

Vacancy at the Fertiliser Association of India, New Delhi

FAI is a Non-profit and non-trading Association, limited by Guarantee Company which comes under the provisions of Section 8 Companies Act 2013. Applications are invited for the following positions:

1. Secretarial Officer

He/she will be responsible for all the compliances on company secretarial matters of the Board and members of the Association. He/she will be responsible for preparing Agenda Notes for Board Meetings, Notice for preparing General Meetings, conducting the meeting in time, preparation of Annual Report and keeping Minutes of the Board and General Meetings of FAI. He/she will be responsible for Accounts & Audit, Funds management of PF, Gratuity, Superannuation Scheme, etc., General Administration and HR matters.

Requisite qualification is a qualified Company Secretary. Additional qualification in accounts and law is preferred. He/she may have experience of 5 to 10 years in the relevant field. Other qualified persons like CS (Executive), CA, LLB, M. Com (Accounts) with relevant experience can also be considered. Salary will be commensurate according to qualification and experience.

2. Officer (Economics)

He/she will be responsible for all matters related to policies for fertilizer sector, interpretation of data, generating status reports/ papers for members/media, in-house publications, drafting representations on issues faced by the industry.

Qualification & Experience: M.A. Economics, Agriculture Economics or Statistics; or. LLB will be preferred. He/she may have 5 to 10 years' experience in academic or industry environment, analytical skills, proven track record by way of published articles/ papers, excellent written and oral communication skills. Salary will be commensurate according to qualification and experience.

Applications should be sent by email to dg@faidelhi.org

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