

**KIOCL LIMITED**

(A Government of India Enterprise)

Regd.Office: II Block, Koramangala, Bengaluru-560034

Ph:080-25531461-64 Ext:487, Fax:080-25532153/25535941

E-mail:career@kioclltd.in

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

KIOCL Limited, Schedule 'A' Miniratna, 100% EOU, consistently profit making CPSE has its Pelletization Complex and Blast Furnace Unit at Mangaluru and Corporate Office at Bengaluru. KIOCL has recently obtained Govt. approval for Mining at Devdhari in Bellary District, Karnataka. KIOCL now invites applications for the **post of Executive Trainees:**

SL NO	DESIGNATION/SCALE OF PAY/GRADE	No of Posts	QUALIFICATION	CATEGORY
1	EXECUTIVE TRAINEE [HR]  Rs.40000-3%-140000/-[E0]  <b>CTC: Around 9.5 Lakhs per annum</b>	3	Graduate with full time MBA/MSW or Equivalent with HR/IR specialization from a recognized University/Management Institution  Minimum 75% for Gen, EWS and 65% for SC, ST, OBC candidates of aggregate of all Semesters  CGPA-7.9 for General, EWS and 6.8 for SC/ST & OBC candidates  (Candidates obtained MBA/MSW or equivalent degree on correspondence/distance mode are not eligible to apply)	UR-1 OBC-1 SC-1
2	EXECUTIVE TRAINEE [FINANCE]  Rs.40000-3%-140000/-[E0]  <b>CTC: Around 9.5 Lakhs per annum</b>	4	Graduate with member of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India	UR-2 OBC-1 EWS-1

SL NO	DESIGNATION/SCALE OF PAY/GRADE	No of Posts	QUALIFICATION	CATEGORY
3	EXECUTIVE TRAINEE [COMPANY SECRETARY]  Rs.40000-3%-140000/-[E0]  <b>CTC: Around 9.5 Lakhs per annum</b>	1	Graduate with Company Secretary from ICSI & an Associate Member of ICSI.	UR-1
<b>Age Limit: Below 27 years as on 31.05.2021</b>				

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 (degree of disability 40% or above) is 5 years for candidates belonging to General, 8 years for OBC and 10 years for SC/ST categories.
2. For Persons with disability category, 1 post is reserved across the streams on horizontal basis.

#### **GENERAL CONDITIONS:**

- I. Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfill eligibility criteria of post stated in the advertisement in all respects.
- II. Only Indian Nationals need to apply.
- III. Candidates applying for the post are required to send a Demand Draft for Rs.500/- drawn in favour of "**KIOCL Limited**" payable at Bengaluru. Candidates belonging to SC/ST/PWD categories are exempted from submission of Demand Draft.
- IV. Reservation for SC/ST/OBC/EWS candidates will be as per the Govt.of India guidelines.
- V. SC/ST/OBC/EWS candidates applying for a post where there are no vacancies in their respective categories, will be treated as General Candidates and no relaxation in any criteria will be applicable to these candidates. However, they may indicate their actual category in online application so as to avail of application fees concession as applicable.
- VI. Candidates claiming to belong to any particular category of SC/ ST/ OBC/PWD/EWS/Ex-Servicemen 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.
  - 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.8.0 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.

VII. The Management reserves right to limit the number of candidates to be called for written test / interview.

VIII. Candidates possessing qualifications from Institutes approved/recognized by UGC will only be eligible to apply.

IX. Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the online application form as per norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10-point scale. The candidate will have to produce a copy of these conversion norms/no norms with respect to his/her University/Institute at the time of Interview.

X. **Selection Criteria:**

- Selection for Interview will be through Written Test. Date, Time & Venue for Written Test will be intimated separately to the eligible candidates. Those who qualify in the written test will only be called for interview as per the Recruitment Policy / Rules of the Company
- Ratio of candidates to be considered / called for interview is 1:3 as per the Recruitment Policy / Rules of the Company

XI. Candidates appearing for interview will be paid to & fro rail / road fare by shortest route limited to II class rail fare on production of tickets/receipts.

XII. Only on-line applications are accepted.

### XIII. **Service Contract**

The selected candidates are required to execute a Bond along with a surety to serve the company for a minimum period of 4 years from date of joining to the company in the form and manner prescribed by the company.

### XIV. **Training & Probation**

Executive Trainees [ET] will be placed under training for one-year w.e.f date of joining as Executive Trainee. After successful completion of one-year training, the candidates will be placed under probation for a period of one year.

### XV. **Emoluments**

Executive Trainees will be placed in the E0 level (In the Pay scale of Rs.40000-3%-140000/-) or such corresponding scale as amended from time to time on a commencing basic pay of Rs.40000/- per month plus other allowances as admissible under the Company's rules. On successful completion of 12 months training, they will be on probation for a period of 12 months in the same scale. After successful completion of the probation & confirmation in writing, ETs will be placed in the pay scale of Rs.50000-3%-160000/- (E1) or such corresponding scale as amended from time to time.

The above posts carries Basic Pay, Dearness Allowance, HRA, Perks (Maximum of 20% of basic pay) and benefits like Provident Fund, Gratuity, Performance Related Pay, Group Insurance Scheme, Group Personal Accident Scheme, Medical benefits etc., as per Company's rules and as amended from time to time.

#### **HOW TO APPLY:**

- The candidates need to apply online in current opening section of KIOCL website ([www.kioclltd.in](http://www.kioclltd.in)) from **02.07.2021 to 25.07.2021**. Candidate should click on online application link, read the instructions carefully and fill-in the online application form giving accurate information.
- No request with respect to change in any data entered by the candidate will be entertained once the application is submitted successfully. While applying online, candidate needs to upload the scanned copy of their recent passport size colour photograph and signature. In case candidate is called for interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in on-line application form for verification.

- **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.**
  - The downloaded application with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application such as age, qualification, reservation etc., along with **Demand Draft (if applicable) should reach Joint General Manager(HR&A), HR Department, KIOCL Limited, Koramangala 2<sup>nd</sup> Block, Sarjapura Road, Bengaluru-560034 on or before 30.07.2021 of the post applied for with discipline and system generated on-line application number on envelop while sending the hard copy of application. No manual/paper application will be entertained directly unless applied online.**
  - The application must reach the address as mentioned above along with self-attested copy of all the documents in support of their age, qualification etc. on or before 30.07.2021 after closing date of submission of online application.
  - **It may be noted that a 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 are not received on or before 30.07.2021.**
  - 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.
  - 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.
- XVI. 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.
- XVII. KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- XVIII. Canvassing in any form will be a disqualification.
- XIX. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
- XX. 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.

- XXI. Appointment of selected candidate(s) is subject to satisfactory Medical Fitness as per the standards prescribed by KIOCL Limited at the time of joining the post. The Management based on shortcomings/physical defects noticed, if any, during the probationary period, if required, the candidate will be medically examined to ascertain his medical fitness before regularizing his service in the Company. Further, the appointment in the Company will be subject to verification of Caste, Character and Antecedents from the concerned Authorities as required for appointments in posts under Government of India.
- XXII. The application is liable for rejection at any stage of recruitment process in case of suppression / furnishing of false information, without enclosing necessary documents & received after closing date for receipt of hard copy by post.

**MODE OF SELECTION:**

- Written Test
- Personal Interview
- The date, time and venue of written test/ interview will be intimated by e-mail & in KIOCL website. Those who qualify in the written test will only be called for interview as per the Recruitment Policy / Rules of the Company as detailed in clause X above.

- XXIII. The candidates shall mandatorily produce the following documents at the time of interview for verification.

**DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW:**

The following documents shall be produced in original with a set of photo copies for verification along with self-attested photo copies.

- Print out of On-line filled application form
- 4 Recent passport size Photos
- Proof of age
- Educational Qualifications (All year/semester Mark sheets & Certificates, from 10<sup>th</sup> Standard onwards)
- Persons with Disability shall produce Certificate with photograph issued by the competent authority satisfying the minimum degree of disability
- Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC) (Non-creamy layer)/EWS certificate from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to Creamy Layer.

**IMPORTANT DATES:**

a	Commencement of online submission of application by candidates	02.07.2021
b	Last date for submission of on-line application by candidates in current opening section of KIOCL website	25.07.2021
c	Last date for receipt of hard copy of application along with requisite documents	30.07.2021
d	Written Test & Interview date	Will be communicated by e-mail & in KIOCL Website to eligible candidates only

**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 if any, to this advertisement shall be published in our website [www.kioclltd.in](http://www.kioclltd.in) only.

JT. GENERAL MANAGER (HR&A)  
Advt.No.HR/02/650