

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

Employment News dt.16.6.2012

Special Recruitment drive of backlog vacancies and filling of vacant post

Requires for its Mines situated in the State of Madhya Pradesh and Maharashtra:

1. **SR.MANAGER(FINANCE)** -2 Posts (1 OBC&1 ST (Backlog vacancy)

- 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)
- vi). Scale of pay Rs.20600-46500/- (E-2) –The CTC would be around Rs.7.84 lakhs

2.. **MANAGER(FINANCE)** - 2 Posts (1 SC & 1 ST) (Backlog vacancy)

- 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)
- v). Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs

3. **MANAGER(MED.SER)** - 1 Post (ST)(Backlog vacancy)
+ 3 Posts(2Gen+1SC)-current vacancies

- 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)
- v). Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs

4. **MANAGER(MATERIALS)** - 1 Post (SC) (Backlog vacancy)

- 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)
- v). Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs

5. **ASSTT.MANAGER(MATERIALS)** – 1 Post (SC)

- i). Graduate from a recog.Univ./Instt. preferably in Engg. Discipline
- ii) MBA
- iii) Age below 28 yrs. (can be relaxed under Govt. Guidelines)
- iv) Scale of pay Rs.12600-32500/- (E-0) –The CTC would be around Rs.3.97 lakhs

6. **ASSTT.MANAGER(PERSONNEL)** – 1 Post (OBC) (Backlog vacancy)

- i) P.G in Social Work/Sociology with specialization in IR and PM from a Recog.Univ./Instt.
- ii) Pref. will be given to Law Graduates/ MBA
- iii) Age below 28 years (can be relaxed under Govt. guidelines)
- iv). Scale of pay Rs.12600-32500/- (E-0) –The CTC would be around Rs.3.97 lakhs

7. **ASSTT.C.TRANSLATOR(HINDI)** – 1 Post (Gen)

- 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 he should have atleast 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)
- vi) Salary :The total emoluments would be around Rs.17600/- (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 100/- for the posts serialled from 1 to 6 and Rs.50/- for the post serialled at 7 (not required for SC/ST candidates) drawn in favour of MOIL Limited, Nagpur by 02.07.2012.

Candidates appearing for interview for the posts serialled from 1 to 6 will be paid to and fro railway fare of AC-III or bus fare (if trains not available) and for the post serialled at Sr.No.7 will be paid to and fro railway fare of second class or bus fare (if trains not available),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. 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 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.

8. SC/ST candidates should produce caste certificate issued from the Competent Authorities.
9. OBC candidates applying for post reserved for OBC should not belong to 'Creamy Layer' and shall produce certificate from the Competent Authorities.
10. Relaxation of standard in selection against reserved vacancies – if sufficient number of reserved category persons are not available on the basis of laid down general standards, the general standards could be relaxed suitably to fill up the reserved posts.
11. 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.
12. The Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
13. 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.
14. Mere fulfilling of essential qualifications would not entitle an applicant to be called for skill test/written test/viva/voce/interview. The Company may make a preliminary selection on the basis of academic records, percentage of marks etc.
15. 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.
16. 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.
17. In case of non-suitability of candidates for the post applied for, the Company at its discretion can offer a suitable post in the lower level.
18. Age & period of experience can be relaxed in deserving cases.
19. Candidates called for interview may answer in English or in Hindi.
20. Canvassing in any form will disqualify the candidates from the candidature of the post.
21. Departmental candidates who fulfill the above criteria can also apply for the above posts, no age bar for them.
22. Any amendment/modification to this will be given on MOIL Limited Website only (www.moil.nic.in).

Last date of submission of applications: 2.7.12

Sr.Dy.General Manager(Per)
Recruitment Cell

MOIL ADDING STRENGTH TO STEEL