

**M O I L L I M I T E D**  
**MOIL BHAWAN, 1-A KATOL ROAD,**  
**NAGPUR - 440 013**

Requires

**I. General Manager(Personnel) - Gen (1 post – reserved for phy.handicapped)(B/L)**

- i) Post Graduate Degree in Social Work with specialization in Labour Welfare, Personnel Management and Industrial Relations OR
- ii) Post Graduate Degree/Diploma (2 yrs. duration) in IR & PM/MLS from the recognized University/Institution OR
- iii) MBA with specialization in Personnel Management/HR/HRD from recognized University/Institution.
- iv) Preference will be given to Law Graduate
- v) 20 yrs. exp. in Personnel/Admn.Department in an Orgn.in a senior capacity of which 12 yrs.should be in Managerial line.
- vi) Should have good knowledge of handling Industrial Disputes, Court & Conciliation cases, conducting negotiations with Trade Unions, conducting Departmental enquiries evolving Personnel /Indl.Relations Policies, Welfare schemes and all other related functions of HRD.
- vii) Age below 50 years (Age relaxation to SC/ST/OBC as per Govt. guidelines)
- viii) Scale of pay Rs.43200-66000/- (E-7) –The CTC would be around Rs.15.35 lakhs at minimum basic.

Fringe Benefits

In addition to the salary, the post carry other fringe benefits like Contributory Provident Fund, Insurance linked Gratuity, free Medical attention, LTC etc. as per the Rules of the Company.

Desirous candidates may send their applications superscribing on the envelope 'Application for the post of ' to the undersigned, along with detailed bio-data(proforma can be down loaded from our website [www.moil.nic.in](http://www.moil.nic.in)) and attested copies of Certificates and testimonials, by 12.4.13.

Candidates appearing for interview for the above post will be paid to and fro railway fare of AC-II 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 application.
3. In support of age proof, candidate 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 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.

9. 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.
10. The Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
11. 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.
12. 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.
13. Age & period of experience can be relaxed in deserving cases.
14. Canvassing in any form will disqualify the candidates from the candidature of the post.
15. Departmental candidates who fulfill the above criteria can also apply for the above posts. No age bar for them.
16. Corrigenda/Amendments, if any, will be notified only on the above Website i.e. [www.moil.nic.in](http://www.moil.nic.in) and will not be published in any other media.

Commencement of submission of applications : 5.3.13

Closing of receipt of applications : 12.4.13

Dy.General Manager(Per)  
Recruitment Cell

MOIL ADDING STRENGTH TO STEEL