

KIOCL LIMITED

(A Government of India Enterprise)

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(ISO9001:2015, ISO14001:2015 and ISO45001:2018 COMPANY)

REQUIREMENT OF MBA/M.Com GRADUATES ON CONTRACT BASIS

JOB SPECIFICATION

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 from MBA/M.Com Graduates to engage on contract basis in various departments at Bengaluru & Mangaluru:

JOB SPECIFICATION

OFFICER-TRAINEE –ON CONTRACT BASIS FOR FINANCE & ACCOUNTS DEPARTMENT	
NO. OF POSTS-3	
Remuneration	: Rs.20,000 to Rs.25,000/-per month as consolidated pay commensurate to experience & expertise of the candidate
Qualification	: Graduate with MBA (Finance)/M.Com with minimum 65% marks from a recognized University / Institution. Qualification should be full time. Candidates obtained M.Com / MBA through Distance/part time education programme or through Correspondence are not eligible & need not apply.
Experience	: ESSENTIAL: Should have minimum 01 year experience in following areas; <ul style="list-style-type: none">• Updating and Reviewing Books of Accounts on Daily basis,• Strong understanding of Accounting Principles, Finance, Taxation and Compliance.• Experience in time-bound monthly and annual book closure.• TDS and other regulatory compliance handling including Income Tax returns,• Audit support to statutory and tax auditors and Liaison with internal statutory auditor.• Knowledge in GST accounting• MIS reports generation, handle payroll, ensuring proper documentation of records including books of accounts, Vendor Payment etc. DESIRABLE: Minimum 1 year relevant experience preferably in Manufacturing Industry. Adept at working in advanced excel and PowerPoint, MS Word etc. Should have excellent Communication skill, effective coordination skill, self-driven and team player.
Age	: Maximum 30 years as on 31.05.2021
Post qualification experience	: Minimum 01 year experience as on 31.05.2021

OFFICER-TRAINEE –ON CONTRACT BASIS- FOR COMMERCIAL DEPARTMENT**NO. OF POSTS-3**

Consolidated pay	:	Rs.20,000 to Rs.25,000/-per month as consolidated pay commensurate to experience & expertise of the candidate
Qualification	:	Graduate with MBA in any specialization with minimum 60% marks from a recognized University / Institution. Qualification should be full time. Candidates obtained MBA through Distance/part time education programme or through Correspondence are not eligible & need not apply.
Experience	:	ESSENTIAL: Should have minimum 01year experience broadly in any of the following areas; <ul style="list-style-type: none">• Assimilating Market information• Conducting Tenders• Contract preparation, establishing LCs• scheduling of Vessels, pre-shipment and post-shipment documentation and work towards Customer satisfaction• Liaise with stakeholders and vendors DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written presentation skills, good math and computational ability and effective communication skills. Assist Managers complete daily tasks, Create & give Presentations etc.
Age	:	Maximum 30 years as on 31.05.2021
Post qualification experience	:	Minimum 01 year experience as on 31.05.2021

OFFICER-TRAINEE –ON CONTRACT BASIS- FOR PURCHASE DEPARTMENT	
NO. OF POSTS-4	
Consolidated pay	: Rs.20,000 to Rs.25,000/-per month as consolidated pay commensurate to experience & expertise of the candidate
Qualification	: Graduate with MBA in any specialization with minimum 60% marks from a recognized University / Institution. Qualification should be full time. Candidates obtained MBA through Distance/part time education programme or through Correspondence are not eligible & need not apply.
Experience	: ESSENTIAL: Should have minimum 01 year experience broadly in any of the following areas; <ul style="list-style-type: none"> • Good understanding of supply chain procedures • Knowledge of market research • Preparation of purchase enquiries and uploading of web-based enquiries • Tracking orders and ensuring timely delivery • Evaluation of offers of vendors and preparation of cost analysis • Upkeeping of records of invoices and contracts <p>DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written presentation skills, good math and computational ability and effective communication skills. Assist Managers complete daily tasks, Create & give Presentations etc.</p>
Age	: Maximum 30 years as on 31.05.2021
Post qualification experience	: Minimum 01 year experience as on 31.05.2021

OFFICER-TRAINEE –ON CONTRACT BASIS- FOR OFFICE OF GM-PRODUCTION-MANGALORE		NO. OF POSTS-2
Consolidated pay	:	Rs.20,000 to Rs.25,000/-per month as consolidated pay commensurate to experience & expertise of the candidate
Qualification	:	Graduate with MBA in any specialization with minimum 60% marks from a recognized University / Institution. Qualification should be full time. Candidates obtained MBA through Distance/part time education programme or through Correspondence are not eligible & need not apply.
Experience	:	<p>ESSENTIAL: Should have minimum 01 year experience broadly in any of the following areas;</p> <ul style="list-style-type: none"> • Office Correspondence-coordination with other Departments, • Arranging meeting of HODs and other meetings • Issuing Office orders/ Circulars/minutes of meeting, Up-keeping of office equipments and its operation (Fax/Xerox/laptop etc.) • Office Management, arranging meeting with local authorities • Up-keeping of all the records including previous correspondences, drafting, typing, PC operation and day today data entry Video conferencing, taking care of visiting Directors/CMD, VIPs etc. <p>DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written & drafting skills, effective communication skills. Assist Managers complete daily tasks, Create & give Presentations etc.</p>
Age	:	Maximum 30 years as on 31.05.2021
Post qualification experience	:	Minimum 01 year experience as on 31.05.2021

OFFICER-TRAINEE –ON CONTRACT BASIS- FOR CONTRACTS DEPARTMENT		NO. OF POST-1
Consolidated pay	:	Rs.20,000 to Rs.25,000/-per month as consolidated pay commensurate to experience & expertise of the candidate
Qualification	:	Graduate with MBA in any specialization with minimum 60% marks from a recognized University / Institution. Qualification should be full time. Candidates obtained MBA through Distance/part time education programme or through Correspondence are not eligible & need not apply.
Experience	:	<p>ESSENTIAL: Should have minimum 01 year experience broadly in any of the following areas;</p> <ul style="list-style-type: none"> • Conversant with tender contract procedures • Preparation of tender documents • Uploading tender documents to various platforms • Evaluation of technical bids • Evaluation of financial bids • Preparation of monthly reports statutory and other management reports • Coordination with other departments, agencies, vendors • To take care of all establishment matters in the Department and office correspondence • Coordinating with concerned departments on legal matters. • Office Management, Up-keeping office equipments, records and its operation, housekeeping etc. <p>DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written & drafting skills, effective communication skills. Assist Managers complete daily tasks, Create & give Presentations etc.</p>
Age	:	Maximum 30 years as on 31.05.2021
Post qualification experience	:	Minimum 01 year experience as on 31.05.2021

OFFICER-TRAINEE –ON CONTRACT BASIS- FOR PELLET PLANT & PORT FACILITIES DEPARTMENT, MANGALORE		
NO. OF POSTS-2 [1 EACH]		
Consolidated pay	:	Rs.20,000 to Rs.25,000/-per month as consolidated pay commensurate to experience & expertise of the candidate
Qualification	:	Graduate with MBA in any specialization with minimum 60% marks from a recognized University / Institution. Qualification should be full time. Candidates obtained MBA through Distance/part time education programme or through Correspondence are not eligible & need not apply.
Experience	:	<p>ESSENTIAL: Should have minimum 01 year experience broadly in any of the following areas;</p> <ul style="list-style-type: none"> • Office Management, Up-keeping office equipments, records and its operation, housekeeping etc. • To take care of all establishment matters in the department and office correspondence • Preparation of various management reports, drafting, typing, PC operation, data entry etc. • Providing information to Office of Unit Head/GM Office and associated departments • Drafting skills for preparing reply and providing necessary clarifications • Coordination with other departments to maintain statutory records, to deal with safety issues, consents, licenses etc.- Co-ordination with different sections of the department and ensuring proper flow of office communication to all concerned. • Knowledge on purchase requisitions/indents and related correspondence, material chasing and follow-up with Purchase/Stores department etc. • To coordinate with HR and other Employee related matters <p>DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written & drafting skills, effective communication skills. Assist Managers complete daily tasks, Create & give Presentations etc.</p>
Age	:	Maximum 30 years as on 31.05.2021
Post qualification experience	:	Minimum 01 year experience as on 31.05.2021

OFFICER-TRAINEE –ON CONTRACT BASIS- FOR TECHNICAL SERVICES DEPARTMENT		NO. OF POSTS-2
Consolidated pay	:	Rs.20,000 to Rs.25,000/-per month as consolidated pay commensurate to experience & expertise of the candidate
Qualification	:	Graduate with MBA in any specialization with minimum 60% marks from a recognized University / Institution. Qualification should be full time. Candidates obtained MBA through Distance/part time education programme or through Correspondence are not eligible & need not apply.
Experience	:	<p>ESSENTIAL: Should have minimum 01 years experience broadly in any of the following areas;</p> <ul style="list-style-type: none"> • Identify tendering needs and compile NIT • Research potential vendors • Preparation of tender enquiries and assist in uploading of web-based enquiries. • Tracking tenders and ensure timely delivery. • Update internal databases with contract details and monitor performance. • Conducting market research to identify pricing trends. • Maintaining updated records of invoices and contracts. • Follow up with bidders, as needed. • Liaise with user dept & other Departments. • Assist in contract reviews and ensure it meets all statutory and necessary guidelines of the company. <p>DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written & drafting skills, effective communication skills. Assist Managers to complete daily tasks, Create & give Presentations etc.</p>
Age	:	Maximum 30 years as on 31.05.2021
Post qualification experience	:	Minimum 01 year experience as on 31.05.2021

OFFICER-TRAINEE –ON CONTRACT BASIS- FOR CORPORATE COMMUNICATION/PUBLIC RELATION DEPARTMENT

NO. OF POST-1

Consolidated pay	:	Rs.20,000 to Rs.25,000/-per month as consolidated pay commensurate to experience & expertise of the candidate
Qualification	:	Graduate with MBA in any specialization with minimum 60% marks from a recognized University / Institution. Qualification should be full time. Candidates obtained MBA through Distance/part time education programme or through Correspondence are not eligible & need not apply.
Experience	:	<p>ESSENTIAL: Should have minimum 01 year experience broadly in any of the following areas;</p> <ul style="list-style-type: none"> • Proven ability to develop and edit high quality written materials, including speeches / talking points, briefing papers, press materials for vendors media formats print, online and broadcast. • Error free writing of press communication • Good Media connections • Experience in media conferences and events • Managing social media platforms • Proficiency in Adobe Photoshop & Corel Draw <p>DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written & drafting skills, good content writing skills, effective communication skills. Assist Managers complete daily tasks, Create & give Presentations.</p>
Age	:	Maximum 30 years as on 31.05.2021
Post qualification experience	:	Minimum 01 year experience as on 31.05.2021

1] 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 is 5 years for candidates belonging to General category, 8 years for OBC and 10 years for SC/ST categories (degree of disability 40% or above).

2] Reservation for SC/ST/OBC/EWS candidates will be as per the Govt. of India guidelines.

TERMS & CONDITIONS:

1. Engagement on contract basis initially for a period of **THREE YEARS**. Contract can be extendable for another two years depending upon the requirement of the company and satisfactory performance of the candidate.
2. Interested candidates need to apply online in Current Opening section of KIOCL website (www.kioclltd.in) from **25.06.2021 to 09.07.2021**. Candidate should click on Online application link, read the instructions carefully and fill-in the online application form giving accurate information.
3. After applying on-line, the candidate is required to take the print out of filled on-line application form with system generated application number. Please note down your application number for the post applied, for future reference without fail.
 - a) The downloaded application with self-attested photocopies of all the documents in support of qualification, age, experience etc. given by the candidate in their on-line application should reach Joint General Manager (HR&A), HR Department, KIOCL Limited, Koramangala 2nd Block, Sarjapura Road, Bengaluru-**560 034** on or before **14.07.2021** by post. Candidate should write Advertisement Number and system generated on-line application number on envelope used for sending the hard copy of application. No manual/paper application will be entertained directly unless applied online.
 - b) 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 **14.07.2021**.
 - c) The cut-off date for upper age & experience is **31.05.2021**.
 - d) 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.
 - e) 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.
 - f) 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.
 - g) KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
 - h) Canvassing in any form will be a disqualification.
 - i) Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.

- j) 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.

HOW TO APPLY

STEPS FOR APPLYING

STEP 1: Eligible candidates need to apply through KIOCL website. To apply visit the Current Opening link in KIOCL website i.e., www.kioclltd.in

STEP 2: Read CAREFULLY all the instructions given on the website before applying for the post Online.

STEP 3: Fill in the online application form with all the relevant correct details.

STEP 4: The candidate before filling online application, should keep the scanned copies of the following documents ready for uploading during online filling of application wherever necessary:

- a) Latest Passport size colour photograph in .jpg/.jpeg format of not more than 200 KB size
- b) Signature in .jpg/.jpeg format of 30 to 50 KB size

STEP 5: After applying online, the candidates are required to send the print out of the filled on-line application form along with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application so as to reach KIOCL by **14.07.2021**. The copy of successfully filled application form will be sent to applicants registered email id. They need to retain a copy of the printout of the application form which will be required to be produced at the time of Personal Interview, if short listed for. Please note down your system generated application number for the post applied, for future reference without fail.

[After submitting application online, candidate will receive system generated application number through SMS and E-mail.

If candidate click Save as Draft button in online application, temporary application number will be generated and candidate will receive temporary application number through SMS and E-mail. Candidate needs to enter temporary application number in the online declaration page to retrieve the data which is already entered & complete the application. Once candidate enters all the information in the online application, candidate has to click the submit button to upload the application successfully. After successful uploading of application, New Application number will be generated. Same will be received through SMS and E-mail.

Candidate needs to check E-mail to view/print the application in future. If mail is not received in Inbox please check Spam]

GENERAL INSTRUCTIONS

- Online submission of application will be permitted on the website from **25.06.2021 to 09.07.2021.**
- The e-mail address specified in the application should be valid/ functional for at least **24** months from the date of the submission of application. Intimation for interview will be sent by email. Kindly ensure that your email is valid and operational.
- Corrigendum (including extension of the last date of online submission of application-if any) shall be published in KIOCL's website www.kiocltd.in only.
- The prescribed qualification & experience are the minimum and mere possession of the same does not entitle a candidate for participating in the selection process. KIOCL may restrict the no. of candidates to be called for interview. Only short-listed candidates will be informed for further interview.
- Candidates should take print out and retain a copy of online application form(s) for future reference.
- Those short listed for interview shall be intimated through e-mail. In the absence of any of the documents mentioned below, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed. They are required to bring the **following original certificates** along with attested photocopies as documentary proof at the time of interview:
 - 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 any
 - Last Salary/Pay Certificate if any
- If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. KIOCL reserves the right to reject any application without assigning any reason.
- 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.

4. Only Indian Nationals need to apply.
5. The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement and that the particulars furnished are correct in all respect. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfill the eligibility criteria's and/or that he/she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without notice.
6. Qualifications should be full-time and from a recognized/reputed Indian University/Institute.
7. The selected candidate will be paid consolidated remuneration of Rs.20,000-Rs.25,000/- per month commensurate to experience & expertise of candidate.
8. Selected candidates are not entitled to any other benefits applicable to regular employees of the Company such as DA, HRA, PF, ESI, Bonus, Gratuity, Incentive etc.
9. Appearance of the 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.
10. Canvassing in any form or bringing outside influence will be a disqualification.
11. Management reserves the right to restrict the number of candidates. Decision of Management regarding selection will be final.
12. Depending on the requirement, the Company reserves the right to cancel/ restrict/ enlarge/curtail the vacancies and the recruitment process without any further notice and without assigning any reason thereof.
13. For contract basis post, the appointee has no right to claim any additional benefits /compensation/ absorption/ regularization of services in the company during or after the period of engagement under any provision. At the end of contract period his/her services shall stand terminated.
14. During the period of contract, the service may be terminated by either side by giving one month's notice or one month's pay in lieu of notice.
