



INDIAN FARMERS FERTILISER COOPERATIVE LIMITED, KANDLA UNIT
P.O.: Kandla, Dist.: Kutch, Gujarat - 370210

IFFCO Kandla Unit invites applications from eligible candidates for recruitment as IFFCO Trainee in the following discipline. On successful completion of the training period, candidate will be considered for absorption in the regular service of IFFCO as per rules.

Sr. No.	Post	Qualification	Year of Passing and Percentage	Preferred Eligibility Criteria	Age Limit (as on 01.08.2026)
1	Jr Asst (Admin) Gr L	Full time BA/BBA/B.Com. Degree from a UGC recognized University	2022 and onwards with minimum 55%* marks	Minimum 1 year experience in administrative management	<u>Minimum:</u> 18 Years <u>Maximum:</u> General - 33 Years OBC - 36 Years SC/ST - 38 Years

* 5% relaxation in marks will be given to SC and ST category candidates.

JOB DESCRIPTION

Jr Asst (Admin) Gr L - Oversee daily office administration, facilities upkeep, and guest house logistics while coordinating with vendors for housekeeping, transport, and administrative services. Manage office assets, inventory, AMCs, procurement of supplies, and verification of administrative bills. Provide cross-departmental support by maintaining filing systems, handling correspondence, organizing official events, supporting emergency preparedness, and executing other duties assigned by management. The above job responsibilities are indicative in nature and subject to modification as per operational requirements.

GENERAL INFORMATION

1. Only online applications which are duly filled at our website (<https://careers.iffco-recruitments.in/jobs/jr-asst-admin-gr-l-kandla>) will be accepted. Applications submitted in any other form will not be entertained.
2. **Uploading of every marksheet (all semester/annual) and certificate are mandatory, failing which your application will be rejected.**
3. If at any stage of the selection process, including joining, any of the documents such as - marksheets, certificates, caste certificate of applicant is found incorrect/false will be liable for termination forthwith.
4. Recruitment shall be done through Computer Based Test followed by Interview and Medical Fitness Test.
5. Details of Computer Based Test will be informed separately through SMS/e-Mail on Mobile Number/e-Mail ID provided by applicant.
6. **Remuneration:** As per Industry Standards.
7. IFFCO reserves all rights to re-schedule or cancel the above recruitment at any time without any notice.

INSTRUCTIONS FOR FILLING ONLINE APPLICATION

1. Candidates shall apply at our website (Link as will be provided by testing agency).
2. Candidates shall upload recent passport size photograph in portal.
3. Name of discipline shall be selected correctly.
4. Furnish Full Name, Date of Birth, Father's Name, Mobile Number, e-Mail ID, Postal Address with pin code.
5. Fill complete information like percentage and year of passing.
6. Upload latest SC/ST/OBC (Non-Creamy Layer) Certificate, Aadhar Card and PAN Card.
7. Upload all Semester Marksheets along with qualification Certificate.