

WAPCOS LIMITED
(A Government of India Undertaking)
(76-C, Sector-18, Institutional Area, Gurugram, Haryana)

Ref. No./5/765/J&k/2018

Date: 21.08.2018

WAPCOS Limited requires one experienced Assistant Manager (Admin.) on regular basis for the work relating to IPDS, DDUGJY, J&K. The requisite qualification, minimum experience, age and pay package for the post of Assistant Manager (Admin.) is as under:

Sl. No.	Name of the Post and pay Scale	No. of post	Maximum Age as on 01.08.2018	Minimum Experience as on 01.08.2018	Qualification
01.	Assistant Manager (Admin.) in the Pay scale of Rs.30,000-120,000 (Revised IDA) plus allowances as usual.	01	35 Years	Minimum 10 yrs experience in Admin & HR field	1.B.A from a recognized university with 50% marks. 2.MBA (HR) from a recognized university with 60% marks.

- Incumbents will be entitled for LTC, Medical reimbursement and CPF as per rules of the company.
- Applicants are requested to submit the following fee in the form of demand draft drawn in favour of WAPCOS Ltd payable at Chandigarh along-with the application form:
 - Rs.1000/- in case of General/OBC candidates
 - Rs.500/- in case of SC/ST/PWBMD and female candidates
- Those who are working in Govt. Departments/PSU/Autonomous bodies are required to apply through proper channel or produce no objection certificate at the time of written test/interview.
- Management reserves the rights to fix the criteria to restrict the number of candidates to be called for Interview.
- No residential accommodation will be provided. However, HRA will be provided as per rules of the company.
- Before submission of application, the candidate must ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- Age relaxation for SCs/STs/OBCs and PWBMDs will be as per Government rules.
- CVs should be in the prescribed proforma **along with photocopies of documents in support of Date of birth, Qualification, Experience and proof of category etc. in case of candidate belonging with reserved category** and post applied for should be super scribed on the envelope of the application.
- SC/ST/PWBMD candidates coming from outstation for appearing in the written test/interview will be paid rail/bus fare by the shortest route as per rules/sleeper class on production of tickets/proof.
- The post of Assistant Manager (Admin.) is for Projects Assignments and the candidate selected will be liable to be posted anywhere in India.

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- The mere fact that a candidate has submitted his/her application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for written test/interview considered further for the engagement.
- The Applicant should have valid Indian Passport will be required at the time of joining.
- The Company will not be responsible for any postal delay within the specified time
- Interested candidates fulfilling the eligibility conditions may send their CV in the prescribed proforma to WAPCOS Ltd. H.No.18, Sector-10,Gurunanak Nagar, Jammu- 180004 **Within 15 days from the date of release and not after 04/09/2018**
- For details and proforma visit our website www.wapcos.co.in and for clarification call +91-172-5041152.