

MOIL LIMITED
(Formerly MANGANESE ORE (INDIA) LIMITED)
(A GOVT.OF INDIA ENTERPRISE)
MOIL BHAWAN, 1-A KATOL ROAD
NAGPUR - 440013

REQUIRES

EMPLOYMENT NEWS DATED : 4 . 9 . 10

I. GENERAL MANAGER(FINANCE) - 1 POST (GEN) For Head Office

1. Qualification
 - i) Graduates 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.
2. Scale of pay : Rs.43200-66000/-(E-07) -The CTC would be around Rs.13.42 lakhs

II. MANAGER(FINANCE)- 6 POSTS (1SC, 1 ST, 1 OBC, 3 GEN) For Mines

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.
 - ii) Graduates with SAS(Commercial) of C&AG of India with 3 yrs.exp. in Managerial line in Fin.Deptt. of an Orgn.
 - iii) 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. ASSTT.MANAGER(FINANCE) – 6 POSTS (1 SC, 2 OBC, 3 GEN) - For Mines

1. Qualification
 - i) Graduates who have passed the Inter exam. of CA/ICWA
 - ii) MBA with spln. in Fin. from a recog.Univ./Instt.
 - iii) Graduates with SAS(Commercial) of C&AG of India.
 - iv) 1 year exp. in Supervisory capacity in the Fin.Deptt. of an Orgn.
 - v) Age below 28 years (can be relaxed under Govt. Guidelines)
2. Scale of pay Rs.12600-32500/- (E-0) –The CTC would be around Rs.3.97 lakhs

IV. DY.CHIEF(PERSONNEL) - 2 POSTS (1 OBC, 1 GEN)- For Mines

1. Qualification
 - i) P.G. in Social Work/Sociology with spln. in IR & PM from a recog.Univ./Inst.
 - ii) Pref. will be given to Law Graduates/ MBA (HR)
 - iii) 11 yrs. exp. in Per/Adm.Deptt. in an Orgn. in a senior capacity, of which 8 yrs. should be in Managerial line.

- iv) Should have good knowledge of handling I.Ds. Court & Conciliation cases, conducting Deptt. enquiries, evolving Personnel/Incl.relation Policies, Welfare Schemes and all other related functions of HRD.
- v) Age below 40 years(can be relaxed under Govt. Guidelines)
- 2. Scale of pay Rs.24900-50500/-(E-3) –The CTC would be around Rs.7.84 lakhs

V. SR.MANAGER(PERSONNEL) – 3 POSTS(1 OBC, 2 GEN)- For Mines

- 1. Qualification
 - i) P.G. in Social Work/Sociology with spln. in IR & PM from a recog.Univ./Inst.
 - ii) Pref. will be given to Law Graduates/ MBA(HR)
 - iii) 8 yrs. exp. in Per/Adm.Deptt. in an Orgn. in a senior capacity, of which 5 yrs. should be in Managerial line.
 - iv) 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.6.49 lakhs

VI. COMPANY SECRETARY - 1 Post (GEN) For H.O.

- 1. Qualification:
 - i) Graduate from a Recognised University/Instt.
 - ii) Associate member of the Instt. of Co.Secretaries of India
 - iii) LLB
 - iv) 8 yrs. post qulfn. Exp. in Company Sectt. matters in reputed Organisation.
 - v) Age: Below 35 years.
- 2. Scale of pay Rs.24900-50500/- (E-3) –The CTC would be around Rs7.84 lakhs

VII. MANAGER(CO.SECTT) – 1 Post (GEN) for H.O.

- 1. Qualification:
 - i) Graduate from a Recognised University/Instt.
 - ii) Associate member of the Instt. of Co.Secretaries of India
 - iii) Preference will be given to candidate having additional Law Degree.
 - iv) 3 yrs. post qulfn. exp. in Company Sectt. matters in reputed Organisation.
 - v) Age: Below 30 years.
- 2. Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs

VIII MANAGER(ENVIRONMENT) – 2 Posts (2 GEN) – For Mines

- 1. Qualification
 - i) Post Graduate in Environment Engineering or technology/
Post Graduate in Environmental Science
 - ii) 5 years exp. in a reputed Organisation in Managerial line
 - iii) Age below 40 years
- 2. Scale of pay Rs.16400-40500/- (E-1) –The CTC would be around Rs.5.16 lakhs

IX. ASSTT.MANAGER(GEOLOGY) – 3 Posts (1 OBC, 2 GEN) – For Mines

- 1. Qualification
 - i) Masters Degree in Geology/Appl.Geology
 - ii) Min. 2 yrs. exp. in Geo/Expl.work in a reputed Mining Orgn. having extensive U/G working.
 - iii) 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

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 downloaded from our website www.moil.nic.in) and attested copies of Certificates and testimonials along with Demand draft for 500/- for General Manager, Dy.Chief level and Rs.100/- for other posts (not required for SC/ST candidates) drawn in favour of Manganese Ore (India) Limited, Nagpur within 15 days from the publication date of this advertisement.

Candidates appearing for interview for the post will be paid to and from railway fare of AC-II for General Manager, AC-III for Company Secretary, Dy.Chief and Sr.Manager level and Railway fare of second class or bus fare for other posts 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. 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.
3. Persons who have resigned from Government Companies under the Voluntary Retirement Scheme(VRS) will not be eligible to apply.
4. 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.
5. 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.
6. 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.
7. Age & period of experience can be relaxed in deserving cases.
8. Canvassing in any form will disqualify the candidates from the candidature of the post.

Last date of receipt of applications: 20.9.10

GENERAL MANAGER(PERSONNEL)

MOIL ADDING STRENGTH TO STEEL