Advertisement for the post of Junior Steno Typist at IFFCO Aonla Unit

Date: 26.10.2026

Indian Farmers Fertiliser Cooperative Limited is inviting online applications for the post of **Junior Steno** as per the details given below at IFFCO, Aonla Unit, Bareilly:

1. **Qualification details:**

Sl No	Designated Trade	Qualification	Other details
01	Junior Steno	Graduate + Diploma in Secretarial Practice **or** Computer Couse **or** Shorthand Typing Certificate.	Candidate should have good knowledge of computer operations and good typing skills. Proficiency in Word, Excel, and PowerPoint will be preferred.

- Only **regular** candidates who have passed full-time course are eligible from recognised from UGC/AICTE approved / recognized university.
- Candidates from Correspondence or Distance Education or Private mode are not eligible.
- For candidates who have done Graduation + MOM/SP, 2 years full-time MOM/SP diploma should be recognised from technical board.

2. **Age:** Minimum age of 18 years and Maximum 27 Years as on 01.10.2026. Certificate issued by Secondary Education for passing Matriculation shall only be acceptable as a proof of age and same date of birth should be mentioned on Aadhaar Card as well.

   Age relaxation:
   - For SC/ST - 5 years,
   - For Other Backward Castes/land looser whose land has been acquired by IFFCO factory/IFFCO – 3 years.
   - Age relaxation to ex- apprentices of IFFCO - 3 Years.

   There is additional 3 Years relaxation in upper age limit for dependents of deceased IFFCO employees expired during services.

3. **Remuneration:**
   The selected candidate will be placed in “N0” grade on the basic Pay of Rs. 27,500/- on the pay scale of 27,500 - 51,000. Other than this, the candidate will be eligible for other allowances as per the rules of society.
   Accommodation will also be provided by the organization in the residential colony / township as per the rules of the society.

4. **Selection Process:**
   - Computer based typing test.
   - Personal Interview & Document Verification
   - Medical Test

5. **Place of posting:** IFFCO Aonla Unit, Bareilly. May also be transferred to any location as per the requirement of Management.

How to Apply:
Click on the link BELOW:

URL Link:

https://careers.iffco-recruitments.in/jobs/junior-steno-typist-aonla

Last Date of submission of Application: 10.11.2026

Candidates are required to click on the link provided above for filling ONLINE application and fill up the personal details/BIO- DATA etc carefully.

Documents to Submit: 10th Marksheet/Certificate, Qualification Marksheet and Degree, Apprentice Certificate (if any), Caste Certificate (Latest), Aadhaar, Latest Photo.

Candidates should ensure that **their name, father's name, date of birth is exactly as recorded in Matriculation (10th)** or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature. The applicant who are subsequently found to have submitted incorrect information will be disqualified for test/interview/post notified in IFFCO.

All communication to the shortlisted candidates will be sent through E-mail given in the Application Form. Candidates are advised to indicate their **active mobile number and valid e-mail ID** in the ONLINE application and keep them active during the entire engagement process as all important messages will be sent by email which will be treated as deemed to have been read by the candidates.

Candidates having higher qualification other than notified like B. Tech / BE/ MCA / MBA /Masters in any other field/trade / any equivalent qualification are not eligible for this vacancy or will not be able claim any benefit in future. Suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligibility for consideration at any stage of selection and termination at any time during employment, if recruited.

For issues related to form fill up application candidate may contact Technical Support Team. The tab is available in the online application or **contact Helpline No. 7508309300 & 0581-**

240-4102/4106 & Email: helpdesk@iffco-recruitments.in from 10:00 AM to 5:00 PM on all working days.

Candidates are NOT required to submit hard copy of application form at this stage. However, in case we ask for any document for further verification of eligibility, same is required to be sent by mail.

Last Date of submission of Application: 10.11.2026

Recruitment Team
IFFCO, Aonla Unit
DISTT Bareilly (UP)