

GOVERNMENT OF ASSAM
DEPARTMENT OF INDUSTRIES, COMMERCE & PUBLIC ENTERPRISE DEPARTMENT
JANATA BHAWAN, DISPUR, GUWAHATI, 781006

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Advertisement for the Post of General Manager, AIDC Ltd

No. ECF: 446154/ 303

Dated: 11th Dec, 2024

Applications in the prescribed format are invited from the intending Eligible Indian Citizens for filling up the post of General Manager in Assam Industrial Development Corporation Limited (AIDCL),

I. COMPANY PROFILE :

Assam Industrial Development Corporation (AIDC) Ltd, registered under Companies Act 1956(Presently Companies Act-2013) is a profit making State Level Public Sector Enterprise in the State of Assam. Total Paid-up Capital of the Corporation is Rs 1002.87 Crore . AIDC Ltd has been involved in Industrial Development and promotion in the State through development of Industrial Estate, Industrial Area, Maintenance of the Industrial Estate, Acting as State Agency for Implementing various Industrial Development Scheme, undertaking Promotional Activities. AIDC has its Head Office at Guwahati, Assam.

II. NAME OF THE POST : General Manager

III. JOB DESCRIPTION AND RESPONSIBILITIES

General Manager in AIDC is a Senior Managerial position and the incumbent will report directly to the Managing Director. He/she will head a group of 3/4 Technical Departments independently and will be responsible for planning, coordinating and controlling the functions of the departments under him to achieve the corporate goals and objectives.

IV. ELIGIBILITY CRITERIA

a. QUALIFICATION :

Degree in Engineering/Technology preferably with P.G. qualification in Engineering/ Technology/ Industrial Management from recognized Institution.

b. EXPERIENCE :

The candidate should have minimum **15** years of working experience in sufficiently senior supervisory/managerial position in any reputed Private Sector Company, MNC, State Public Sector Enterprise/ State Autonomous body , Central PSE/Autonomous body or in State Government/ Central Government Department. The applicant should have thorough knowledge and total exposure in Project Management, Industrial Planning, Project Implementation, Operations & Maintenance. Industrial Finance , Project Appraisal, Recovery of Loan, Project Monitoring and Evaluation.

c. AGE :

- Minimum age of the applicant should not be less than 45 years and maximum age not to exceed 55 years as on the date of publication of the Advertisement.
- .For internal/departmental candidate, maximum age limit will be 58 years.
- Age of Superannuation is 60 years.

V. PAY & ALLOWANCES:

The post carries pay and allowances admissible under Pay Band -5 of Rs.65, 000 - 1, 12,000/- + Grade Pay of Rs.18,500/- and other Perks and allowance admissible as per Company's Rules. **Initial Pay may be fixed by the Corporation for suitable candidate at higher level within the pay band.**

VI. EMPLOYMENT STATUS :

The applicant on the date of application, as well as on the date of interview must be employed in a regular capacity - and not in a contractual/ad-hoc capacity in one of the followings:

- (a) Not below the rank of Sr Manager in Central Public Sector Enterprise (CPSE) / Not below the rank of Chief Manager or its equivalent in State Public Sector Enterprise (SPSE) / Autonomous Body.
- (b) Not Below the rank of Assistant General Manager/ Deputy General Manager in Private/Public Sector company/ MNC where the annual turnover is more than Rs 100 crore.
- (c) Not below the rank of Deputy Secretary or its equivalent in the State Government Department and Under Secretary or its Equivalent in the Central Government. Department.

VII. SUBMISSION OF APPLICATIONS

- i) The applicants working in Govt. Deptt./CSPE/SPSE/ Autonomous Body should submit their applications through proper channel.
- ii) Applicants from Private Sector shall submit their application directly alongwith the following documents :
 - (a) Annual Reports of the Company in which currently working for 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose).
 - (b) Self-attested copies of documents in support of age and qualifications.
 - (c) Certificate in support of relevant jobs handled in the past with details.
- iii) **UNDERTAKING BY THE APPLICANT**

The applicant shall have to submit an Undertaking as a part of the application to the effect that he/she will join the post, if selected. If an applicant does not give undertaking, the application would be rejected.

No application shall be entertained under any circumstances received after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED. Board reserves the right to shortlist applicants for interview.

- iv) **LAST DATE OF RECEIPT OF APPLICATION:** 30 Days from date of publication of the advertisement.

Application in the prescribed format duly filled in and complete with testimonials in sealed cover superscribing the post applied for should be submitted directly/through post to:

Smti Indira R Kalita , IAS
Secretary to the Govt. of Assam,
Industries Commerce & Public Enterprise Department.
Block-C, 2nd Floor, Janata Bhawan, Dispur, Guwahati- 781006

Application may be send through mail also in mail ID: pe.assam@gmail.com

Prescribed format for application may be downloaded from the website:

<https://aidcltd.assam.gov.in>

VIII. T.A. & D.A. FOR INTERVIEW:

Single to and fro economy class airfare/Train Fare/Bus Fair by the shortest route from the residence/ place of present posting to the place of interview would be reimbursed by AIDC to the candidates called for interview subject to production of actual travel documents and receipts .

IX. UNDERTAKING BY THE APPLICANT/CANDIDATE

An applicant has to give an undertaking as a part of the application to the effect that he/she will join the post, if selected. Without undertaking no T.A & D.A will be admissible for appearing for interview.

Signed by

Indira R Kalita

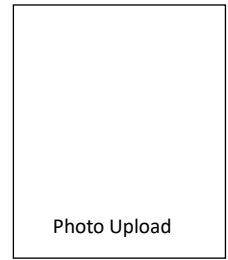
Secretary to the Govt of Assam

Industries Commerce & Public Enterprise Department

Date: 11.12.2024 16:54:25

APPLICATION FORM FOR CANDIDATES FOR THE POST OF GENERAL MANAGER

1. Name of the post applied for _____
2. (a) Applicant's Name (as per official records Mr./Mrs./Ms.) _____
 (b) Designation of the Applicant (in full) _____
 (c) Name of the Company/Organization _____
 (d) Category as per Employment Status: - Officer of CPSU/Central Government/State Government/
 Armed Forces of the Union /All India Services/SPSE/Private Sector
 (e) Office Address : _____
 (f) Address for communication _____



3. Telephone No: Office _____ Residence _____ Mobile No. _____
 E-Mail id _____

4. Date of Birth (DD/MM/YY) _____ Age as on date of vacancy (Years/Months/Days) _____

5. (i) Educational/Professional Qualifications:

SI No.	Qualification*	Name of Institution	Period Of Study		Tick the relevant				Tick the relevant			Self-Declaration Whether meets the eligibility qualification				
			From	To	Part Time	Full Time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other			

* Should be exactly as per Degree/Certificate Issued by the university.

(ii) Positions held during the last ten years. From the date of advertisement.

SI No.	Complete Designation & Place of posting*	Name of the Organization	Pay Scale**	Period		Reporting to Designation *	Self-Declaration Whether meets the mandatory experience requirement		If yes. nature of duties in support Of the declaration
				From	To		Yes	No	
1	2	3	4	5	6	7	8		
				From	To		Yes	No	

*Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE/employer.

**Private Sector-CTC/remuneration/emoluments drawn.

NB: The positions should be indicated in order of the most recent assignments.

Note, Please attach a write-up (Part A: Achievements during the career so far and part B : Vision for the post applied for), not exceeding 2000 characters. in support of your candidature, for reference at the time of the interview

6. (a) Do you hold lien in and organization other than where currently working?

If yes,

- I. Name of the organization in which the lien is held
 II. Date from which the lien is held

Yes	No
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- (b) Are you on deputation?

If yes

- (i) Name of parent organization:
 (ii) Date from which on deputation:

Yes	No
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7. (a) Whether any penalty/punishment was awarded to the applicant during last 10 years.

If yes, the details thereof i) Civil/ Criminal

Yes	No
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ii) Departmental inquiry

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his/her knowledge goes

If yes, the details thereof, i) Civil / Criminal

Yes	No
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ii) Departmental Inquiry

8. CV of the Applicant:

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition I Further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Candidates from Private/Public Companies

9. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years (I.e. 2020-21, 2021-22 and 2022-23).

Company in which candidate is serving	Year	Annual Turnover of the Company (in Rupees Crores)

- (i) Please provide URL of company website & CIN (Corporate Identification Number)
- (a) URL (Company Website Address) _____
- (b) CIN (Company Identity Number) _____

I certify that the details furnished by me in Column 1 to 9 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)