

Dated: 5<sup>th</sup> July, 2017**ADVERTISEMENT No.1/2017/NINL**

Neelachal Ispat Nigam Limited (NINL), a company promoted by MMTC Ltd. (a Government of India Enterprise), Industrial Promotion and Investment Corporation of Orissa Limited (IPICOL) and other government agencies has set up an 1.1 million ton integrated Iron and Steel plant at Kalinga Nagar, Duburi, dist. Jajpur, Orissa. Phase-II expansion consisting of SMS and CCP with 110 ton BOF, 6 strands Billet Caster, 418 tpd Oxygen Plant has been operational and 300 tpd Limestone Plant and 100 tpd Dolomite Plant is under progress. NINL requires high performing, dynamic and achievement oriented professional in Human Resource Management and Finance with proven track record to be appointed as Head (HR/IR) at E-8/ General Manager level, General Manager (Finance) and Deputy General Manager (IR). Details are as follows:-

<b>Name of the post &amp; scale of pay</b>	<b>No. of posts</b>	<b>Qualifications</b>	<b>Post Qualification Executive Experience</b>	<b>Maximum age (as on date of notification of advertisement)</b>
Head (HR/IR) E-8 (Rs.51,300-3%-73,000 + allowances and other benefits as per Company Rules)	01 (UR)	Graduate with 2 years full time Post Graduate Degree /Diploma in Personnel Management & Industrial Relation or MBA with specialization in HR from a recognized University/Institution with good academic records. Law Degree (3 years duration) is desirable.	Minimum 22 years relevant experience in IR, legal aspects pertaining to labour matters, welfare, establishment, statutory compliances, domestic enquiry, HR management, handling Security Systems of Plant, framing various welfare schemes etc.	55 years
General Manager (Finance) E-8 (Rs.51,300-3%-73,000 + allowances and other benefits as per Company Rules)	01 (UR)	Degree and ACA/ AICWA	Minimum 22 years relevant experience in corporate financial management and accounts including cost and budgetary control, institutional finance, working capital management etc. Work in metal manufacturing industries shall be preferred.	55 years

Deputy General Manager (IR) E-7 (Rs.51,300-3%-73,000 + allowances and other benefits as per Company Rules)	01 (UR)	Graduate with 2 years full time Post Graduate Degree /Diploma in Personnel Management & Industrial Relation or MBA with specialization in HR from a recognized University/Institution with good academic records. Law Degree (3 years duration) is desirable.	Minimum 19 years relevant experience in IR, legal aspects pertaining to labour matters, welfare, establishment, statutory compliances, domestic enquiry, HR management, handling Security Systems of Plant, framing various welfare schemes etc.	48 years
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### GENERAL INSTRUCTIONS

- i) The applicant should ensure that he/ she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information and/ or has suppressed any material fact(s), his/ her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without any notice.
- ii) Only Indian Nationals are eligible to apply.
- iii) All qualifications should be full-time regular from the Universities / Institutes, recognized by the UGC/AICTE or appropriate statutory/ regulatory bodies, wherever applicable.
- iv) All computations of age / minimum experience requirement shall be done w.r.t. the date of notification of advertisement. The date of declaration of result / issuance of marks sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification executive experience, on a post / level, wherever applicable, shall be counted only from the said date onwards.
- v) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of NINL Management. Also, in deserving cases, Management may consider higher emoluments. However, the NINL Management reserves the right to fill or not to fill the above advertised posts without assigning any reason thereof.
- vi) Applications must accompany application fee in the form of a bank draft for **Rs.500/-** drawn in favour of **Neelachal Ispat Nigam Limited** payable at **Bhubaneswar**. Fee paid shall not be refunded on any account nor be held in reserve for any future selection in NINL.
- vii) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for the interview.
- viii) Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi Court only.
- ix) Candidates called for interview shall be reimbursed to and fro 1<sup>st</sup> AC train fare/ air fare in economy class by the shortest route. Reimbursement of traveling expenses shall be subject to production of original train/air tickets for attending the interview and photocopy of train/air tickets for return journey.

- x) Candidates serving in Central or State Government/Central or State Public Sector Undertaking/Public Sector Enterprise, may send their application through proper channel or produce "No Objection Certificate" from their employer at the time of interview, in absence of which, their candidature shall not be considered.
- xi) Applications not conforming to prescribed format, incomplete, illegible, and unsigned or without date of birth or photograph, or received after closing date will be summarily rejected.
- xii) NINL reserves the right to fill up the post or even cancel the whole process of recruitment, without assigning any reason thereof.
- xiii) NINL will not be responsible for any delay in receipt or loss of application or communication in postal transit.
- xiv) While NINL will exercise due care to avoid errors in the conduct in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.
- xv) All information regarding this recruitment process would be made available in the career section of NINL/ MMTC website only. Applicants are advised to check the website periodically for important updates.
- xvi) NINL is an Equal Opportunity Employer.

### **SUBMISSION OF APPLICATIONS**

Interested candidates meeting the above criteria may send their applications in the given application format alongwith self-attested photocopies of the following documents. The original certificates shall be required to be presented at the time of interview.

- i. Matriculation/ Secondary Certificate as proof of Birth.
- ii. Mark sheet/ Certificate in support of all educational qualifications and experience.

Last date of receipt of applications in MMTC Limited is **7<sup>th</sup> August, 2017**. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be rejected.

Applications are to be addressed to:

Chief General Manager (P),  
MMTC Limited,  
Core-1, SCOPE Complex,  
7 Institutional Area, Lodhi Road,  
New Delhi- 110 003.

The envelope containing the application form must be superscripted as **“APPLICATION FOR THE POST OF HEAD (HR/IR)/ GENERAL MANAGER (FINANCE)/ DEPUTY GENERAL MANAGER (IR) IN NINL”**.

**SCROLL DOWN FOR THE APPLICATION FORMAT**



## APPLICATION FOR THE POST OF HEAD (HR/IR)/ GENERAL MANAGER (FINANCE)/ DEPUTY GENERAL MANAGER (IR) IN NINL

(Kindly tick the post applied for)

(Last date for receipt of application is 7<sup>th</sup> August, 2017)

1. Name

2. Father's Name

3. Date of Birth

4. Whether belong to SC, ST, OBC  
(please attach certified photocopy)

5. Nationality

Paste your recent  
Passport size  
Photograph  
duly signed

6.	Present address for communication														
City															
State											PIN				

7. Contact Telephone No. with STD code, Mobile number and E-mail address

1. Land line	_____
2. Mobile	_____
3. E-mail	_____

8. Educational & Professional Qualification

Qualification	Month & Year of passing	Board/University/Institute	Subjects/Specialization	Division / % of Marks	Year of passing
Graduation					
Post Graduation					
Professional Qualification					
Others					

<b>9.</b>	<b>(a) Work Experience:</b>	<b>Total</b>	
		<b>Years:</b>	<b>Months:</b>

**(b) Experience in detail from present position onwards:**

S.No.	Period of employment		Duration (No. of years, months)	Name of Organization with place of posting	Position/ Post /Designation held	Nature of experience/ Job profile	Pay scale with basic pay(in case of Govt. Sector/Gross pay in case of Pvt. Sector)
	From	To					

**(c) Nature of present assignment and responsibilities:-**

<b>Present assignment:</b>	
<b>Your responsibilities:</b>	

(d) Please write about significant achievement(s) if any, in your current assignment (*use Separate sheet if required*)

***DECLARATION***

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I have not willfully suppressed any material information germane to my selection / appointment in NINL.

**( Signature of applicant )**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures:

- 1.
- 2.
- 3.
- 4.