

# **M O I L L I M I T E D**

(A Govt. of India Enterprise)

MOIL BHAWAN, 1-A KATOL ROAD,

NAGPUR - 440 013

## **Requires**

**Times of India – 5<sup>th</sup> Sept.2012**

### **I. Executive Director(Personnel) - 1 post**

- i) Post Graduate degree in Social Work with specialization in Labour Welfare, Personnel Management & Industrial Relation from a recognized University **OR**
- ii) PG Degree/ Diploma (2 yrs.duration) in IR & PM/MLS from the recognized Institution **OR**
- iii) MBA with specialization in Personnel Management/HR/HRD from the recognized University/Institute.
- iv) Preference will be given to Law Graduate.
- v) 23 yrs. in Personnel/Admn.Department in senior capacity out of which 12 years should be in managerial line and one year experience in the pay scale of Rs.43200-66000/- (pre-revised Rs.18500-23900/- in IDA pay scales) Rs.37400-67000/- (pre-revised Rs.16400-20000/- in CDA pay scales) Candidates working in Private Sector as a functional head atleast for 1 year and at min. CTC of Rs.14 lakhs per annum preferably reporting directly to Chief Executive/Board Members having minimum annual turnover of Rs.500 crores are eligible to apply.
- vi) Should have knowledge in handling of Industrial Disputes, Court & Conciliation cases, conducting negotiations with Trade Unions, conducting departmental inquiries, evolving Personnel /IR Policies Welfare schemes and HRD functions.
- vii) Age below 53 years (Age relaxation to SC/ST/OBC as per Govt. guidelines)
- viii) Scale of pay Rs.51300-73000/- (E-8) –The CTC would be around Rs. 17 lakhs at minimum basic.

### **II. Executive Director(Project & Diversification) - 1 post**

- i) Degree in Mechanical/Chemical/Metallurgical/Electrical/Mining Engineering or Master Degree in Mineral Processing from a recognized University/Instt.
- ii) 23 yrs. experience in the managerial capacity in the fields of Planning, implementation, execution, commissioning and operation of Mineral/ alloys plants, knowledge of technical know how, dealing with Overseas Organization for import of technology, tie up for business development and one year experience in the pay scale of :-  
Rs.43200-66000/- (pre-revised Rs.18500-23900/- in IDA pay scales)  
Rs.37400-67000/- (pre-revised Rs.16400-20000/- in CDA pay scales)  
Candidates working in Private Sector as a functional head atleast for 1 year and at min. CTC of Rs.14 lakhs per annum preferably reporting directly to Chief Executive/Board Members having minimum annual turnover of Rs.500 crores are eligible to apply.
- iii) Age below 53 years (Age relaxation to SC/ST/OBC as per Govt. guidelines)
- iv) Scale of pay Rs.51300-73000/- (E-8) –The CTC would be around Rs. 17 lakhs at minimum basic.

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](http://www.moil.nic.in)) and attested copies of Certificates and testimonials along with Demand draft for 500/- for the above posts (not required for SC/ST candidates) drawn in favour of MOIL Limited, Nagpur by 8.10.2012.

Candidates appearing for an interview for the above posts will be paid to and from railway fare of AC-I 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 the above posts, Age, qualification and experience would be as on last date of submission of applications.
3. In support of age proof, candidates will have to submit T.C./ 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. Notwithstanding the experience prescribed in Company's Rules Central Govt. Officers of the rank of Dy. Secretary/Directors or equivalent rank possessing the required educational qualification with adequate experience in the relevant field will be eligible for consideration on immediate absorption basis.
7. The Candidate working in the Private Sectors have to submit copies of the Annual Reports of last three years of the Company to substantiate annual turnover of Rs.500 crores per year.
8. 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.
9. The upper age limit indicated is for general category of candidates. Age relaxation for SC/ST/OBC/ physically challenged candidates (with not less than 40% disability (OA/OL/OAL/B/LV/HH) should produce certificate from the Competent medical Authorities) 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 not applicable in case of Departmental candidates, having atleast three years balance service.
10. SC/ST candidates should produce caste certificate issued from the Competent Authorities.
11. OBC candidates applying for post reserved for OBC should not belong to 'Creamy Layer' and shall produce certificate from the Competent Authorities.
12. Mere fulfilling the minimum requirement will not vest any right for selection test/interview. In case of overwhelming response, the Company reserves the right to shortlist the candidates by fixing revised eligibility criteria.
13. The Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
14. 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.
15. 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.
16. Age & period of experience can be relaxed in deserving cases.
17. Canvassing in any form will disqualify the candidates from the candidature of the post.
18. Departmental candidates who fulfills the above criteria can also apply for the above posts, no age bar for them.
19. Any amendment/modification to this will be given on MOIL Limited Website only ([www.moil.nic.in](http://www.moil.nic.in)). **Last date of submission of applications : 8.10.2012**

Sr.Dy.General Manager(Personnel)  
Recruitment Cell