

**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED
NAMRUP : PERSONNEL DEPARTMENT**

No.002/IV/1(2)/1189

Dated: 09.06.2021

DEPARTMENTAL ADVERTISEMENT

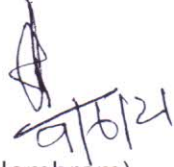
Applications are invited from the interested departmental candidates who are presently working in E1 level in the substantive pay scale of ₹16,400-3%-40,500/- in various disciplines for filling up of post of Assistant Administrative Officer in the scale of ₹ 16,400-3%- 40,500/- to be posted under Administration department as per requirement, on lateral transfer basis.

Qualification: - Candidate must be graduate in any discipline.

Interested candidates fulfilling the above specifications may submit their applications through proper channel in the prescribed proforma so as to reach the Manager (HR), BVFCL, Namrup on or before 18.06.2021. Incomplete application will not be considered and straightway be rejected. Management reserves the right to cancel the entire departmental advertisement process without assigning any reason thereof.

Proforma:

1. Name:
2. Fathers Name:
3. Designation & E/ No:
4. Qualifications:
5. Computer Knowledge:
6. Working Experience (period and post held – in detail) :
7. Present department and place of posting:
8. Present scale of pay:
9. Date from which present scale and post held:
10. Whether belong to SC/ST:


(D. Hembram)
Manager (HR)

To :

1. **All Dy.GMs**
2. All HoDs – for wide circulation
3. ES to CMD
4. Secy to D(P)
5. Secy to D(F)
6. Secy to CVO
7. Secy. to GM (Mktg & HR)
8. All Notice Boards.

APPLICATION FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER
(On lateral transfer basis)

1. Name:

2. Father's Name:

3. Designation & E/ No:

4. Qualifications:

5. Computer Knowledge:

6. Working Experience (period and post held – in detail) :

Employer's name & address & type of business	Post held & scale of pay	Period of employment		Total years of experience	Nature of duties
		From dd/mm/yyyy	To dd/mm/yyyy		
A.					
B.					
C.					

7. Present department and place of posting:

8. Present scale of pay:

9. Date from which present scale and post held:

10. Whether belong to SC/ST:

Date:

Signature

Forwarded by:

Signature & Designation of HoD