

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.

Secretary to the Govt of Assam
Industries Commerce & Public Enterprise Department