दूरभाष: 0712—2590050, 2806100

मॉयल लिमिटेड

(भारत सरकार का उपक्रम)

मॉयल भवन, 1ए काटोल रोड, नागपुर— 440 013

वेबसाईटः www.moil.nic.in फैक्सः 0712-2592073

CIN No.:L99999MH1962GOI012398

PHONE : 0712-2590050, 2806100

MOIL LIMITED

(A Government of India Enterprise)

MOIL Bhavan, 1A, Katol Road, NAGPUR–440 013

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

CIN No.:L99999MH1962GOI012398

July 26, 2023

RECRUITMENT OF GRADUATE TRAINEES & MANAGER(SURVEY)
Advertisement No. : GT-MGR/06/2023

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 tonne per annum has also been put up by the company. It has been a consistent profit making PSU from decades. 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 opening of new Mines.

MOIL invites application from young, vibrant and dynamic candidates, who are willing to grow with MOIL for recruitment **THROUGH ONLINE APPLICATION MODE only** for various posts of **GRADUATE TRAINEES & MANAGER** in different disciplines as per details given below:

1.   **IMPORTANT DATES**

Activity	Important Dates
Opening date for Online Registration of Applications	26/07/2023(Wednesday)
Last date of Online Submission of Applications with Fee	15/08/2023(Tuesday)

 NOTE:

i.   Detailed instructions available on MOIL website www.moil.nic.in may please be referred at the time of applying online application.

ii.   Candidates, in their own interest are advised not to wait till the last date & time and register their application well within the time. MOIL will not be held responsible, if the candidates are unable to submit their application due to last minute rush & system failure.

iii. Candidates should read the instructions in the advertisement carefully before making any entry of selecting options for filling online applications.

2. QUALIFICATION & ELIGIBILITY CRITERIA

Post	Name of Disciplines	Minimum EducationalQualifications &Experience
Graduate Trainee (Mines)	Mining	B.E/B. Tech in Mining or equivalent from a recognized University/Institute with minimum 60% marks. During probation period the candidate has to submit copy of the application submitted to DGMS along with valid Gas testing and first aid certificate and 1 years' experience in the Company for obtaining 2nd class Mine Manager's certificate of competency (unrestricted) under MMR, 1961 DGMS.
Graduate Trainee (Mechanical)	Mechanical	B.E/B. Tech Mechanical or equivalent from a recognized University/Institute with minimum 60% marks.
Manager (Survey)	Survey	1.Graduate from a recognized university/ Institute with minimum 60% marks. 2. Diploma in Mining & Mine Surveying/ Diploma in Civil Engineering or equivalent with minimum 60% marks. 3. Surveyor's Certificate of competency (Unrestricted) Minimum 2 years' experience in surveying underground mining out of which 2 years' experience (1 year for internal candidate) in immediate lower scale (IDA) i.e. Rs. 40000-140000 or equivalent (CDA) OR 1. Diploma in Mining & Mine Surveying/Diploma in Civil Engineering or equivalent with minimum 60% marks along with Surveyor's Certificate of Competency (Unrestricted) 2. Minimum 4 years' experience in surveying underground mining out of which 2 years' experience (1 year for internal candidate) in immediate lower scale (IDA) i.e. Rs. 40000-140000 or equivalent (CDA). For candidates from private sector, CTC should be minimum Rs. 8.90 lakh per annum.

NOTE:

i.   The minimum qualifying marks for **GENERAL (UR)**, **OBC (Non-Creamy Layer)** & **Economically Weaker Sections** (**EWS**) **category candidates are 60%.** For **SC & ST candidates,** the minimum qualifying marks are **55% where the post is reserved for them.**

ii.   Wherever percentage (%) of marks is not awarded by the University/Institute and only grades (e.g. GPA / CGPA / CQPI) are awarded, the same should be converted to the exact equivalent percentage (%) of marks as per the following formula:

   On a 10 point scale CGPA/GPA of 6.0 will be considered as 60%.

iii. For the purpose of calculating the aggregate final marks, the aggregate marks of all years / semesters / trimesters would be taken. Rounding of percentage (%) will not be acceptable under any circumstances, hence 60% of marks and above will only be considered.

iv.   SC, ST & OBC (Non-Creamy Layer) category candidates applying against General (UR) category post shall be considered on the General category merit and no relaxation in upper age limit, qualifying marks etc. will be given.

v.   Graduation must also be from University / Institute recognized by appropriate Statutory Authority in India.

vi.   Diploma/Graduation in any Engineering Discipline must be from University/Institute recognized by appropriate Statutory Authority in India.

In case of any dispute arising about admissibility of any particular qualification the decision of CMD of MOIL shall be final and binding.

3.   **TENTATIVE VACANCY**

Sr. No.	Disciplines	Total Vacancies	Category			
			General (UR)	EWS	SC	OBC (NCL)
1.	GT-Mines	15	9	1	1	4
2.	GT-Mechanical	4	3	-	1	-
3.	Manager (Survey)	2	2	-	-	-
	Grand Total	**21**	**14**	**1**	**2**	**4**
	Abbreviations: UR-Un-reserved; SC-Schedule Caste; OBC-Other Backward Class(Non-Creamy Layer); EWS- Economically Weaker Section					

Whenever in any recruitment year if any vacancy is earmarked for EWS cannot be filled due tonon-availability of a suitable candidate belonging to EWS, such vacancy for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

NOTE: *The above vacancies are tentative and 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.*

4. SELECTION PROCESS

Before applying the candidates should ensure that they fulfill all the eligibility criteria. Admission to Computer Based Online Test will be purely provisional. Candidature will be subject to verification of details/documents when the candidate reports for interview, if shortlisted or at any stage of the recruitment process/appointment. Application is to be submitted by a candidate only once and against only one of the posts, which means that a candidate can apply for any one post only. Candidates are advised to apply for the post most suitable to his/her qualification and experience etc. In case of multiple Applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

TEST CITIES:

The Computer Based Online Test will be held Bengaluru, New Delhi/NCR, Kolkata, Mumbai/Navi Mumbai/Thane/MMR Region, Chennai, Hyderabad, Bhopal & Nagpur. Candidates may opt for two test Cities from the list as per their preference and the same cannot be changed after the online form is submitted. MOIL reserves the right to allocate any Test city or change the Test city opted by the candidate. MOIL reserves the right to add or delete any city(s) from the list based on the number of applicants.

COMPUTER BASED ONLINE TEST:

The duration of Computer Based Online Test will befor 90 minutes *(in one sitting)* consisting of Objective Type question (MCQ) (85 marks) break-up of which is General Knowledge for 10 marks, reasoning for 10 marks & General English for 10 marks which will be combined as segment - I and Subject Knowledge will be for 55 marks which will be segment - II. Question paper will be available both in Hindi & English. However, in case of any error in Hindi version, the English version of the question shall be valid & final. The qualifying marks for the Computer Based Online Test will be as under:

Qualifying marks in the Computer Based Online Test	
General (UR)/EWS – 50% of marks in <u>each segment</u>	SC/OBC (NCL)- 40% of marks in <u>each segment</u>

Candidates are required to appear in the Computer Based Online Test at their own expenses and if shortlisted in the Computer Based Online Test as per the above criteria, they will be called for Personal Interview as per their merit in the ratio of 1:6 (6 candidates against 1 vacancy in respective category) keeping in view the provision of reservation for SC/ST/OBC (NCL)/PwD/EWS. MOIL reserves the right to shortlist the candidates for Computer Based Online Test.

PERSONAL INTERVIEW: List of candidates who are provisionally shortlisted for the Interview will be uploaded in the MOIL website and they will be intimated about the date, time and venue of interview through their registered E-mail Id as filled by the candidates in the online application form. The personal interview will be of 15 marks.

Similarly, the final list of selected candidates will also be uploaded in the MOIL website and they will also be intimated about Documents Verification (DV) & Pre-Employment Medical Examination through MOIL website and through their registered E-mail Id only.

Final merit panel will be prepared based on the consolidated marks of Computer Based Online Test and Personal Interview.

5. <u>APPLICATION FEE</u>

Candidates belonging to GENERAL (UR) / EWS/OBC (Creamy Layer & Non-Creamy Layer) category are required to pay a Non-Refundable fee of Rs.590/- including GST *(Five Hundred and Ninety only)*. For SC/ST/PwD candidates/EXS/Employees of MOIL Limited are exempted from the payment of application fee. Application fee will be paid through Online mode only. There will be no other mode of payment of application fee. MOIL will not be responsible, in case a candidate deposits the fee in any wrong account.

Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility before applying.

It may kindly be noted that MOIL does not seek payment of any kind other than the above mentioned application fee.

6. UPPER AGE LIMIT

The upper age limit as on 15.08.2023 is **30 years for Graduate Trainees** and 35 years for the post of Manager (Survey) for General(UR) & EWS candidates.

Upper Age Limit is relaxed by:

➤ 3 Years for OBC (Non-Creamy Layer)

➤ 5 years for SC/ST

➤ Persons with disabilities candidates:

- By 10 years for General(UR)

- By 13 years for OBC(NCL)

- By 15 years for SC/ST

➤ Relaxation for Ex-Servicemen category candidates is Service rendered in the Armed forces plus 03 years.

NOTE: The Upper age limit is relaxed subject to the condition that maximum age of the applicant on the crucial date i.e. 15/08/2023 shall not exceed **53 years**.

7. RESERVATIONS AND RELAXATIONS

i.   Reservations and relaxations for SC/ST/OBC (Non-Creamy Layer)/EWS candidates will be provided as per guidelines of Govt. of India for the purpose. SC, ST & OBC (Non-Creamy Layer) category candidates applying against General (UR) category post shall be considered on the General category merit and no relaxation in upper age limit will be given.

ii. Relaxations for employees of MOIL Limited applying online against the advertisement will be as per the rules of the company i.e. maximum age limit is not applicable in case of Departmental candidates and there is no application fee.

iii. **For getting benefits of reservation under OBC category:**

(a) The name of caste and community of the candidate must appear in the "Central List of Other Backward Classes".

(b) The candidates must not belong to Creamy layer.

(c) The candidates need to furnish their latest (issued within one year) OBC Certificate as per format prescribed by Govt. of India.

iv. **For getting benefits of reservation under EWS category:**

(a) Should not be covered under the scheme of reservation for SCs, STs and OBCs and

whose family has gross annual income below Rs. 8.00 Lakhs (Rupees Eight Lakhs Only). Income shall also include income all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shallbe excluded from being identified as EWS, irrespective of the family income:-

- 5 acres of agricultural land and above;
- Residential Flat of 1000 Sq Ft and above;
- Residential Plot of 100 Sq Yards and above in notified municipalities;
- Residential Plot of 200 Sq yards and above in areas other than the Notified Municipalities.

(b) The property held by a "Family" in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS Status.

(c) The term "Family" for this purpose will include the person who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

(d) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by Competent Authority. The income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:

- District Magistrate/ Additional District magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ PresidencyMagistrate
- Revenue Officer not below the rank of Tehsildar and
- Sub-Divisional Officer of the Area where the candidate and /or his family normallyresides.

8. **OTHER DETAILS**

COMPENSATION / PAY: Selected candidates will be placed as **Graduate Trainee** in **E-2 Grade** in the scale of pay of **Rs. 50,000 – 1,60,000/-** at the initial Basic of **Rs. 50,000/- per month as a consolidated amount** during the training period. On successful and satisfactory completion of 1 year training period regularization will be in **E-2 Grade** in the scale of pay of **Rs. 50,000 – 1,60,000/-** at the initial Basic of **Rs. 50,000/-** on probation for 1 year as per the rules of the Company. For Manager(Survey) post selected candidate will be placed in the scale of E-2 grade of Rs**. 50,000-1,60,000/-** on probation for 1 year. Besides Basic pay, candidates will also be entitled to Dearness Allowance, HRA, perquisites and allowances under cafeteria approach and other allowances including Performance Related Pay (PRP) as applicable for the post. Benefits such as Leave, Free Medical Attention, Contributory Provident Fund, Family Pension, Insurance Linked Gratuity, Group Superannuation Cash Accumulation Scheme (Defined Contribution), etc. will be payable. The actual remuneration may vary depending on place of posting, financial performance of the Company and also performance rating of individual.

POSTING: Candidates may be posted anywhere in Company's mines situated in Maharashtra or Madhya Pradesh or at any Place at the discretion of the Management.

MEDICAL EXAMINATION: Before appointment, the selected candidates will have to undergo Pre-Employment Medical Examination by the company's Medical Officer. The decision of the Medical Officer will be final and binding.

9. **HOW TO APPLY**

DETAILED GUIDELINES/PROCEDURES FOR
   A. **APPLICATION REGISTRATION**
   B. **PAYMENT OF FEES**
   C. **DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 26/07/2023 to 15/08/2023 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should -
   (i)   **scan their :**

- **photograph (4.5cm × 3.5cm)**

- **signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand written declaration (on a white paper with blue/black ink) (textgiven below)**

(ii) **ensuring that the all these scanned documents adhere to the required specifications as given in this Advertisement.**

(iii) Signature in CAPITAL LETTERS will NOT be accepted.

(iv) **The left thumb impression should be properly scanned and not smudged. (**If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(v) **The text for the hand written declaration is as follows –**

"I,_____(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(vi) **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploadedby anybody else or in any other language, the application will be considered as invalid.**

(vii) **Keep the necessary details/documents ready to make** Online Payment **of the requisite application fee/ intimation charges**

(viii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. MOIL may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobilenumber.**

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE FROM 26/07/2023 to 15/08/2023.

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. <u>**Application Registration**</u>

1. Candidates to go to the MOIL website www.moil.nic.in click on the Recruitment click on the option "**APPLY ONLINE**" which will open a new screen.

2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

5. The name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Marksheets/Identity proof. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

B. **PAYMENT OF FEES**

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

2. The payment can be made by using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS,Cash Cards/ Mobile Wallets.

3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.

7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

8. To ensure the security of your data, please close the browser window once your transaction is completed.

9. **There is facility to print application form containing fee details after payment of fees.**

C. **Guidelines for scanning and Upload of Documents**

Before applying online, a candidate will be required to have a scanned (digital)image of his/her photograph and signature as per the specifications given below. Photograph Image:

- Photograph must be a recent passport style colour picture.

- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.

- Look straight at the camera with a relaxed face.

- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

- If you have to use flash, ensure there's no "red-eye"

- If you wear glasses make sure that there are no reflections and your eyes can be clearly

seen.

- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb–50 kb.
- Ensure that the size of the scanned image is not more than 50kb. If thesize of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb – 50 kb
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT beaccepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)

- Set Colour to True Colour.

- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

- The image file should be JPG or JPEG format. An example file name is: image01.jpgor image01.jpeg

- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

   If the file size and format are not as prescribed, an error message will be displayed.

-   **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**

<u>**Left thumb impression:**</u>

- The applicant has to put his left thumb impression on a white paper with black or blue ink.

- The hand written declaration should be of the applicant and not by any otherperson.

    - <u>File type:</u> jpg / jpeg
    - <u>Dimensions:</u> 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
    - <u>File Size:</u> 20 KB – 50 KB

<u>**Hand-written declaration:**</u>

- Hand written declaration content is to be as expected.

- Hand written declaration should not be written in CAPITAL LETTERS.

- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.

- The hand written declaration should be of the applicant and not by any other person.

- Hand written Declaration

    - <u>File type:</u> jpg / jpeg

- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separatelinks for uploading left thumb impression and hand written declaration

- Click on the respective link "Upload left thumb impression / hand written declaration"

- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.

- Select the file by clicking on it

- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.

- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

(1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand writtendeclaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

(3) After registering online candidates are advised to take a printout of their system generated online application forms.

10.   DOWNLOAD OF CALL LETTER

Candidates will have to visit the **MOIL** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in **clause identity verification** below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 90 minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

11. <u>IDENTITY VERIFICATION</u>

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E- Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

12. GENERAL INSTRUCTIONS :

1. The examination will be conducted online in venues given in the respective call letters.

2. No request for change of centre/venue/date/session for Examination shall be entertained.

3. MOIL, however, reserves the right to cancel any of the Examination Centres and/ or add some other centres, at its discretion, depending upon the response,administrative feasibility, etc.

4. MOIL also reserves the right to allot the candidate to any centre other than theone he/she has opted for.

5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and MOIL will not be responsible for any injury or losses etc. of any nature.

6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination OR if the number of candidates is more than the capacity available for online exam for a centre, MOIL reserves the right to allot any other centre to the candidate.

13. OTHER CLAUSES

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2. Decision of MOIL in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the MOIL in this behalf.

3. MOIL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analyticalprocedure adopted by MOIL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, MOIL reserves right to cancel the candidature of the concerned candidates and the result of such

candidates (disqualified) will be withheld.

4. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any MOIL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

5. **Process for Arriving at Scores**

The Scores of Online Examination are obtained by adopting the following procedure:

i. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers. For every wrong answer ¼th of the marks assigned to that question will be deducted as penalty.

ii. The Corrected scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the equated scores*

 * Scores obtained by candidates on any test are equated to the base form by consideringthe distribution of scores of all the forms.

iii. Test wise scores and scores on total is reported with decimal point up to two
   digits. Note: Cutoffs are applied in two stages:
   i. on scores in individual tests
   ii. on total score

14. **GENERAL INFORMATION**

i. Only Indian Nationals are eligible to apply.

ii. All qualifications should be recognized by AICTE / UGC / appropriate Indian statutory authorities.

iii. For the above posts, age, qualification, experience etc., would be as on 15/08/2023.

iv. No TA/DA will be paid to any candidate (including SC / ST /OBC/ EWS candidate) for appearing in the Computer based Online Test.

v. 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 of the recruitment process or even after recruitment or joining.

vi. MOIL will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of computer based online test and, therefore, **the candidature is only provisional.** Before applying, **candidates are advised to go through the requirements of essential qualification, age, experience etc. and satisfy themselves that they are eligible for the post.** When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and **decision of MOIL shall be final**

vii. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.

viii. Candidates employed with Government / Semi-Govt. / Public Sector Undertaking / Autonomous body should produce No Objection Certificate (NOC) from the present employer at the time of interview, failing which they will neither be interviewed nor be paid any TA. Candidate shall produce all original certificates, documents before interview failingwhich they will neither be interviewed nor be paid any TA.

ix. The candidates must have an active E-mail Id & Mobile number which must remain valid for at least next one year. 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. No change in E-mail Id & Mobile number as declared in the online application will be allowed.

x. For queries, candidates are advised to visit the **Frequently Asked Questions (FAQs)** section uploaded on the MOIL website.

xi. In order to regulate the number of candidates to be called for the Test, if so required, theManagement reserves the right to raise the minimum eligibility standards /criteria depending upon the response to the advertised posts.

xii. *Merely meeting the above qualifications and experience shall not entitle a candidate to be called for online Test. Only shortlisted candidates will be notified forTest.*

xiii. 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.

xiv. Any modifications / amendments / corrigendum in the advertisement will be given in MOIL's website **www.moil.nic.in** only.

xv. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement the candidate may check on MOIL's website **www.moil.nic.in** only.

xvi. All correspondences / announcements with respect to above recruitment process shall be done through E-mail / Notices on MOIL website **www.moil.nic.in** only. Important information regarding recruitment will be available in MOIL website only and as such, candidates are advised to visit the same frequently. Responsibility of receiving, downloading and printing of the Admit Card / Interview Letters, information / communication etc. will be of the candidate. Company will not be responsible for any loss of email sent, due to invalid / wrong Email ID provided by the candidate in online application or due to any other reason. Candidates are advised to retain the same E-mailId and Mobile number active for at least 1 year.

xvii. In case of any problems faced by the candidates in filling up the online application theymay contact the help desk on the phone number: **0712-2806100 between 10:00 AM to 5:15 PM on any working day** and for queries other than the online application form candidates may write to Email Id: **recruit@moil.nic.in** only.

xviii. MOIL reserves the right to shortlist candidates for Computer Based Online Test, reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances.

xix. Canvassing by a candidate in any form shall disqualify his/her candidature.

xx. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Nagpur only.

15. <u>ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS</u>

Candidates are advised in their own interest that they should not furnish any particulars

that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or ina subsequent selection procedure, if a candidate is (or has been) found guilty of –

1) using unfair means or

2) impersonating or procuring impersonation by any person or

3) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s)or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

4) resorting to any irregular or improper means in connection with his/her candidature or

5) obtaining support for his/ her candidature by unfair means, or

6) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

    (a)   to be disqualified from the examination for which he/ she is a candidate

    (b)   to be debarred either permanently or for a specified period from any examination conducted by MOIL.

    (c)   for termination of service, if he/ she has already joined the MOIL.

16. <u>MOIL's DECISION FINAL</u>

The decision of CMD, MOIL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s) and interviews, allotment of examination centres, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

General Manager (Pers.)
MOIL Ltd, Nagpur

Adding **Strength** to Steel!