

KIOCL LIMITED

(A Government of India Enterprise)

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E-mail:career@kioclltd.in

(ISO9001:2015, ISO14001:2015 and ISO45001:2018 COMPANY)**REQUIREMENT OF OFFICER TRAINEES/ HINDI TRANSLATOR ON FIXED TERM CONTRACT BASIS**

KIOCL Limited, Schedule 'A' Miniratna CPSE, 100% EOU, profit making CPSU, having its Pelletization Complex and Blast Furnace Unit at Mangaluru and Corporate Office at Bengaluru invites applications from MBA graduates in various specializations and Hindi Translator to engage on fixed term contract basis:

JOB SPECIFICATION

OFFICER-TRAINEE –ON FIXED TERM CONTRACT BASIS- FOR MATERIALS 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 full time MBA in any specialization with minimum 65% marks from a recognized University / Institution.
Experience	:	<p>ESSENTIAL: Should have minimum 01 year experience broadly in any of the following areas;</p> <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. Help Managers to complete daily tasks, create & give Presentations etc.</p>
Age	:	Maximum 30 years as on the 31.05.2022
Post qualification experience	:	Minimum 01 year experience as on 31.05.2022

OFFICER-TRAINEE –ON FIXED TERM CONTRACT BASIS-FOR HUMAN RESOURCE 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 full time MBA/MSW or Equivalent with HR/IR specialization from a recognized University/Management Institution with minimum 65% marks.
Experience	:	<p>ESSENTIAL: Should have minimum 01 year experience broadly in the following areas;</p> <ul style="list-style-type: none">• Handling recruitment process.• HR related MIS preparation [HRIS].• Conducting employee engagement activities.• HR compliance• Performance Management System• Statutory Compliances• Drafting & E-mailing.• Employee Separation & Exit Interview• Training & Development• Handling of IR and Union matters <p>DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written & drafting skills, effective communication skills. Help Managers to complete daily tasks, create & give Presentations etc.</p>
Age	:	Maximum 30 years as on the 31.05.2022
Post qualification experience	:	Minimum 01 year experience as on 31.05.2022

OFFICER-TRAINEE –ON FIXED TERM CONTRACT BASIS- FOR MINERAL EXPLORATION 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 full time MBA in any specialization with minimum 65% marks from a recognized University / Institution.
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,• Taking care of all establishment matters in the department• Preparation of various management reports, drafting, typing, data entry etc.• Providing information to HOD's and associated departments• Arranging meeting of HODs and other meetings• 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. <p>DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written & drafting skills, effective communication skills. Help Managers complete daily tasks, create & give Presentations etc.</p>
Age	:	Maximum 30 years as on the 31.05.2022
Post qualification experience	:	Minimum 01 year experience as on 31.05.2022

HINDI TRANSLATOR –ON FIXED TERM CONTRACT BASIS- FOR HINDI-RAJBHASHA 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	:	Master’s degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or Master’s degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or Master’s degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; or Master’s degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or Master’s Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level. and Recognized Diploma or Certificate course in translation from Hindi to English & vice versa.
Experience	:	Minimum one year experience of translation work from Hindi to English and vice versa. DESIRABLE: The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written & drafting skills, effective communication skills etc.
Age	:	Maximum 30 years as on the 31.05.2022
Post qualification experience	:	Minimum 01 year experience as on 31.05.2022

a] 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).

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

Candidates claiming to belong to any particular category of SC/ ST/ OBC/PWD/EWS 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 under the "Creamy Layer" are not entitled to apply against posts reserved for OBC (Non-creamy layer) category. Candidates can also download the format from KIOCL website.

- a) 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.
- b) Non-Creamy Layer: The gross annual income of parents of the candidates should not be more than Rs.8 lakhs per annum in line with DOPT OM No.36033/1/2013-Estt.[Res], dated 13.09.2017.
- c) For claiming the benefit admissible to PwDs under the Act, candidates are required to produce disability certificate issued by the Medical Board duly constituted by the State Govt./Central Govt. as per the provisions of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995. They have to satisfy the relaxed Physical Standard required for the posts. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/her candidature will not be considered. A copy of the Disability Certificate must be submitted at the time of interview for consideration of their candidature under PwD category.

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 Career section of KIOCL website (www.kioclltd.in) from **07.06.2022 to 27.06.2022**. 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 General Manager (HR&A), HR Department, KIOCL

Limited, Koramangala 2nd Block, Sarjapura Road, Bengaluru-**560 034** on or before **02.07.2022 by post.**

- b) Candidate should write **Advertisement Number and system generated on-line application number and post applied for on envelope** used for sending the hard copy of application. No manual/paper application will be entertained directly unless applied online.
- c) 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 **02.07.2022.**
- d) The cut-off date for upper age & experience is **31.05.2022.**
- e) 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.
- f) 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.
- g) 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.
- h) KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- i) Canvassing in any form will be a disqualification.
- j) Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
- k) 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 Career link in KIOCL website i.e., www.kiocltd.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 **02.07.2022 by post**. 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 Test/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 page [**Temporary Application Number (TAN Code)**] 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 KIOCL website **from 07.06.2022 to 27.06.2022**.
- 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.kioclltd.in only.
- The prescribed qualification 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 test/interview.
- Candidates should take print out and retain a copy of online application form(s) for future reference.

MODE OF SELECTION:

- Computer Test for Officer Trainee post [MS office]
- Computer Test [MS Office] and Translation Test for Hindi Translator post (English to Hindi and Vice Versa)
- Personal Interview [Those who qualify in the test will only be allowed to appear for interview]

The date, time and venue of test & interview will be intimated by e-mail. The candidates should mandatorily send self-attested photo copies of following documents along with downloaded application for verification.

DOCUMENTS REQUIRED ALONG WITH APPLICATION BY POST:

The following documents shall be sent along with downloaded job application with self-attested photo copies for verification by post.

- Print out of On-line filled application form
- Proof of age
- Proof of identity (Voter's id card / Aadhar card / PAN / Passport)
- Educational Qualifications (All year/semester Mark sheets & Pass Certificates)
- Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
- Latest Salary Slip/Pay Certificate
- Medical Certificate / Persons with Disability Certificate with photograph issued by the competent authority satisfying the minimum degree of disability for PWD candidates.
- Scheduled Caste/ Scheduled Tribe/EWS/ 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.
- Other supporting documents, if any relevant to post applied for.

[Checklist for submission of relevant documents along with application by post is appended below].

4. 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.
5. 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.
6. Only Indian Nationals need to apply.
7. 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.

8. Qualifications should be from a recognized/reputed Indian University/Institute.
9. The selected candidate will be paid consolidated remuneration of Rs.20,000- Rs.25,000/- per month commensurate to experience & expertise of candidate.
10. 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.
11. 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.
12. Canvassing in any form or bringing outside influence will be a disqualification
13. Management reserves the right to restrict the number of candidates. Decision of Management regarding selection will be final.
14. 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.
15. For fixed tenure basis, 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.
16. 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.

IMPORTANT DATES:

A	Commencement of online submission of application by candidates	07.06.2022
B	Last date for submission of on-line application by candidates in current opening section of KIOCL website	27.06.2022
C	Last date for receipt of hard copy of application along with requisite documents	02.07.2022
D	Test & 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 only.

GENERAL MANAGER (HR&A)

Advt.No.HR/02/660

CHECKLIST FOR SENDING RELEVANT DOCUMENTS ALONG WITH APPLICATION

(Please tick ✓ in the box if you are possessing the relevant documents)

SL NO	PARTICULAR	✓
1	SSLC/SSC/ Matriculation/10th Std Certificate where DOB is mentioned	<input type="checkbox"/>
2	PUC/HSC/Class12th Pass Certificate/Marksheet	<input type="checkbox"/>
3	Bachelor Degree All Semester/Year mark Sheets	<input type="checkbox"/>
4	Bachelor Degree Pass Certificate/Convocation Certificate issued by University	<input type="checkbox"/>
5	Post-Graduation Degree All Semester/Year mark Sheets	<input type="checkbox"/>
6	Post-Graduation Degree Pass Certificate/Convocation Certificate issued by University	<input type="checkbox"/>
7	Mark Sheets of any other Additional Qualification as declared in the application	<input type="checkbox"/>
8	Pass Certificate of any other additional Qualification as declared in the application	<input type="checkbox"/>
9	Caste Certificate	<input type="checkbox"/>
10	Identity Proof (Aadhar/PAN Card/Driving License etc.)	<input type="checkbox"/>

Note: If additional qualification/ Caste Certificate is not applicable, please mention NA in the box.