRIAL DEVELOPMENT
CORPORATION LIMITED**
(A Government of Assam Undertaking)
R.G.Baruah Road, Guwahati-781 024
Ph. : 0361-2201215, 2202216, Fax : 0361-2200060
CIN-U75112AS1965SGCOO1246

ECF No.

**DETAILS INFORMATION FOR WALK-IN INTERVIEW FOR RECRUITMENT OF FINANCIAL
CONTROLLER AND JUNIOR COMPANY SECRETARY**

Assam Industrial Corporation invites dynamic and experienced qualified professionals with sound health for a Walk-in Interview for the following positions -

1. Financial Controller
2. Junior Company Secretary

1. FINANCIAL CONTROLLER:

Number of vacancy: 1(one)

Eligibility Criteria:

- ❖ Educational Qualification: Chartered Accountant (CA)/ICWA
- ❖ Experience: Minimum 7 years of post-qualification experience
- ❖ Knowledge: In financial planning, financial regulations, budgeting, auditing, corporate finance and regulatory compliance.

Pay Scales: Pay Band Rs. 30,000 - 110,000/- 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. Depts./Govt. Organizations/PSUs/Autonomous Organizations, drawing higher Pay will be eligible for Protection of Pay in the same Pay Band, as per rule.

Key Responsibilities:

- Oversee the Corporation's financial operations and reporting.
- Ensure statutory compliance and internal control effectiveness.
- Develop and monitor budgets, financial forecasts, and risk management practices.
- Lead internal audits and coordinate external audits and financial reviews

Job Location: Guwahati

Interview Date: 21st June, 2025

Reporting Time: 10.00 AM

Venue: O/o The Managing Director, AIDC Ltd.

2. JUNIOR COMPANY SECRETARY

Number of vacancy: 1(one)

Eligibility Criteria:

- ❖ Educational Qualification: Graduate in any discipline and passed the Final Examinations of the Institute of Company Secretaries of India (ICSI)

Pay Scales: Pay Band Rs. 30,000 - 110,000/- and Grade Pay of Rs. 12,700/- plus other allowances as admissible as per the rules of the AIDC Ltd.

Job Location: Guwahati

Interview Date: 21st June, 2025

Reporting Time: 12.30 PM

Venue: O/o The Managing Director, AIDC Ltd.

Documents Required:

- Updated Resume
- Two recent passport-size photographs
- One set of self attested set of photocopies of supporting testimonials for qualification, post experience, date of birth, caste etc.
- Original documents required to show at the time of Walk-in Interview.
- Valid Photo ID Proof and Address Proof

Note:

- Employees working in Government, Public Sector and Autonomous Organization required to appear through proper channel or produce NOC at the time of Walk-in interview failing which their candidature will not be considered.

Interested and eligible Candidates requested to send confirmation mail for appearing Walk in Interview well in advance at **aidcpers65@gmail.com**

- No TA/DA is admissible for appearing in the Walk-in Interview.
- CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE
- AIDC Ltd. reserves the right not to fill the post, if any suitable candidate is not found.
- For queries, contact us at: jyotirmoyb.aidc@assam.gov.in

Sd/-
Managing Director
Assam Industrial Development Corporation Ltd.
R.G. Baruah Road, Guwahati-24