



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-U75112AS1965SGC001246

ECF No. E 351050/44/2

Date:25.09.2025

RECRUITMENT NOTICE FOR GENERAL MANAGER (FINANCE & ACCOUNTS)

Assam Industrial Development Corporation Ltd. (AIDC Ltd.), a Government of Assam Undertaking, invites applications from dynamic, experienced, and qualified professionals as details below:

1. Position Details

- Post Name: General Manager (Finance & Accounts)
- Number of Vacancy: 01 (One)
- Location: AIDC Ltd., R.G. Baruah Road, Guwahati-24.

2. Eligibility Criteria:

- **Educational Qualification:** Chartered Accountant (CA) **or** Cost and Works Accountant (ICWA)/Cost and Management Accountant (CMA)
- **Experience:** Minimum **7 years** of **post-qualification** experience.

3. Knowledge/Expertise Required:

Financial planning, Financial regulations & compliance, Budgeting & auditing, Corporate finance and Regulatory compliance

4. Pay Scales:

- **Pay Band:** ₹30,000 – ₹1,10,000
- **Grade Pay:** ₹16,900
- **Other Benefits:** Admissible allowances as per AIDC rules

5. Key Responsibilities:

- Oversee all financial operations and reporting of the Corporation
- Ensure statutory compliance and implement effective internal controls
- Develop budgets, financial forecasts, and manage financial risks
- Lead internal audits and coordinate external financial reviews

6. Job Location: Guwahati

Important Instructions:

- Candidates employed in Government/Public Sector/Autonomous Bodies must apply through proper channel or produce a No Objection Certificate (NOC) at the time of interview. Failure to do so will result in disqualification.

Application Process:

- Application Form:** Available from **25th September 2025**, download from AIDC official website: www.aidcltd.com.
- Submission Format:** Only applications in the **prescribed format** will be accepted. Incomplete or incorrect applications will be **rejected**.
- Last Date for Submission:** 24th October, 2025

- (iv) **How to Apply:** Hard copies of completed application form along with self-attested copies of certificates, mark sheets in support of educational qualifications, experience, age and address proof along-with a recent passport size photograph send to the Office of Managing Director, AIDC Ltd., R. G. Baruah Road, Guwahati -24, on or before 24th October, 2025.
- (v) Envelope Must Be Super-scribed with: “Application for the post of General Manager (Finance & Accounts)”
- ❖ **Note: AIDC Ltd. reserves the right not to fill the post if no suitable candidate is found.**

Sd/-
Managing Director
Assam Industrial Development Corporation Limited

Assam Industrial Development Corporation Limited
(A Govt. of Assam Undertaking)
R. G. Baruah Road, Guwahati-24.

APPLICATION FORM

Recent passport
size photograph
of size
3.5 cm × 4.5 cm
& Sign in the box
below.

ADVERTISEMENT NO:

APPLIED FOR :
(Name of the Post)

1. Applicant’s Name (in BLOCK LETTERS)

2. Father’s Name in full

3. Mother’s Name in full

4. Gender (Male/Female/Other):

5. Date of Birth :

6. Age as on 01.10.2025 (Year months days):

7. Nationality :

8. Category (GEN /SC/STP/STH/OBC&MOBC :
{attach supporting documents (except GEN)})

9. Permanent Address :
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10. Present Address :
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11. Essential Qualification: From HSLC onwards(use separate sheet, if necessary) Note: Attach supporting documents

Name of Exam	Division/ Grade/ Class	PC(%) of Marks Obtained	Year of Passing	Duration of Course	Institution/ Board/ University	Subjects Taken

12. Employment/Experience: Furnish details of all previous and present employment/experience relevant to the advertisement. (Use separate sheet if necessary)

SN	Name and address of the employer	Post Held	Nature of Work/Duty	Period		Whether Central/State Govt./ PSU/Private
				From	To	

13. Details of Enclosures (put serial numbers on Annexure):-

Sl. No.	Details of Documents	No. of sheet

16. Contact No. :

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18. Email ID:

WARNING: Applications not in conformity with the requirements specified in the advertisement, not submitted in the prescribed form, incomplete, improperly filled, or not accompanied by self-attested copies of certificates, mark sheets, or other relevant documents will be rejected. Applications received after the closing date will not be considered.

Note: Canvassing by a candidate, either directly or indirectly, with any employee of the Corporation or any member of the selection committee regarding their candidature will result in disqualification.

DECLARATION

I hereby declare that all the information provided in this application is true and complete to the best of my knowledge and belief. I understand that the Corporation may take action against me if I am found guilty of any misconduct as described above.

Place

Date

.....
Signature of the Candidate (in full)

** (Strike off if not applicable)*