

Advt.No.HR/02/620  
Date: 28.11.2018

**KIOCL LIMITED**

(A Government of India Enterprise)  
Regd.Office: II Block, Koramangala, Bengaluru-560034  
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**(AN ISO 9001, 14001 & OHSAS 18001 COMPANY)**

KIOCL Limited, Schedule 'A' Miniratna, 100% EOU, profit making CPSU, having its Pelletization Complex and Blast Furnace Unit at Mangaluru and Corporate Office at Bengaluru invites applications for the following posts:

SI No	Name of the post	No of Post(s)	Post qualification experience as on 30.11.2018	Maximum age limit (yrs) as on 30.11.2018
1	Jt. General Manager(IT)- [E7] Dy. General Manager (IT)-[E6]	1	20/18	55/52
2	Company Secretary-[E6-E1]	2	Minimum 3 upto 18 years	52
3	Manager (Accounts)- [E3]	2	10	45
<b>TOTAL</b>		<b>5</b>		

**JOINT GENERAL MANAGER(INFORMATION TECHNOLOGY)-[E7]  
DEPUTY GENERAL MANAGER (INFORMATION TECHNOLOGY)-[E6]**

Scale of Pay	:	<b>Rs.51300-3%-73000/- [E7] Rs.51300-3%-73000/- [E6]</b>
Qualification	:	Bachelor Degree [full-time] in Electronics/Computer Science/Information Technology from IIT/NIT/UGC recognized reputed University. Master's Degree holders in the above discipline from such reputed Institutions would be given preference.
Experience	:	Should have minimum 20 / 18 years of post-qualification experience in IT department. At least one full lifecycle experience as head of implementation of ERP / integrated systems having 5 modules across a medium/large organization.  Candidate should also possess strong leadership and analytical skills. Excellent oral as well as written communication, high ability of coaching/ imparting training. Should be self-driven and effective team player
Age	:	Below 55/52 years as on 30.11.2018

<b>COMPANY SECRETARY [E6]/[E5]/[E4]/[E3]/[E2]/[E1]</b>	
Scale of Pay	: <b>Rs.51300-3%-73000/- [E6]</b> <b>Rs.43200-3%-66000/- [E5]</b> <b>Rs.36600-3%-62000/- [E4]</b> <b>Rs.32900-3%-58000/- [E3]</b> <b>Rs.24900-3%-50500/- [E2]</b> <b>Rs.20600-3%-46500/- [E1]</b>
Qualification	: Graduate in Commerce with Company Secretary (CS) qualification from Institute of Company Secretaries of India (ICSI) & an Associate/Fellow Member of ICSI. Candidates with LLB degree will be preferred.
Experience	: Should have minimum 3 years upto 18 years of Post qualification experience in Secretarial matters including statutory and regulatory compliances, corporate governance, board/committee/general meetings, management of investor relations, etc. Compliances relating to Companies Act 1956/2013 along with rules and secretarial standards, Listing Regulations, Stock exchanges compliances, SEBI laws, dividend etc. Knowledge of drafting/amendments in documents such as Agenda and Minutes, Delegation of powers, Agreements, MoUs, Memorandum and Articles of Association, Resolutions, FPOs/buy back/bonus/split of shares, Formation of JVs and Subsidiaries, Co-ordination with Statutory/Regulatory bodies/Authorities, capability to co-ordinate with ministry, prepare response/compliance to the ministry advises/guidelines/queries etc. Should be well versed with powers available with Mini-Ratna PSUs, DPE & Govt. guidelines. The incumbent will be required to possess good communication/ presentation skills. <b>Preference will be given to candidates who are currently working in a Listed CPSEs for at least 2-3 years or having at least 3-5 years experience in a Listed company</b>  Should have exposure of working in ERP packages like SAP, Oracle etc., Should be self-driven and effective team player.
Age	: Maximum upto 52 years as on 30.11.2018
Remarks	: Candidate will be placed at appropriate levels based on their experience and performance in the interview.

<b>MANAGER (ACCOUNTS) (E3)</b>	
Scale of Pay	: <b>Rs.32900-3%-58000/- [E3]</b>
Qualification	: Graduate from a recognized University and a member of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India with consistently good academic record
Experience	: Should have at least 10 years of post-qualification experience, out of which at least 3 years at senior level in Finance and Accounts Function preferably in Corporate/Indirect Taxation, Corporate Financial Management and Planning, Project Appraisal, Project financing and Monitoring, Capital Budgeting, Budgetary Control, Foreign Exchange Management,  Preference would be given to persons having hands on experience in GST implementation and adept at working in advanced excel and PowerPoint. Should have excellent Communication skill both verbal and non-verbal, Effective coordination skill, self-driven and team player.
Age	: Below 45 years as on 30.11.2018

**Age:** The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) categories. Age relaxation for Persons with Disabilities (degree of disability 40% or above) is 5 years for candidates belonging to General, 8 years for OBC and 10 years for SC/ST categories.

#### **GENERAL CONDITIONS:**

- I. Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfill eligibility criteria of post stated in the advertisement in all respects.
- II. Only Indian Nationals need apply.
- III. Candidates applying for the post are required to send a Demand Draft for Rs.500/- drawn in favour of KIOCL Limited payable at Bengaluru. Candidates belonging to SC/ST/PWD/Ex-Servicemen categories are exempted from submission of Demand Draft.
- IV. Candidates claiming to belong to any particular category of SC/ ST/ OBC/PWD/Ex-Servicemen shall necessarily submit a copy of certificate, in proforma prescribed by Govt. of India, as the case may be, from a Competent Authority. Candidates belonging to OBC category but coming in the "Creamy Layer" are not entitled to apply against posts reserved for OBC (Non-creamy layer) category.

- V. Note: OBC candidates: Candidates belonging to those communities which are recognized as 'Other backward class' by the Government of India for the purpose of reservation in posts under Government of India as per orders contained in Department of Personnel and Training Office Memorandum No.36012/ 22/93-Estt.(SCT) dated 08.09.1993 and as amended from time to time.
- VI. Non-Creamy Layer: The gross annual income of parents of the candidates should not be more than Rs.8.0 lakhs per annum in line with DOPT OM No.36033/1/2013-Estt[Res], dated 13.09.2017.
- VII. The Management reserves right to limit the number of candidates to be called for interview, as also to fill the posts even at lower level.
- VIII. All qualifications should be from a recognized/reputed Indian University.
- IX. The candidates working in Government Departments /PSUs should route their application through proper channel or '**No Objection Certificate**' should be produced at the time of interview invariably.
- X. Candidates appearing for interview will be paid to & fro rail / road fare by shortest route limited to II class rail fare for E1 level interview(s) and AC II Class rail fare for E2 and above level interview(s) on production of tickets/ receipts.
- XI. Only on-line applications are accepted.

#### **HOW TO APPLY:**

- The candidates need to apply online in Current Opening section of KIOCL website ([www.kiocltd.in](http://www.kiocltd.in)) from 03.12.2018 to 22.12.2018. Candidate should click on Online application link, read the instructions carefully and fill-in the online application form giving accurate information.
- No request with respect to change in any data entered by the candidate will be entertained once the application is submitted successfully. While applying online, candidate needs to upload the scanned copy of their recent passport size colour photograph and signature. In case candidate is called for interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in on-line application form.
- After applying on-line, the candidate is required to take the print out of filled on-line application form with system generated application serial number. Please note down your application serial number for the post applied, for future reference without fail.

- The downloaded application with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application along with **Demand Draft** (if applicable) should reach Deputy General Manager(HR&A), HR Department, KIOCL Limited, Koramangala 2<sup>nd</sup> Block, Sarjapura Road, Bengaluru-560 034 on or before 28.12.2018 by post. **Candidate should write Advertisement Number, Name of the post applied for and system generated on-line application serial number on envelop used for sending the hard copy of application. No manual/paper application will be entertained directly unless applied online.**
  - The application must reach the address as mentioned above along with self-attested copy of all the documents in support of their age, qualification, experience, pay scale, monthly emoluments, CTC etc. by 28.12.2018 after closing date of submission of online application.
  - It may be noted that candidate's application in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received on or before 28.12.2018.
  - KIOCL is not responsible for any candidate for not being able to submit their online application within the last date on account of system error or for any other reasons.
  - KIOCL is not responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
- XII. All future correspondence would be through E-mail ID, furnished by the applicant in the on-line application-form or by post as may be decided by KIOCL.
- XIII. KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- XIV. Canvassing in any form will be a disqualification.
- XV. Age/experience relaxable in case of exceptionally deserving / internal candidates.
- XVI. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.

- XVII. Appearance of the short listed candidates in the interview is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill essential eligibility criteria.
- XVIII. Appointment of selected candidate(s) is subject to satisfactory Medical Fitness as per the standards prescribed by KIOCL Limited at the time of joining the post. The Management based on shortcomings/physical defects noticed, if any, during the probationary period, if required, the candidate will be medically examined to ascertain his medical fitness before regularizing his service in the Company. Further, the appointment in the Company will be subject to verification of Caste, Character and Antecedents from the concerned Authorities as required for appointments in posts under Government of India.
- XIX. The above posts of regular appointment carries Basic Pay, Dearness Allowance, HRA, Perks (Maximum of 47% of basic pay), and benefits like Provident Fund, Gratuity, Performance Related Pay, Group Insurance Scheme, Group Personal Accident Scheme, Medical benefits etc., as per Company's rules and as amended from time to time. **[Pay Revision is due w.e.f 01.01.2017].**
- XX. Persons working in Government/PSUs who have put in a minimum of two years in the next below scale or equivalent only need to apply through proper channel.
- XXI. The application is liable for rejection at any stage of recruitment process in case of suppression / furnishing of false information, without enclosing necessary documents & received after closing date for receipt of hard copy by post.
- XXII. Candidates who had already appeared for interview against our earlier Recruitment advertisement No.HR/02/617 dated 12.09.2017 &10.10.2017, advertisement No.HR/02/617 (A) dated 11.04.2018 and advertisement No.02/619 dated 29.08.2018 need not apply again.

#### **MODE OF SELECTION:**

- Personal Interview

The date, time and venue of interview will be intimated by e-mail. The candidates called for interview shall present mandatorily the following documents at the time of interview for certificates verification.

#### **DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW:**

The following documents shall be produced in original with a set of photo copies for verification along with self-attested photo copies.

- Print out of On-line filled application form
- Recent passport size Photo
- Proof of age
- Educational Qualifications (All year/semester Mark sheets & Certificates)
- Service Certificate of past employment & proof of date of joining & its continuity in the present Organization (if applicable).
- Proof of working in present pay scale for Govt./PSU employees
- Last Salary Certificate
- Medical Certificate / Persons with Disability Certificate with photograph issued by the competent authority satisfying the minimum degree of disability
- Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC) (Non-creamy layer) certificate from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to Creamy Layer.
- Relevant Certificate (for Ex-Servicemen)

**IMPORTANT DATES:**

a	Commencement of online submission of application by candidates	03.12.2018
b	Last date for submission of on line application by candidates	22.12.2018
c	Last date for receipt of hard copy of application along with requisite documents	28.12.2018
d	Interview date	Will be communicated by e-mail to eligible candidates only or visit our website for more information.

**CAUTION TO ALL CANDIDATES:**

**Some unscrupulous elements may approach you with the assurance of procuring appointment for you in KIOCL through illegal gratification. You must not fall prey to such assurance or Exploitation and must not entertain or encourage such elements in any way; it is emphasized and re-assured that the selection exercise will be done on the basis of merit only and in transparent manner.**

**Please Note:**

Corrigendum/Extension etc., if any, shall be published in our website [www.kioclltd.in](http://www.kioclltd.in) only.

DY.GENERAL MANAGER (HR&A)  
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