

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED (IFFCO)
IFFCO Sadan, C-1, District Centre, Saket Place, New Delhi – 110017

Advertisement for the Post of Chief Manager / Senior Manager (Administration)

Post(s)	Chief Manager / Senior Manager (Administration)
Number of Post	One (1)
Qualification	Graduate from a recognised University/Institute with aggregate of 60% marks and two years full-time regular MBA degree from a recognised University/Institute. Or Ex-Defence Officer
Work Experience	More than 10 to 20 years of post-qualification experience. Having in-depth knowledge of Admin. Operations. Proficiency in use of Computers and its applications.
Key Skills	- Procurement of Goods and Services, local purchases, handling tenders, Contracts, AMCs, Disposal of assets etc. - Knowledge of accounts handling and General Administration etc. - Excellent Communication skills, Good Negotiation Skills - Proficiency in MS-Office
Age Range	More than 31 years - 45 years (As on 1 st July 2026) (Relaxable by 5 years for SCs/STs & by 3 years for OBCs)
Location	New Delhi The Current position is transferable in any of the existing or future establishments of IFFCO or its subsidiaries.
Pay & Benefits	As per IFFCO pay Structure
Selection Procedure	Eligible candidates will be required to appear for computer based Online Test or as decided by IFFCO. Only shortlisted candidates will be called for personal interview. Relaxation may be granted at the discretion of the Competent Authority.
Medical Examination	As per IFFCO's standards before final selection.
Knowledge of Language	Hindi & English
Interested and eligible candidates may apply online on the below mentioned Link latest by 30.07.2026 https://careers.iffco-recruitments.in	