

Company Profile

SIFL is a PSU engaged in the manufacture of forgings with Carbon Steel, Alloy Steel, and Titanium Alloy, Aluminium Alloys etc., catering to the needs of Aerospace, Defence, Railways, Oilfield, Heavy Engineering Sectors and exports. The company also has got a Precision Machining Unit at Shoranur. The Company is on the threshold of expansion, and desires to fill up the following vacancy:

Job Profile & Qualification

Post	ASST. MANAGER (A & HRD) - On Contract Basis
Vacancy	One
Category	General
Job Profile	<ul style="list-style-type: none">• The incumbent must take care of Administration, HR and Legal matters relating to the Company.• Must have proven track of handling various Administration, HR and Legal functions preferably in a manufacturing organization.• Must have good communication skill (in English & Malayalam) both written & Spoken.• Shall report to the Deputy General Manager (A&HRD).
Qualification	Essential: MHRM/MBA (HRM)/MSW/Post Graduate Diploma in PM & IR from a recognized University/Institution.
Experience	Minimum 4 years experience in a reputed organization preferably in a manufacturing industry.
Age Limit	Maximum age limit for the above post is 40 years as on 01.03.2023 with usual relaxation for SC/ST and OBC candidates.
Details of Appointment & Payment	The appointment shall be on contract basis for a period of 1 year. The monthly consolidated pay will be fixed based on experience.
How to apply	<p>Applications to contain</p> <p>Application form and Index Card can be downloaded from the SIFL website www.siflindia.com. Filled in application form along with the following documents should be send to The Managing Director, Steel & Industrial Forgings Limited, Athani PO, Thrissur - 680 581, Kerala by Registered Post.</p> <ul style="list-style-type: none">• Detailed CV along with details of present salary drawn, if any• Self-attested copies of certificates to prove Age, Qualification, Community and Experience• Passport size photograph (taken within six months) to be affixed in the application form• Application with documents should be send by Registered Post only to the given address.• Envelope should be superscribed as "APPLICATION FOR THE POST OF ASST. MANAGER (A & HRD) - ON CONTRACT BASIS".• Application with all details should reach the above address on or before 12.04.2023.• Application send otherwise than through the prescribed mode

	<p>mentioned herein will not be accepted.</p> <ul style="list-style-type: none">• Applicants must ensure their eligibility before applying for the post.
General Conditions	<ol style="list-style-type: none">1. SIFL reserves the right to restrict/alter/cancel/modify the recruitment process if need arises without assigning any reason for the same.2. Communications with regard to this recruitment will be made through electronic media only (E-mail).3. Upon selection the incumbent must produce Police Clearance Certificate.4. SIFL will not be responsible if applications are not received within the stipulated time to the given address.