



MOIL LIMITED

(A Government Undertaking)

MOIL Bhavan, 1-A, Katol Road, NAGPUR-440 013

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Date: 11/09/2019

MOIL, formerly Manganese Ore (India) Ltd. is a scheduled "A" MINI RATNA CPSE under Ministry of Steel. MOIL operates 11 mines (MS & MP State). MOIL fulfills 50% of total requirement of dioxide ore in India and also has FM plant & EMD Plant. MOIL is expanding through its joint venture in India & abroad.

MOIL invites application from energetic candidates, who are willing to grow with MOIL in the following categories:

(I) Chief Manager (Mines) E-04, – 03 Posts [3 UR]

1) Qualification:-

- i) B.E/B.Tech in Mining or equivalent from a recognized University/ Institute.
- ii) 1st Class Mine Manager's certificate of Competency (U/R) under MMR 1961 from DGMS.

2) Scale of pay : Rs.70,000-3%-2,00,000/-(E-04).The CTC is around Rs.15.40 Lakhs(approx).

3) Age limit : Below 42 years (relaxable as per Government Guidelines)

4) Experience: 10 years post qualification experience as an Executive in a Mining Organization out of which 2 years' experience (1 year for Internal candidate) in immediate lower scale (IDA) or equivalent (CDA).

For candidates from private sector, CTC should be minimum Rs. 10.20 Lakh per Annum.

(II) Sr.Manager (Systems)(E-03) or Chief Manager (Systems)(E-04) – (Total 02 Posts only) [2 UR]

Sr. Manager (Systems)(E-03):-

1) Qualification: i) B.E/B.Tech in Computer Science/IT/Electronics/Electronics &

Telecommunication (E&T) or MCA/M. Sc (Computer Science) or equivalent from a recognized University / Institute.

ii) Certified consultant in SAP will be preferred.

2) Scale of pay: Rs.60,000-3%-1,80,000/-(E-03).The CTC is around Rs.13.20 Lakhs (approx.).

3) Age limit : Below 38 years (Relaxable as per Government Guidelines)

4) Experience : 7 years post qualification experience in programming and Computer

Application in Systems/IT department in an Organization out of which 2 years' experience

(1 year for Internal candidate) in immediate lower scale (IDA) or equivalent (CDA).
For candidates from Private sector, CTC should be minimum Rs. 8.70 Lakh per annum.

Chief Manager (Systems) (E-04) :-

- 1) Qualification: i) B.E/B.Tech in Computer Science/IT/Electronics/Electronics & Telecommunication (E&T) or MCA/M.Sc. (Computer Science) or Equivalent from a recognized University / Institute.
ii) Certified consultant in SAP will be preferred
- 2) Scale of pay: Rs. 70,000-3%-2,00,000/-(E-04).The CTC is around Rs.15.40 Lakhs(approx.)
- 3) Age limit : Below 42 years (Relaxable as per Government Guidelines)
- 4) Experience : 10 years post qualification experience in programming and Computer Application in Systems/IT department in an Organization out of which 2 years' experience (1 year for Internal candidate) in immediate lower scale (IDA) or equivalent (CDA).
For candidates from Private sector, CTC should be minimum Rs. 10.20 Lakh per Annum.

(III) Sr. Manager (Personnel) (E-03) – 04 Posts [1 OBC, 3 UR]

- 1) Qualification: i) P.G.Degree in social Work with specialization in Labour Welfare, Personnel Management and Industrial Relations or P.G. Degree/Diploma (2 years duration) in IRPM/ Master in Labour Studies from the recognized University / Institute or MBA with specialization in Personnel Management/HR/HRD from the recognized University / Institute.
ii) Preference will be given to Law Graduate.
- 2) Scale of pay : Rs.60,000-3%- 1,80,000/-(E-03). The CTC is around Rs. 13.20 Lakhs(approx.)
- 3) Age limit : Below 38 years (Relaxable as per Government Guidelines)
- 4) Experience: 7 years post qualification experience as an Executive in Personnel Department in an Organization out of which 2 years' experience (1 year for Internal candidate) in immediate lower scale (IDA) or equivalent (CDA).
For candidates from Private sector, CTC should be minimum Rs. 8.70 Lakh per Annum.

(IV) Sr.Manager (Fin. & Accts)(E-03) [1 SC (B/L),1 OBC,1 UR] or Chief Manager (Fin & Accts),(E-04) [3 UR] (Total 03 posts only)

Sr.Manager (Fin. & Accts),(E-03) :-

- 1) Qualification: CA/ICWA/CMA from recognized Institute.
- 2) Scale of pay : Rs.60,000-3%-1,80,000/-(E-03). The CTC is around Rs.13.20 Lakhs(approx.)

3) Age limit : Below 38 years (Relaxable as per Government Guidelines)

4) Experience : 7 years post qualification experience as an Executive in Finance Department in an Organization dealing with Finance Management including Banking, Costing, Budgetary control, Preparation of final account, project finance , Corporate taxation etc. out of which 2 years' experience (1 year for Internal candidate) in immediate lower scale (IDA) or equivalent (CDA).

For candidates from Private sector, CTC should be minimum Rs. 8.70 Lakh per Annum.

Chief Manager (Fin. & Accts), (E-04) :-

1) Qualification: CA/ICWA/CMA from recognized Institute.

2) Scale of pay : Rs.70,000-3%-2,00,000/-(E-04). The CTC is around Rs. 15.40 Lakhs(approx.)

3) Age limit: Below 42 years (Relaxable as per Government Guidelines)

4) Experience : 10 years post qualification experience as an Executive in Finance Department in an Organization dealing with Finance Management including Banking, Costing, Budgetary control, Preparation of final account, project finance , Corporate taxation etc. out of which 2 years' experience (1 year for Internal candidate) in immediate lower scale (IDA) or equivalent (CDA).

For candidates from Private sector, CTC should be minimum Rs. 10.20 Lakh per Annum.

v) Electrical Supervisor (NE-09): 6 Posts [2 SC(1 incl. 1 SC B/L), 2 OBC, 2 UR]

1) Qualification : i. Diploma in Electrical Engineering from a recognized Institute

ii. Holding a valid Electrical Supervisor's Certificate of Competency, covering mining installation issued under sub-regulation(1) of regulation 29 of Central Electricity Authority Regulations, 2010

2) Scale of Pay: Rs. 12,200-360-23,000(NE-09) The CTC is around Rs. 5.26 Lakhs(approx.). The pay scale is due for upward revision w.e.f. 01/08/2017.

3)Age Limit : Upto 40 years (Relaxable as per Government Guidelines)

4) Experience: 3 years' experience in Electrical field in a Limited Company i.e. either Public or Private one (incorporated under Companies Act, 2013) in India, Preferably in Mining Industry.

Desirous candidates may send their applications super scribing on the envelope 'Application for the post of ---- ', to the undersigned, along with detailed bio-data (Bio-data form can be downloaded from our website www.moil.nic.in) and self attested copies of Certificates and testimonials along with Demand draft of Rs.100/- for the post of Sr. Manager(E-03), Rs. 500/- for the post of Chief Manager (E-04) and Rs. 50/- for the post of Electrical Supervisor (NE-09) drawn in favour of MOIL Limited, Nagpur payable at Nagpur (not required for SC, ST

candidates). **The application should reach the office of the undersigned on or before 05/10/2019.**

Candidates appearing for written test for the above posts will not be paid to and from transportation charges. However, outstation Candidates called for personal Interview for the post of Sr.Manager(E-03) & Chief Manager(E-04) will be paid AC-II tier to and from railway fare or bus fare, by shortest route for single person only on producing proof.

General Conditions:

1. Only Indian nationals need to apply. Mere submission of application will not entail right for claiming appointment. If a person is applying for more than one post must apply separately for each post.
2. For the above post, age, qualification and experience would be as on 05/10/2019.
3. In support of age proof, candidates will have to submit school leaving/Matriculation/ Secondary Board Certificate / Certificates of Birth from concerned Municipal Authorities.
4. In support of percentage of marks and experience, candidates will have to enclose self attested copies along with application.
5. Candidates from Govt.Depts./PSUs must forward their applications through proper channel or they should produce NOC at the time of interview otherwise they will not be allowed for interview.
6. Candidature will be liable for cancellation for the post applied and/or removal from the services of the Company after joining, if at any stage it is found that information furnished in the application is misleading/incomplete/false. The candidates are advised to give specific/correct/full information and attach proof thereof by way of attested photocopies of the original documents/certificates etc. Before making application, candidate must ensure that the minimum criteria laid down for the posts are fulfilled.
7. The upper age limit indicated in all the posts is for general category of candidates. Age relaxation for SC/ST/OBC candidates will be as per Government guidelines in this regard. Age relaxation for ex-serviceman will be service rendered in the Armed forces plus 03 years. **Upper age limit is not applicable in case of Departmental candidates; having at least three years balance service.**
8. The Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
9. SC/ST candidates should produce caste certificate issued from the Competent Authorities.
10. OBC candidates applying for post reserved for OBC should not belong to 'Creamy Layer' and shall produce latest non creamy layer certificate (Issued within 1 year) from the Competent Authorities.

11. In order to regulate the number of candidates to be called for the Written test, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria depending upon the response to the advertised posts.

12. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for Written test/Interview. Only shortlisted candidates will be notified for selection tests.

13. Depending on the requirements, the Company reserves the right to cancel/curtail/increase the number of posts without any further notice and without assigning any reason thereof.

14. (a) CTC includes Contributory Provident Fund, Family Pension, Insurance Linked Gratuity, Free Medical Attention, Group Superannuation Cash Accumulation Scheme (Defined Contribution). In addition to above, depending upon performance of the Company and individual performance Officers are eligible for Performance Related Pay (PRP) as per the Rules of the Company.

(b) In addition, all are eligible for HRA or house accommodation applicable as per the rules of the Company.

15. Canvassing in any form will disqualify the candidates from the candidature of the post.

16. Kindly ensure that all certificates/documents submitted are neatly stapled /tied together and the photograph properly affixed in the space provided.

17. Any amendment/modification to this advertisement will be published on MOIL Limited website only (www.moil.nic.in).

**Jt. GM(Personnel)
Recruitment Cell**

MOIL ADDING STRENGTH TO STEEL



MOIL LIMITED
(Formerly Manganese Ore (India) Limited
MOIL Bhawan, 1-A Katol Road,
Nagpur – 440 013

Application for the post of _____

PO/DD No. _____ Date _____

1. Name (in full) (*): _____
2. Father's/Husband's Name (*): _____
3. Date of Birth (*): _____
(In figures & words)
4. Age as on 05/10/2019 (in completed years): _____
5. Gender: (Male/Female/Transgender) (*): _____
6. Nationality & Religion: _____
7. Category (UR/EWS/OBC/SC/ST (*) : _____
& Ex-servicemen/ Minority)
Caste (*) : _____
8. Address for Communication (*): _____

9. Permanent address (*): _____

10. E-Mail ID (*) : _____

Mobile No. _____

Landline with STD Code _____

11. Marital Status: Married/Unmarried

If married:

Name of spouse: _____

No. of Children: Son(s) _____

Daughter(s) _____

12. State of origin: _____

Domicile: _____

13. Are you working with Govt./Public Sector : _____

If yes, are you enclosing NOC: _____

14. Qualification (In descending order) (*):

Degree/Diploma	Yr. of passing	University/Instt.	Division & % of Marks	Remarks

15. Experience (Starting from present Employer) (*):

S.N.	Name of the Organization	Designation	From Date	To Date	Scale of Pay and Total Emoluments	Nature of Duties

16. Academic Achievements: 1. _____
(Like merit, scholarship, awards etc.) 2. _____

17. Professional papers (submitted if any): 1. _____
2. _____

18. Details of training undergone (India/Abroad): 1. _____
2. _____

19. Membership of any Professional Bodies: 1. _____
2. _____

20. Any other details: _____

21. No. of Certificates attached _____
(Please attach self-attested copies of certificates)

22. (i) Have you been arrested at any time (*): Yes/No

(ii) If Yes, give Details: _____

23. (i) Have you been convicted for any offence **or**
Any case is pending against you in any court of law (*): Yes/No

(ii) If Yes, give Details: _____

24. Languages known:

Language	Read	Speak	Write

25. Two professional references (other than relatives)
(Name, Address, Contact No.)

i. _____

ii. _____

(*) - Mandatory field must be filled up

DECLARATION

I, _____ do hereby declare that the information given above is true to the best of my knowledge and belief and no factual information has been suppressed.

Signature: _____

Name: _____

Place: _____

Date: _____