



MOIL LIMITED

(A Government of India Enterprise)

MOIL Bhavan, 1-A, Katol Road, Nagpur-440 013

Website: www.moil.nic.in, Fax: 0712-2592073

CIN No.:L99999MH1962GOI012398

PHONE: 0712-2590050, 2806100

Date : 22/12/2020

Engagement of Ex-Employees of MOIL on Contract basis as Special Officer to CMD

MOIL Limited (formerly known as Manganese Ore India Limited) is a Schedule 'A' Miniratna Category-I PSU under the Ministry of Steel, Government of India.

MOIL is the largest Manganese ore producer in the country, operating eleven mines spread in the states of Maharashtra and Madhya Pradesh. MOIL has set up a plant to produce Electrolytic Manganese Dioxide (EMD), which is used for manufacturing of dry battery cells. A Ferro Manganese plant having a capacity of 12,000 metric Tonnes per annum has also been put up by the company. It has been a consistent profit making PSU.

As per the strategic Management plan formulated, MOIL plans to expand its production capacity to 3.0 million Tonnes by 2030 by increasing production of existing mines and by new area development in India and global sourcing.

MOIL invites applications from Ex-Employees of MOIL on Contract basis as Special Officer to CMD, the details are given below:

Name of the Post	No. of Posts	Tenure of engagement	Required qualification & Experience
SO to CMD on Contract Basis	1	6 months, extendable for another 6 months each time on the basis of requirement of company	<p>Qualification: Full time Graduate/Diploma in any discipline and must be from University/Institute recognized by appropriate Statutory Authority in India.</p> <p>Experience: Minimum 2 years of experience in the Secretariat of CMD/Directors in MOIL. Thorough knowledge of MS-office</p> <p>Age: Below 65 years as on 29/12/2020.</p> <p>ACR-Ratings: The Ex-employee shall be rated minimum Very Good rating during last 3 years of service.</p> <p>Remuneration: A consolidated amount of maximum 50% of their last drawn Basic + DA will be paid(rounded off to next 10 rupees)</p>

Note : Ex-employees: MOIL employees who have retired on or after 31.12.2018

Ex-employees of MOIL means, who have retired, superannuated, etc. (except under voluntary retirements) during the last 2 years are only eligible to apply.

Desirous candidates may send their scanned applications through e-mail: rohinikumarp@gmail.com or submit hard copy in an A4 size envelope to Chief Manager(Per), Recruitment Section, MOIL Ltd, MOIL Bhavan, 1-A Katol Road, Nagpur-440 013 on or before **29/12/2020** along with detailed Bio-data and self-attested copies of certificates and testimonials (Proforma is attached below or it can be downloaded from our website www.moil.nic.in)

GENERAL CONDITIONS

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be recognized by AICTE / UGC / appropriate Indian Statutory Authorities.
3. For the above post age, date of retirement etc., would be as on 29/12/2020.
4. In support of age proof, candidates will have to submit school leaving/matriculation/secondary board certificate/ certificates of birth from concerned Municipal Authorities.
5. The Consultant so engaged shall be subject to their being medically fit, declared by Doctor in charge of CMS, Nagpur.
6. Reservations for SC/ST/OBC (Non-creamy layer)/PwD/EWS candidates will be provided as per the guidelines of Govt. of India. No TA/DA will be paid to any candidate (including SC / ST /OBC/ PwD / EWS candidate) for appearing the Interview.
7. If any information provided by the candidate is found to be false or incorrect or is not in conformity with the eligibility criteria, then his / her candidature is liable to be rejected at any stage.
8. The candidates must have an active E-mail Id & Mobile number which must remain valid for at least next 3 months. All future communications with the candidates will take place only through e-mail. Candidates have to ensure accuracy of their e-mail id & Mobile number.
9. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview. Only shortlisted candidates will be called for interview.
10. Depending on the requirements, MOIL reserves the right to cancel/curtail/increase the number of posts without any further notice and without assigning any reason thereof.
11. Any modifications / amendments / corrigendum in the advertisement will be given in MOIL's website www.moil.nic.in only.
12. Canvassing by a candidate in any form shall disqualify his/her candidature.
13. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Nagpur only.

**Chief Manager(Per.)
Recruitment Section**

MOIL ADDING STRENGTH TO STEEL



MOIL LIMITED
(Formerly Manganese Ore (India) Limited)
MOIL Bhawan, 1-A Katol Road,
Nagpur – 440 013

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Application for the post of _____

1. Name (in full) (*): _____
2. Father's/Husband's Name (*): _____
3. Date of Birth (*): _____
(In figures & words)
4. Age as on 29/12/2020 (in completed years): _____
5. Gender: (Male/Female/Transgender) (*): _____
6. Nationality & Religion: _____
7. Category (UR/EWS/OBC/SC/ST (*) : _____
& Ex-servicemen/ 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. Qualification (In descending order) (*):

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

14. Experience in Chronological Order (*):

S.N.	Name of the Organization	Designation	From Date	To Date	Scale of Pay and Total Emoluments	Nature of Duties

15. Academic Achievements: (Like merit, scholarship, awards etc.) 1. _____
2. _____
16. Professional papers (submitted if any): 1. _____
2. _____
17. Details of training undergone (India/Abroad): 1. _____
2. _____
18. Membership of any Professional Bodies: 1. _____
2. _____
19. Any other details: _____

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

21. Languages known:

Language	Read	Speak	Write

(*) - 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: _____