

**MANGANESE ORE (INDIA) LIMITED**  
**(A GOVT. UNDERTAKING)**  
**3, MOUNT ROAD EXTENSION**  
**NAGPUR - 440 001**

**REQUIRES**

**Dt/- 27.12.06**

**1. GENERAL MANAGER (FINANCE) - 1 post (GEN) For H.O.**

Scale of pay of Rs.18500-450-23900/- (E-08) (IDA pattern). The total emoluments would be around Rs.35,000/- in minimum basic

**1. Qualification**

- i) Graduate who have passed the final exam. of CA/ICWA OR MBA with spln. in Fin. from a recog. Univ./Instt.
- ii) 21 yrs. exp. in Mgrl. Line in the Fin. Deptt. of an Orgn. Dealing with all aspects of Fin. Mgmt. including Bank Financing, Account Costing, Budgetary control, prep. of Final accounts, Project Financing, Corporate Taxation etc. of which 15 yrs. should be in Sr. Mgrl. line pref. as HOD.
- iii) Age below 50 years.

**II. SR. MANAGER (FINANCE) : 3 POSTS ( 1 SC + 1 ST + 1 OBC) For Mines**  
The total emoluments would be around Rs.17,500/- (minimum Basic+ DA) per month in the scale of pay of Rs.10750-300-16750/- (E-03) (IDA)

**1. Qualification**

- i) Graduates plus passed CA/ICWA EXAM OR MBA with spln. in Fin. from a Recog. Univ/Instt. OR Graduates with SAS (Commercial) of C&AG of India.
- ii) 7 yrs. exp. in Mgrl. line in the Fin. Deptt. of an Orgn. dealing with all aspects of Fin. Management, including Bank Financing, Accounting, Costing, Budgetary Control, Preparation of Final Accounts, Project Financing, Corporate Taxation etc.
- iii) Age : Below 35 years (Relaxable under Govt. Guidelines for Candidates belonging to Reserved Categories).

**III. DY. COMPANY SECRETARY - 1 POST (GEN) For H.O.**

Pay scale : Rs.10750-300-16750/- (E-03) (IDA)  
The total emoluments would be around Rs.17,500/- in minimum basic.

**1. Qualification:**

- i) Graduate from a Recognised University
- ii) Associate member of the Instt. of Co. Secretaries of India
- iii) Added qualification of LLB will be preferred.
- iv) 5 yrs. post qulfn. Exp. in Company Sectt. matters in reputed Orgnsation. Experience/Exposure in dealing with Court matters will be given preference.
- v) Age: Below 35 years.

**IV. MANAGEMENT TRAINEE (FINANCE) : 2 POSTS (1 SC / 1 GEN )For Mines**

**1. Qualification**

- i) M.Com/MBA(Fin)/Inter (CA/ICWA) pass OR Graduates with SAS(Commercial) of C&AG of India with 60% and above marks
- ii) Age - Below 30 years (Relaxable under Govt.Guidelines for Candidates belonging to Reserved Categories).
- 2) Training period : One year.
- 3) During training period a consolidated amount of Rs.8500/- per month will be paid.
- 4) On successful completion of the training and only after ascertaining their utility in the Company, the Management may regularise them in the regular pay scale of Rs.8600-250-14600/- in E-02 (IDA pay pattern)

**V. MANAGEMENT TRAINEE (MARKETING) - 2 posts ( GEN)For H.O.**

**1. Qualification**

- i) Degree from a recog.Univ./Instt.plus MBA with spln. in Mktg.Mgmt. from a recog.Univ./Instt. with 60% marks
- ii) Age below 30 years.
2. Training period : One year.
3. During training period a consolidated amount of Rs.8500/- per month will be paid.
4. On successful completion of the training and only after ascertaining their utility in the Company, the Management may regularise them in the regular pay scale of Rs.8600-250-14600/- in E-02 (IDA pay pattern)

**VI. MANAGEMENT TRAINEE (HR) - 2 posts (GEN) For Mines**

**1. Qualification**

- i) Post Graduate in Social work with spln. in Labour Welfare, Personnel Management and Indl. Relations Or MBA(Human Resources Development) Or MIRPM(2 yrs. Post Graduate Degree Course) Or any Post Graduate with 1 yr. Dip.in Personnel Management and Indl. Relations from Recog.Univ./Instt.with 60% marks
- ii) Added qualification Law Graduate
- iii) Age below 30 years.
2. Training period : One year.
3. During training period a consolidated amount of Rs.8500/- per month will be paid.
4. On successful completion of the training and only after ascertaining their utility in the Company, the Management may regularise them in the regular pay scale of Rs.8600-250-14600/- in E-02 (IDA pay pattern)

**VII. MANAGEMENT TRAINEE (MATERIALS) - 2 posts (GEN)For Mines**

**1. Qualification:**

- i) Graduate from a Recog.Univ./Instt.pref.in Engg. Discipline Plus MBA with 60% marks
- ii) Age below 30 years.
2. Training period : One year.
3. During training period a consolidated amount of Rs.8500/- per month will be paid.
4. On successful completion of the training and only after ascertaining their utility in the Company, the Management may regularise them in the regular pay scale of Rs.8600-250-14600/- in (E-02)IDA pay pattern.

VIII. **TRAINEE MEDICAL OFFICER** : 2 POSTS( 1 SC + 1 Gen)For Mines

1. **Qualification**

- (i) MBBS from a Recognised Univ./Inst.
  - (ii) Dip. in Gynaec. will be preferred.
  - (iii) Age : Below 35 years (Relaxable under Govt. Guidelines for Candidates belonging to Reserved Categories).
2. Training period : One year.
  3. During training period a consolidated amount of Rs.8500/- per month will be paid.
  4. On successful completion of the training and only after ascertaining their utility in the Company, the Management may regularise them in the regular pay scale of Rs.8600-250-14600/- in E-02 (IDA pay pattern).

IX. **ELECTRICAL SUPERVISOR(UR) (TRAINEE)**: 2 POSTS (1 SC + 1 GEN)For Mines

1. **Qualification**

- i) Diploma in Electrical Engineering from a Recognised Institute Plus having valid Electrical Supervisor's Certificate of Competency (Unrestricted) as approved under Indian Electricity Rules for working in U/G Mines.
  - ii) 2 years experience in a Elect. field in Supervisory capacity in a big Establishment preferably in a Mining Industry.
  - iii) Age limit : Upto 35 years (Relaxable under Govt. Guidelines for Candidates belonging to Reserved Categories).
2. Period of training : one year. After successful completion of Training period, they will be regularised in the scale of pay of Rs.6100-145-7550-155-10340/- (NE-09) (IDA).
  2. Remuneration : Consolidated pay of Rs.6200/-during training period.

X. **MINE FOREMAN(TRAINEE)** - 2 POSTS ( ST )For Mines

1. **Qualification:**

- i). SSC Pass/ Dip. in Mining and Mine Surveying plus Possessing valid Mine Foreman's Certificate of Competency(Unrestricted) UNDER MMR RULES 1961.
  - ii). 2 yrs. exp. in Supervisory capacity in a reputed Mining Concern, can be relaxed in deserving cases.
  - iii). Age : Upto 35 years (Relaxable under Govt. Guidelines for Candidates belonging to Reserved Categories).
2. **Period of training** : one year. After successful completion of Training period, they will be regularised in the scale of pay of Rs.5600-125-6850-135-9280/- (NE-07) (IDA).
  3. **Remuneration** : Consolidated pay of Rs.5750/- during training period.

XI **MINE MATE(TRAINEE)**- 7 POSTS (3 SC + 1 ST + 1 OBC + 2 GEN)For mines

1. **Qualification:**

- (i) SSC Pass plus Possessing valid Mine Mate's Cert. of Compt.(Unrestricted) UNDER MMR RULES 1961.
  - (ii) 2 yrs. exp. as Mine Mate in a reputed Mining Concern, can be relaxed in deserving cases.
  - iii) Age : Upto 30 years (Relaxable under Govt. Guidelines for Candidates belonging to Reserved Categories).
2. Period of training : one year. After successful completion of Training period, they will be regularised in the scale of pay of Rs.5150-105-6200-115-8270/- (NE-05) (IDA).
  3. Remuneration : Consolidated pay of Rs.5300/- during training period.

Those who gets selected for the regular posts will be entitled for Contributory P.F., Pension and other benefits as applicable to the employees in the cadres.

Relaxation in experience in the above cases may be considered in deserving cases.

Desirous candidates may send their applications superscribing on the envelope '**Application for the post of**' for the above posts, to the undersigned, giving details of Date of Birth, Caste, present and permanent address, qualifications, experience, present emoluments etc., a recent passport size photograph and attested copies of Certificates and testimonials along with Demand draft for Rs.500/- for the post of General Manager(Fin) and Rs.100/- for the posts of Sr.Manager(Fin), Dy.Company Secretary, Trainee Medical Officers, Management Trainees (Finance/Marketing/HR/Materials), and Rs.50/- for other posts drawn in favour of Manganese Ore (India) Limited, Nagpur ( not required for SC/ST candidates) within 15 days from the publication date of this advertisement. Candidates serving in Govt.Deptts. and Public Sector Enterprises should send their applications through proper channels.

Candidates appear for interview for the post of General Manager(Fin) will be paid to and fro Railway fare of AC-II or Bus fare, for the post of Sr.Manager(Fin) and Dy.Co.Secretary will be paid to and fro Railway fare of ordinary First class or bus fare and for other posts will be paid to and fro Railway fare of Second class or bus fare, by nearest route, for single person only (on producing proof).

- Note: 1) Company reserves also its right not to fill up the Above posts if required without assigning any reasons thereof.  
2) Canvassing in any form will disqualify the candidates from the candidature of the posts.

**DY. GENERAL MANAGER (PERSONNEL)**

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MOIL - ADDING STRENGTH TO STEEL

***Note:- Application through e-mail or any other electronic form will not be entertained, Please Send Hardcopy Only to the above mentioned address.***