



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

Advertisement No: ED(P)/09/2021

August 11, 2021

RECRUITMENT OF EXECUTIVE DIRECTOR (PERSONNEL)

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 vibrant, dynamic and experienced candidates, who are willing to grow with MOIL for Direct Recruitment for the post of **Executive Director (Personnel) (E-09) (1 UR)**.

(I) Executive Director (Personnel) (E-09) - 01 Post [UR]

Minimum eligibility criteria:

Qualification:-

1) P.G. Degree in Social Work with specialization in Labour Welfare, Personnel Management and Industrial Relations (OR)

P.G. Degree/Diploma (2 years' duration) in IRPM/Master in Labour Studies from the recognized University/Institute (OR)

MBA with specialization in Personnel Management /HR/HRD from recognized University/Institute.

2) Preference will be given to Law Graduate.

Scale of pay: Rs.1,50,000-3%-3,00,000(E-09) (IDA Scale)

Age limit : Below 54 years

Note: Further one year age relaxation will be considered for every 2 years of additional number of years of experience, subject to maximum of 3 years.

Experience:

21 years post qualification experience as an executive in Personnel Department in an organization out of which 2 years' experience (1 year for internal candidate) in immediate lower scale (IDA) or equivalent (CDA). For candidates from Private sector, CTC should be minimum Rs.24.20 Lakhs per Annum.

Desirous candidates may send their applications super scribing on the envelope '**Application for the post of EXECUTIVE DIRECTOR(PERSONNEL)**' along with detailed bio-data (Bio-data form can be downloaded from our website www.moil.nic.in) and self-attested copies of Certificates and testimonials with Demand draft of Rs.500/- drawn in favour of MOIL Limited, Nagpur payable at Nagpur (not required for SC, ST, PH candidates). **The applications should be addressed to Chief Manager(Pers), Recruitment Section, MOIL Ltd, 1-A Katol Road, Nagpur- 440 013 and reach on or before 06/09/2021.**

Candidates called for personal Interview for the post of Executive Director (Personnel) will be paid AC-I tier train/ Air fare economy class to and fro or bus fare, by shortest 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 post, age, qualification and experience would be as on 06/09/2021.
3. In support of age proof, candidates will have to submit school leaving/Matriculation/ Secondary Board Certificate / Certificates of Birth from concerned Municipal Authorities.
4. In support of Academic qualifications, professional qualifications, percentage of marks experience etc., candidates will have to enclose self-attested copies 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 not be allowed for interview nor paid TA.
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. Upper age limit is not applicable in case of Departmental candidates, however should have atleast three years' balance service and no application fee is required.

8. The Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

9. SC/ST candidates should produce caste certificate issued from the Competent Authorities, if applicable.

10. OBC candidates should produce latest non creamy layer certificate (issued within 1 year) from the Competent Authorities, if applicable.

11. In order to regulate the number of candidates to be called for the Interview if so required, the Management reserves the right to raise the minimum eligibility standards/criteria depending upon the number of applications received.

12. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for Interview. Shortlisted candidates will be notified through e-mail, SMS & MOILs website only.

13. The Company reserves the right to cancel the recruitment of ED(Per) post at its sole discretion without assigning any reason thereof.

14. The selected candidate will be eligible for Contributory Provident Fund, Family Pension, Insurance Linked Gratuity, Free Medical Attention, Group Superannuation Cash Accumulation Scheme (Defined Contribution). In addition to above, depending upon performance of the Company and individual performance Officers are eligible for Performance Related Pay (PRP) as per the Rules of the Company. In addition, eligible for HRA or house accommodation applicable as per the rules of the Company subject to Rules of the Company.

15. Canvassing in any form will disqualify the candidate from the candidature of the post.

16. Kindly ensure that all certificates/documents submitted are neatly stapled /tied together and the photograph properly affixed in the space provided.

17. Any amendment/modification to this advertisement will be published on MOIL Limited website only (www.moil.nic.in).

18. The candidates are advised to check regularly Company's website i.e. www.moil.nic.in for further details and updates, if any.

**Chief Manager (Pers.)
MOIL Ltd, Nagpur**



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Application for the post of _____

D.D. No. _____ Date _____

1. Name (In full) (*) : _____

2. Father's/Husband's Name (*) : _____

3. Date of Birth (*) : _____
(In figures & words)

4. Age as on 06/09/2021 (In completed years) : _____

5. Gender: (Male/Female/Transgender) (*) : _____

6. Nationality & Religion : _____

7. Category (UR/OBC/SC/ST (*) : _____
EWS/Ex-Serviceman/ PWD/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. Are you working with Govt./Public Sector: _____

14. If yes, are you enclosed NOC: _____

15. Qualification (In descending order) (*) (if required additional sheet may be attached) :

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

(**) Please provide self-attested certificates

16. Experience (Starting from last Employer) *):(if required additional sheet may be attached)

Sr. No.	Name of the Organization(**)	Designation	FromDate	To Date	Scale of Pay and Total Emoluments /CTC (**)	Nature of Duties

(**) Please provide Documentary Evidences

17. Academic Achievements : 1. _____

(Like merit, scholarship, awards etc.) 2. _____

3. _____

18. Professional papers (submitted if any) : 1. _____

2. _____

19. Details of training undergone : 1. _____
(India/ Abroad) 2. _____

20. Membership of any : 1. _____
Professional Bodies 2. _____
3. _____

21. Any other details : _____

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

23. (i) Have you been arrested at any time (*) : Yes/No

(ii) If Yes, give details : _____

24. (i) Have you been convicted for any offence **or**

Any case is pending against you in any court of law (*): Yes/No

(ii) If Yes, give Details : _____

25. Have you ever been dismissed or removed from service by your past Employer (*)

If so, please furnish details : _____

26. Languages known :

Sr. No.	Language	Read	Speak	Write
1				
2				
3				

27. Two professional references (Other than relatives)(Name, Address, Contact No.)

i. _____

ii. _____

(*) Compulsory to 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.

Name : _____

Signature : _____

Place : _____

Date : _____