



## GUJARAT INDUSTRIES POWER COMPANY LIMITED

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### Supervisor / Sr. Assistant - Admin at Corporate Office

GIPCL is a Rs.4000 crores asset based fast growing company in the power sector with its corporate headquarters at Vadodara, and a total installed capacity of more than 1800 MW. The facilities are located at Vadodara, Khavda and near Surat in Gujarat. GIPCL is currently taking giant leap in the Renewable Energy Sector by 112.4 MW Wind Power Projects and 937 MW PV based Solar Power Projects at various locations in Gujarat.

We are looking for Supervisor / Sr. Assistant - Admin to pilot and coordinate Corporate HR & Administration function at our Corporate Office, Vadodara.

**Position / Grade:** Supervisor (S3) / Sr. Assistant (S4) – Admin

**Qualification:** Preferably any Graduation with minimum 50% (from reputed university)

**Experience:** Preferably not less than 08 years post qualification experience

Candidate should have experience in the HR and Administration functions of a large industrial unit. Exposure to SAP working and computer literacy would be an added advantage.

Familiarity with the Gujarati and English language is preferred.

**Age:** Preferably not more than 35 years as on the date of advertisement.

**Remuneration:** Pay includes attractive salary, PF, etc. Salary will not be a constraint for the right candidate and shall commensurate with the best in the field.

Candidates meeting the above criteria may please forward online application within 10 days of this advertisement. Please click the link [http://career.gipcl.com/job\\_vacancy](http://career.gipcl.com/job_vacancy) for online application.