

MOIL LIMITED
(A Govt. of India Enterprise)
MOIL BHAWAN, 1-A KATOL ROAD,
NAGPUR - 440 013

Dt. of publication: 01/03/2018

MOIL Ltd. [Formerly Manganese Ore (India) Ltd.] is a Schedule "A" MINI RATNA CPSE under Ministry of Steel. MOIL operates 10 mines (MS & MP States). MOIL fulfills about 50% of total requirement of manganese ore in India. MOIL also has FM plant & EMD Plant.

MOIL invites applications from young eligible candidates for the following post (For Head Office, Nagpur) :

Dy.Chief/ Sr.Manager (Company Secretary) (E-04/E-03) – 1 Post (UR)

Dy.Chief (Company Secretary)

- 1) a) Graduate from recognized University / Institute or equivalent.
b) Member of ICSI.
c) Degree in Law from recognized University / Institute will be preferred.
- 2) Scale of pay - Rs.70,000-3%-200000/- (E-04). **The CTC is around Rs.15.61 lakhs.**
- 3) Age below 42 years (Relaxable as per Govt. guidelines).
- 4) 10 years post qualification experience (Out of this minimum 1 year in a Listed Company) in Company Secretarial matters in a reputed Company registered under Companies Act 1956/2013, out of which 2 years experience in immediate lower scale (IDA) or equivalent (CDA) for external candidate and for internal candidate 1 year.

For candidates from Private Sector CTC should be 9 Lakhs (approx.) per annum minimum.

Sr.Manager (Company Secretary)

- 1) a) Graduate from recognized University / Institute or equivalent.
b) Member of ICSI.
c) Degree in Law from recognized University / Institute will be preferred.
- 2) Scale of pay - Rs.60,000-3%-180000/- (E-03). **The CTC is around Rs.13.40 lakhs.**
- 3) Age below 38 years (Relaxable as per Govt. guidelines).
- 4) 7 years post qualification experience in Company Secretarial matters in a reputed Company registered under Companies Act 1956/2013, out of which 2 years experience in immediate lower scale (IDA) or equivalent (CDA) for external candidate and for internal candidate 1 year.

For candidates from Private Sector CTC should be 8 Lakhs (approx.) per annum minimum.

Selection Process will be Personal Interview.

The Selected candidate will work under the Company Secretary .

Interested and eligible candidates may send their applications superscribing on the envelope 'Application for the post of ---- ' , to the undersigned, along with detailed biodata (Bio-data form can be down loaded from our website www.moil.nic.in) and self attested copies of Certificates and testimonials along with Demand Draft for Rs.100/- drawn in favour of MOIL Limited, Nagpur (not required for SC, ST & PWD candidates). The application should reach the office of the undersigned on or before **16/03/2018**.

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Outstation Candidates applied and shortlisted for Personal Interview for the above post, will be paid to and fro railway fare of AC-II tier or bus fare (if trains are not available), by shortest route for single person only (on producing proof).

- N.B.:**
- 1. Earlier advertisement notified for the post of Sr. Manager (Company Secretary) (E-02) vide advertisement dt.07/12/2017 stands cancelled due to administrative reasons.**
 - 2. Candidates those who applied earlier for the post of Sr. Manager (Company Secretary) (E-02) against advertisement dt.07/12/2017, may apply afresh but need not to submit Demand Draft of Rs.100/-.**
 - 3. Candidates who wish to apply for both the posts should submit separate applications along with separate Demand Draft for each application.**
 - 4. Candidates meeting with the eligibility criteria only need to apply.**
 - 5. Proof of existing CTC/ Pay Scale (Viz. Salary Slip/ Appointment Letter/Certificate from Employer(s), etc. is mandatory.**
 - 6. Membership Certificate of ICSI is mandatory. Only post qualification experience will be considered.**
- Only those who are having requisite experience in a Company registered under Companies Act 1956/2013 should apply.**

General Conditions

1. Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
2. For the above posts, age, qualification and experience would be as on **01/01/2018**.
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 without which they will not be considered 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 self-attested photocopies of the original documents/certificates etc. Before making application, candidate must ensure that the minimum criteria laid down for the post are fulfilled.
7. The upper age limit indicated is for general category of candidates. Age relaxation for SC/ST/OBC/PWD 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.
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 Valid Caste Certificate issued from the Competent Authorities.

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10. OBC candidates applying for the post reserved for OBC should not belong to 'Creamy Layer' and shall produce Valid Non-Creamy Layer Certificate from the Competent Authorities.
11. In order to regulate the number of candidates to be called for the 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.
12. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for the interview. Only short listed candidates will be notified for the interview.
13. In addition to the salary, the above posts carry other fringe benefits like Contributory Provident Fund, Family Pension, Insurance linked Gratuity, free Medical attention, LTC, Group Superannuation Cash Accumulation Scheme (Defined Contribution) etc. as per the Rules of the Company.
14. Executives are also eligible for annual Performance Related Pay (PRP) which depends on Company's as well as individual's performance.
15. Canvassing in any form will disqualify the candidates from the candidature of the post.
16. Kindly ensure that all certificates/documents submitted by you are neatly stapled /tied together and the photograph properly affixed in the space provided.
17. Any amendment/modification to this will be given on MOIL Limited Website only www.moil.nic.in
18. All future communication may be made through emails only. Hence, please provide your valid email id and keep checking your email - id regularly.

**Sr.Dy.General Manager (Personnel)
Recruitment Cell**

MOIL ADDING STRENGTH TO STEEL

Recent
Passport Size
Photo

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 Advt. Date (in completed years): _____
5. Gender: (Male/Female/Transgender) (*): _____
6. Nationality & Religion: _____
7. Category (UR/OBC/SC/ST (*) : _____
& Ex-servicemen/ PWD/Minority)
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 : _____

14. If yes, are you enclosing NOC: _____

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

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

() Please provide certificates**

16. 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

() Please provide Documentary Evidences**

17. Academic Achievements:
(Like merit, scholarship, awards etc.)

1. _____

2. _____

3. _____

18. Professional papers (submitted if any):

1. _____

2. _____

3. _____

19. Details of training undergone (India/Abroad):

1. _____

2. _____

3. _____

20. Membership of any Professional Bodies: 1. _____

2. _____

3. _____

21. Any other details: _____

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

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

(ii) If Yes, give Details: _____

24. (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: _____

25. Languages known:

Language	Read	Speak	Write

26. 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: _____