

**KIOCL LIMITED**

(A Government of India Enterprise)

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**(ISO9001:2015, ISO14001:2015 and ISO45001:2018 COMPANY)****REQUIREMENT OF QUALIFIED GRADUATES/POST GRADUATES  
PROFESSIONALS ON FIXED TERM CONTRACT BASIS**

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 Graduates/ Post Graduates, qualified Company Secretary professionals to engage on fixed term contract basis in various departments at Company units at different locations:

**JOB SPECIFICATION**

<b>EXECUTIVE COMPANY SECRETARY –ON CONTRACT BASIS FOR BOARD AND COORDINATION DEPARTMENT.</b>		<b>NO. OF POSTS-1</b>
Consolidated pay	:	₹ 45,000/-per month
Qualification	:	Graduate with Company Secretary (CS) qualification from Institute of Company Secretaries of India (ICSI) & an Associate/Fellow Member of ICSI.
Experience	:	<p><b>ESSENTIAL:</b> Should have minimum 1-3 years of post qualification experience in following areas;</p> <ul style="list-style-type: none"> <li>• Secretarial matters including statutory and regulatory compliances</li> <li>• Corporate Governance</li> <li>• Board/Committee/General Meetings</li> <li>• Compliances relating to Companies Act 1956/2013 along with rules and secretarial standards.</li> <li>• Listing Regulations, Stock exchanges compliances, SEBI laws, dividend etc.</li> <li>• Knowledge of drafting/amendments in documents such as Agenda and Minutes</li> <li>• Delegation of powers</li> <li>• Agreements, MoUs, Resolutions, Memorandum and Articles of Association</li> <li>• FPOs/buy back/bonus/split of shares</li> <li>• Co-ordination with Statutory/Regulatory bodies/Authorities</li> <li>• Should have exposure of working in ERP packages like SAP, Oracle etc.</li> </ul> <p><b>DESIRABLE:</b> Knowledge/experience of working in SAP or any other ERP module is an added advantage. The Candidate should have Strong verbal and written &amp; drafting skills, effective communication skills, should be effective team player etc.</p>
Age	:	Maximum 35 years as on 31.10.2023
Post qualification experience	:	Minimum 1-3 years post-qualification experience as on 31.10.2023

**OFFICER, BUSINESS DEVELOPMENT OFFICER—ON CONTRACT BASIS- FOR MATERIALS & STORES DEPARTMENT**

**NO. OF POSTS-04**

Consolidated pay	:	₹ 45,000/- per month for MBA with minimum 01-03 years experience ₹ 30,000/- per month for MBA for freshers ₹ 25,000/- per month for Graduates with minimum 01-03 years experience
Qualification	:	MBA with any specialization from a recognized University / Institution  Or  B.Com/BBM/BBA/BCA from a recognized University / Institution  Candidates should have obtained a minimum.  <ul style="list-style-type: none"> <li>- 60% marks or 6.0 CGPA (aggregate of all semesters / years) for General &amp; EWS categories</li> <li>- 50% marks or 5.0 CGPA (aggregate of all semesters / years) for SC, ST OBC candidates</li> </ul>
Experience	:	<b>ESSENTIAL:</b> MBA freshers or MBA / Degree holders with minimum 1-3 years post qualification experience broadly in any of the following areas; <ul style="list-style-type: none"> <li>• Understand the purchasing requirement and identify vendors.</li> <li>• Preparation of purchase enquiries and uploading of web-based enquiries.</li> <li>• Evaluate offers of vendors and prepare cost analysis &amp; pricing trends.</li> <li>• Update internal databases with order details, track orders and ensure timely delivery by following up with suppliers.</li> <li>• Maintain updated records of invoices and contracts &amp; liaise with Stores &amp; other Departments.</li> <li>• Good understanding of supply chain procedures</li> <li>• Hands-on experience with purchasing software, MS Excel</li> <li>• Knowledge of market research</li> <li>• Good verbal and written communication skills</li> <li>• Positive and professional attitude</li> </ul> <p><b>DESIRABLE:</b> Knowledge/experience of working in SAP or any other ERP module is an added advantage</p> <p>The Candidate should have good understanding of supply chain procedures, Hands-on experience with purchasing software, Knowledge of market research, conversant with MS Office, Strong verbal and written &amp; drafting skills, effective communication skills, should be effective team player etc.</p>
Age	:	Maximum 35 years as on 31.10.2023
Post qualification experience	:	MBA freshers or MBA/Degree holders with minimum 01-03 years post qualification experience as on 31.10.2023

**ENGINEER–ON CONTRACT BASIS- FOR TECHNICAL SERVICES DEPARTMENT****NO. OF POSTS-2**

Consolidated pay	:	Rs.40,000/-per month
Qualification	:	Engineering in any discipline from a recognized University / Institution Candidates should have obtained a minimum. <ul style="list-style-type: none"><li>- 60% marks or 6.0 CGPA (aggregate of all semesters / years) for General &amp; EWS categories</li><li>- 50% marks or 5.0 CGPA (aggregate of all semesters / years) for SC, ST OBC candidates</li></ul>
Experience	:	<b>ESSENTIAL:</b> Should have minimum 01-03 years of experience broadly in any of the following areas; <ul style="list-style-type: none"><li>• Conversant with tender contract procedures</li><li>• Preparation of tender documents</li><li>• Uploading tender documents to various platforms</li><li>• Evaluation of technical bids</li><li>• Evaluation of financial bids</li><li>• Preparation of monthly reports statutory and other management reports</li><li>• Coordination with other departments, agencies, vendors</li><li>• To take care of all establishment matters in the Department and office correspondence.</li><li>• Coordinating with concerned departments on legal matters.</li><li>• Office Management, Up-keeping office equipment's, records and its operation, housekeeping etc.</li></ul> <b>DESIRABLE:</b> Knowledge/experience of working in SAP or any other ERP module is an added advantage.  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.
Age	:	Maximum 35 years as on 31.10.2023
Post qualification experience	:	Minimum 01-03 years post-qualification experience as on 31.10.2023

**BUSINESS DEVELOPMENT OFFICER - ON CONTRACT BASIS- FOR HUMAN RESOURCES DEPARTMENT**

**NO. OF POSTS-3**

Consolidated pay	:	₹ 30,000/- per month
Qualification	:	<p>B.Com/BBM/BBA/BCA from a recognized University / Institution</p> <p>Candidates should have obtained a minimum.</p> <ul style="list-style-type: none"><li>- 60% marks or 6.0 CGPA (aggregate of all semesters / years) for General &amp; EWS categories</li><li>- 50% marks or 5.0 CGPA (aggregate of all semesters / years) for SC, ST OBC candidates</li></ul>
Experience	:	<p><b>ESSENTIAL:</b> Should have minimum 03 years of post-qualification experience broadly in any of the following areas;</p> <ul style="list-style-type: none"><li>• Experience in working in any Industry/Office set up.</li><li>• Handling HR related functions such as recruitment, performance appraisal, contract labour management, attendance &amp; time office, employee engagement activities, Administration related functions etc.</li><li>• Experience in preparation of MIS Reports</li><li>• Candidate should be well versed with Microsoft excel, word, Power point presentation etc.</li><li>• Should have excellent written and oral communication skill and team player.</li></ul> <p><b>DESIRABLE:</b> Knowledge/experience of working in SAP or any other ERP module is an added advantage</p> <p>The Candidate should have Strong verbal and written &amp; drafting skills, effective communication skills, should be effective team player etc.</p>
Age	:	Maximum 35 years as on 31.10.2023
Post qualification experience	:	Minimum 03 years post-qualification experience as on 31.10.2023

<b>LIAISON OFFICER–ON CONTRACT BASIS- FOR NEW DELHI OFFICE</b>		<b>NO. OF POST-1</b>
Consolidated pay	:	₹ 70,000/-per month
Qualification	:	<p>Master Degree in any subject or MBA in any specialization from a recognized University / Institution</p> <p>Candidates should have obtained a minimum.</p> <ul style="list-style-type: none"> <li>- 60% marks or 6.0 CGPA (aggregate of all semesters / years) for General &amp; EWS categories</li> <li>- 50% marks or 5.0 CGPA (aggregate of all semesters / years) for SC, ST OBC candidates</li> </ul>
Experience	:	<p><b>ESSENTIAL:</b> Should have minimum 05 years of post-qualification experience broadly in following areas;</p> <ul style="list-style-type: none"> <li>• Minimum 05 years of experience in Central PSUs with jobs involving Liaising &amp; Coordination Central Ministries/Govt. Departments with excellent communication skills.</li> <li>• Experience in handling the Accounts/ day to day office correspondence work etc.</li> <li>• Office Management, Up-keeping of Guest House, office equipment's, records and its operation, housekeeping etc.</li> <li>• Arranging Board Meetings, facilitating appointment with bureaucrats</li> <li>• Attending various meeting on behalf of Company etc.</li> <li>• Escorting/accompanying the CMD &amp; Directors to various official meetings, official tours (including protocol duty at Airport) and appointments with various ministries</li> <li>• Looking after various requirements of the CMD &amp; Directors pertaining to issuance of passes for various ministerial level meetings</li> </ul> <p><b>DESIRABLE:</b> The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written &amp; drafting skills, effective communication skills. Assist Managers complete daily tasks, Create &amp; give Presentations etc.</p>
Age	:	Maximum 45 years as on 31.10.2023
Post qualification experience	:	Minimum 05 years post-qualification experience as on 31.10.2023

**OFFICER–ON CONTRACT BASIS- FOR CORPORATE COMMUNICATION/PR DEPARTMENT**

**NO. OF POST-1**

Consolidated pay	:	₹ 45,000/-per month
Qualification	:	<p>Graduate with Post Graduate Degree/Diploma in Public Relations / Mass Communication or Journalism from recognized Indian University or Institute recognized by appropriate statutory authority in India.</p> <p>Candidates should have obtained a minimum.</p> <ul style="list-style-type: none"><li>- 60% marks or 6.0 CGPA (aggregate of all semesters / years) for General &amp; EWS categories</li><li>- 50% marks or 5.0 CGPA (aggregate of all semesters / years) for SC, ST OBC candidates</li></ul>
Experience	:	<p><b>ESSENTIAL:</b> Should have minimum 01-03 years of post-qualification experience broadly in following areas;</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Experience in media conferences and events</li><li>• Managing social media platforms</li><li>• Proficiency in adobe photoshop, Corel draw &amp; making short videos.</li><li>• Good media connections</li><li>• Planning and Executing Various Campaigns and Events</li><li>• Managing the In-house Journal.</li></ul> <p><b>DESIRABLE:</b> The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written &amp; drafting skills, effective communication skills. Assist Managers complete daily tasks, Create &amp; give Presentations etc.</p>
Age	:	Maximum 35 years as on 31.10.2023
Post qualification experience	:	Minimum 01-03 years post-qualification experience as on 31.10.2023

<b>EXECUTIVE PA–ON CONTRACT BASIS- FOR CMD’S SECRETARIAT</b>		<b>NO. OF POST-1</b>
Consolidated pay	:	₹40,000/-per month if Diploma in Secretarial/Commercial Practice is obtained after 12 <sup>th</sup>  ₹35,000/-per month if Diploma in Secretarial/Commercial Practice is obtained after 10 <sup>th</sup>
Qualification	:	Diploma in Secretarial/Commercial Practice from recognized Indian University or Institute recognized by appropriate statutory authority in India  Candidates should have obtained a minimum. <ul style="list-style-type: none"> <li>- 60% marks or 6.0 CGPA (aggregate of all semesters / years) for General &amp; EWS categories</li> <li>- 50% marks or 5.0 CGPA (aggregate of all semesters / years) for SC, ST OBC candidates</li> </ul>
Experience	:	<b>ESSENTIAL:</b> Should have minimum 03 years of post-qualification experience broadly in following areas; <ul style="list-style-type: none"> <li>• Manage professional scheduling for CMD including agendas, email, phone calls, client management and other company logistics.</li> <li>• Manage senior executives’ travel logistics and activities, including accommodations, transportation etc in the department.</li> <li>• Provide administrative and office support such as typing, dictation, office management, MIS reports, maintenance of filing system and contacts database.</li> <li>• <b>DESIRABLE:</b> The Candidate should have comprehensive knowledge of MS Office, Strong verbal and written &amp; drafting skills, effective communication skills. Ability to maintain confidentiality of information related to the company and its employees</li> </ul>
Age	:	Maximum 35 years as on 31.10.2023
Post qualification experience	:	Minimum 03 years post-qualification experience as on 31.10.2023

**OFFICER TRAINEE–ON CONTRACT BASIS- FOR COMMERCIAL DEPARTMENT  
NO. OF POST-01**

Consolidated pay	:	₹30,000/-per month
Qualification	:	<p>MBA in Marketing from a recognized University / Institution</p> <p>Candidates should have obtained a minimum.</p> <ul style="list-style-type: none"> <li>- 60% marks or 6.0 CGPA (aggregate of all semesters / years) for General &amp; EWS categories</li> <li>- 50% marks or 5.0 CGPA (aggregate of all semesters / years) for SC, ST OBC candidates</li> </ul>
Experience	:	<p><b>ESSENTIAL:</b> MBA in Marketing Specialization with 0-1 year experience.</p> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Preparation of daily/monthly/ quarterly reports</li> <li>• Laytime calculation for Export &amp; DTA vessels</li> <li>• MIS w.r.t pricing &amp; sales data</li> <li>• Filing of documents</li> <li>• Updating of customer empanelment data</li> <li>• Sending customer satisfaction questionnaires and its data compilation to ISO</li> <li>• Sending contracts to customers and obtain original signed copies.</li> <li>• Assist in department in preparation of IOC/Note Sheet etc.</li> <li>• Hands-on experience with purchasing software, MS Excel</li> <li>• Knowledge of market research</li> <li>• Good verbal and written communication skills</li> <li>• Positive and professional attitude</li> </ul> <p><b>DESIRABLE:</b> Knowledge/experience of working in SAP or any other ERP module is an added advantage</p> <ul style="list-style-type: none"> <li>• Should be conversant with MS Office, Strong verbal and written &amp; drafting skills, effective communication skills, should be effective team player etc.</li> </ul>
Age	:	Maximum 35 years as on 31.10.2023
Post qualification experience	:	Minimum 0-1 years post-qualification experience as on 31.10.2023



**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 Benchmark Disabilities (degree of disability 40% or above) is 10 years for candidates belonging to General category and EWS, 13 years for OBC and 15 years for SC/ST categories.

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 **TWO YEARS**. Contract can be extendable for another two years depending upon the requirement of the company and satisfactory performance of the candidate.
2. Apart from the consolidated remuneration specified above, candidate is not entitled for any other benefits applicable to regular employees of the Company such as DA, HRA, ESI, Bonus, Gratuity, Incentive etc.
3. Contract Staff shall be eligible for Provident Fund contribution. However, the deduction will be limited to the ceiling limit of Rs.15,000/-.
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 from University / Institute recognized by Statutory Authority of India.
7. 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.
8. Age/experience relaxable in case of deserving candidates as per the absolute discretion of management. Decision of Management in this regard will be final.
9. Canvassing in any form or bringing outside influence will be a disqualification.
10. Management reserves the right to restrict the number of candidates. Decision of Management regarding selection will be final.
11. 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.

12. Posting will be anywhere in India as per the requirement of the Company. However, candidates posted at Corporate Office, Bengaluru, New Delhi will be paid Rs.5000/- additionally & Rs.2000/- additionally if posted at any other locations towards Conveyance Allowance.
13. For contract 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. Interested candidates need to apply online in career section of KIOCL website ([www.kiocltd.in](http://www.kiocltd.in)) from **01.11.2023 to 14.11.2023**. Candidate should click on Online application link, read the instructions carefully and fill-in the online application form giving accurate information.

After applying on-line, the candidate is required to take the printout 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 Chief General Manager (HR), HR Department, KIOCL Limited, Koramangala 2nd Block, Sarjapura Road, Bengaluru-**560 034** on or before **20.11.2023** 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 **20.11.2023**.
- c) The cut-off date for upper age & experience is **31.10.2023**.
- 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) Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
- i) 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](http://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 **20.11.2023**. 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 **01.11.2023 to 14.11.2023**.
- 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](http://www.kioclltd.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. Candidate is required to send photocopies of **following self** attested documents/certificates as along with the application:
  - 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

#### **SELECTION PROCEDURE:**

##### **i. Computer Literacy Test :**

Candidates needs to attend Computer Test before qualifying for Interview.

- MS Office: Using MS Word, MS Excel, creation of Power Point Presentation etc.
- Candidates needs to secure minimum 60 marks out of 100 in computer test to qualify to appear for Interview.

##### **ii. For Executive PA-** Tests with dictation for 05 minutes and Computer Typing of dictation. Mistakes shall not be more than 15 words, in all, to qualify to appear for Interview.

##### **iii. Personal Interview:**

Those who qualify in the Computer test will only be allowed to appear for interview.

- 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.

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