

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
IFFCO Sadan, C -1, Distt Centre, Saket Place, New Delhi- 110017

Requires

CO-ORDINATION STAFF AT HEAD OFFICE, DELHI

For details about IFFCO, please visit our website www.iffco.in.

Qualification	Graduate with Diploma / Certificate in Secretarial Practice / Short-hand & Typing with proficiency in Computer / MS-Office.
Short-hand & Typing Speed (English)	Short-hand 80 words per minute and Computer Based Typing Speed 40 words per minute in English.
Experience	Minimum 2 years
Pay Scale	Rs.27500 - 51000
Maximum Age Limit	35 years as on 1 st August, 2020
Selection Procedure	The candidates have to appear for English Short-hand, Vocabulary Test, Computer Based Typing Test followed by Personal Interview and Medical Test.

General

- i) In addition to Basic Pay, Dearness Allowance and other benefits / allowances as per the rules of the Organisation.
- ii) The position is transferable in any of the existing or future establishments of IFFCO.

Desirous candidates may apply through the link given below **latest by 16th August, 2020**

Link : <http://1.6.107.64:81/>