

M O I L L I M I T E D
(A GOVT. UNDERTAKING)
MOIL BHAWAN, 1-A KATOL ROAD
NAGPUR - 440 013

EMPLOYMENT NEWS DT. 26TH NOV.2011

SPECIAL RECRUITMENT DRIVE OF BACKLOG VACANCIES
& FILLING OF POSTS

**REQUIRES FOR ITS MINES SITUATED IN THE STATES
OF MADHYA PRADESH AND MAHARASHTRA:**

I. SR.MANAGER (FINANCE) - 2 POSTS (1 OBC & 1 ST) (B/L)

1. Qualification

- i) Graduates who have passed the final exam. of CA/ICWA OR
 - ii) MBA with spln. in Fin. from a recog.Univ./Instt. OR
 - iii) Graduates with SAS(Commercial) of C&AG of India
 - iv) 6 yrs. exp. in Mgrl. Line in the Fin.Deptt. of an Orgn. dealing with all aspects of Fin.Mgmt. including Bank Financing, Accounting Costing, Budgetary control, prep. of Final accounts, Project Financing, Corporate Taxation etc.
 - v) Age below 35 years (can be relaxed under Govt. guidelines)
2. Scale of pay Rs.20600-46500/- (E-2) –The CTC would be around Rs.7.84 lakhs

II. MANAGER (FINANCE) - 2 POSTS (1 SC & 1 ST) (B/L)

1. Qualification

- i) Graduates who have passed the final exam. of CA/ICWA with 3 yrs. exp. in Managerial line in the Fin. Deptt. of an Orgn. OR
 - ii) MBA with spln. in Fin. from a recog.Univ./Instt. with 3 yrs. exp. in Managerial line in the Fin.Deptt. of an Orgn. OR
 - iii) Graduates with SAS(Commercial) of C&AG of India with 3 yrs.exp. in Managerial line in Fin.Deptt. of an Orgn.
 - iv) Age below 30 years(can be relaxed under Govt. Guidelines)
2. Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs

III. MANAGER (MATERIALS) - 1 POST (SC) (B/L)

1. Qualification

- i) Graduate from a recog.Univ./Instt. preferably in Engg.Discipline.
 - ii) MBA
 - iii) 5 yrs. exp. in the Stores/Purchase Deptt. in sup.cap. of which 2 yrs. should be in Mgrl. line.
 - iv) Age below 30 years (can be relaxed under Govt. guidelines)
2. Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs

IV. MANAGER (MED. SER) - 1 POST (ST) (B/L) + 3 Posts (2Gen+1SC) -current vacancies

1. Qualification

- i) M.B.B.S. from a recog.Univ./Instt.
 - ii) Deg./Dip. in Gynaec. will be preferred.
 - iii) Min.4 yrs. exp. of practising in a big hospital
 - iv) Age below 30 years (can be relaxed under Govt. guidelines)
2. Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs

V. ASSTT.MANAGER (SURVEY) - 2 Posts (GEN) (current vacancies)

1. Qualification

- i). Graduate from a recog.Univ./Instt.
 - ii) Dip. in Mining & Mine Surveying will be preferred.
 - iii) Surveyor's Cert. of Compt.(U/R)
 - iv) Age below 28 yrs. (can be relaxed under Govt. Guidelines)
2. Scale of pay Rs.12600-32500/- (E-0) –The CTC would be around Rs.3.97 lakhs

VI. GRADUATE TRAINEE (CIVIL) - 2 posts (1 SC & 1 Gen) -current vacancies

i) Qualification:

Degree in Civil Engineering from a recog.Univ./Instt.

- ii) Age limit : Below 30 years (can be relaxed under Govt.guidelines)

The selected candidates will be on training for a period of one year during which period they will be paid an all inclusive stipend of Rs.16400/- per month. They have to execute a Bond for serving the Company atleast for 3 years. On successful completion of the training, they may be absorbed as Managers in the respective discipline in the scale of pay of Rs.16400-3%-40500/- (IDA pattern).

VII. ASSTT. C. TRANSLATOR (HINDI) - 1 POST (Gen) (Current vacancies)

1. Qualification

- i) Graduate
 - ii) Having passed Hindi Typewriting exam. from Technical Board of Education at a minimum speed of 30 w.p.m.
 - iii) To qualify in a Hindi Typewriting Test at 40 w.p.m. to be conducted by a Selection Committee.
 - iv) 3 yrs. exp. as Hindi Asstt. out of which 1 year's exp. as Hindi Translator in a big & reputed Concern.
 - v) Age : Upto 35 years (can be relaxed under Govt.guidelines for SC/ST/OBC)
2. Salary :The total emoluments would be around Rs.16500/- (minimum Basic+ DA) per month in the scale of pay of Rs.11400-320-21000/- (NE-07).

Desirous candidates may send their applications superscribing on the envelope '**Application for the post of**' for the above posts, to the undersigned, along with detailed bio-data (proforma can be down loaded from our website www.moil.nic.in) and attested copies of Certificates and testimonials along with Demand draft for Rs.100/- for the posts serialled from I to VI and Rs.50/- for the post serialled at VII (not required for SC/ST candidates) drawn in favour of MOIL

Limited, Nagpur within 15 days from the publication date of this advertisement.

Candidates appear for interview for the post of Sr.Manager (Fin) will be paid to and fro railway fare of AC-III or Bus fare, and for other posts railway fare of second class or bus fare by nearest 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.
2. For all the above posts, Age, qualification and experience would be as on dt. 21.11.2011
3. In support of age proof, candidates will have to submit matriculation/secondary Board level certificates.
4. In support of percentage of marks and experience, candidates will have to enclose attested copies by Gazetted Officer 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 be treated to have agreed to forgo the benefits of carry forward of gratuity, leave salary and any future benefit for past service etc.
6. Candidates applied for higher post may be considered for lower post.
7. The Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
8. Candidates called for interview may answer in English or in Hindi.
9. In order to regulate the number of candidates to be called for the test and/or interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria OR to relax the minimum eligibility standards/criteria including age limit in otherwise suitable candidates depending upon the response to the advertised posts.
10. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview. Only short listed candidates will be notified for Test and/or interview.The Management reserves the right to shortlist the candidates for interview.
11. 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.

12. In addition to the salary, the above posts carry other fringe benefits like Contributory Provident Fund, Insurance linked Gratuity, free Medical attention, LTC etc. as per the Rules of the Company.
13. Age & period of experience can be relaxed in deserving cases.
14. Canvassing in any form will disqualify the candidates from the candidature of the post.
15. Departmental candidates who fulfills the above criteria can also apply for the above posts, no age bar for them.
16. Any amendment/modification to this will be given on MOIL Limited Website only (www.moil.nic.in).

LAST DATE OF RECEIPT OF APPLICATIONS : 12.12.2011

GENERAL MANAGER (PERSONNEL)

MOIL - ADDING STRENGTH TO STEEL