

## KIOCL LIMITED

(A Government of India Enterprise)  
Regd.Office: II Block, Koramangala, Bengaluru-560034  
Ph:080-25531461-64 Ext:480  
E-mail: career@kioclltd.in

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

KIOCL Limited, Schedule 'A' Miniratna CPSE, under the administrative control of Ministry of Steel, Govt. of India, 100% EOU having its Pelletization Complex and Blast Furnace Unit at Mangaluru and Corporate Office at Bengaluru invites applications for following post:

<b>Post &amp; Scale of Pay</b>	<b>Essential Qualification</b>	<b>Maximum age as on 30.09.2024</b>	<b>Minimum Post qualification experience as on 30.09.2024</b>	<b>Category &amp; No of Post</b>
Company Secretary  Rs.100000-3%-260000/- (E5)	Full time Degree in any subject from a recognized University with Company Secretary (CS) qualification from Institute of Company Secretaries of India (ICSI) & an Associate/Fellow Member of ICSI.	48 Years	18 Years	One Post  UR

#### **ESSENTIAL:**

#### **EXPERIENCE**

Should have minimum 18 years of post-qualification experience out of which minimum 05 years in any PSU or listed Company in Company Secretary Department.

Candidate should have adequate experience in handling Company Secretarial matters. Candidate should be well versed with Company Law and procedures, Corporate Governance, SEBI Regulations. Additionally, candidate should be conversant with drafting of Contract, Agreements, Deeds and other legal documents.

#### **JOB DESCRIPTION:**

- i) To handle the Company Secretary Department independently.
- ii) Maintenance of secretarial records, statutory books and registers;
- iii) Organizing, preparing agendas for and taking minutes of Board/ various Committee of Board/ Committee/ Shareholders and other Meetings;
- iv) Filing statutory returns and applications by and on behalf of the Company as an authorized representative;
- v) Compliance with all applicable provisions of the Companies Act, 2013, SEBI Regulations and DPE Guidelines.

## GENERAL CONDITIONS:

- I. Before applying, candidate must read advertisement carefully and ensure that he/she fulfill eligibility criteria of the post stated in 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/PwBD categories are exempted from submission of Demand Draft.**

Note: Application fee is non-refundable; therefore, candidates are requested to verify eligibility criteria thoroughly before making payment. The candidature of applicants submitting fee of lesser amount or depositing fee through any other mode other than prescribed method, will be rejected.
- IV. Candidates claiming to belong to any particular category of SC/ ST/ PwBD shall necessarily submit a copy of certificate, in proforma prescribed by Govt. of India, as the case may be, from a Competent Authority.
- V. The Management reserves the right to limit the number of candidates to be called for interview and also to fill the posts even at lower level.
- VI. All qualifications should be from a University / Institute recognized by Statutory Authority of India.
- VII. The candidates working in PSUs / Government/ Quasi Government Organization should route their application **through proper channel** or '**No Objection Certificate**' should be produced at the time of interview invariably.
- VIII. Persons working in Government/PSUs who have put in a minimum of two years service in the next below scale or equivalent only need to apply through proper channel.
- IX. Cut-off date for age & post qualification experience is 30.09.2024
- X. Only on-line applications are accepted and applications sent other than online mode shall be rejected.
- XI. Candidates who had applied against our earlier Advt.No.HR/02/679 dated 26.06.2024 are allowed to apply against the current advertisement subject to meeting the terms & conditions of advertisement.
- XII. 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.
- XIII. KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- XIV. Canvassing in any form will be a disqualification.

- XV. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
- XVI. 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.
- XVII. 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.
- XVIII. 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 of receipt of hard copy of application by post.
- XIX. The decision of KIOCL in all matters relating to eligibility, acceptance, rejection of the application, mode of selection, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard.
- XX. **PAY PACKAGE**
- The above post of regular appointment carries Basic Pay, Dearness Allowance, HRA, Perks (Maximum of 35 % of basic pay) and other 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:**

- I. The candidates need to apply online in Human Resources-**career** section of KIOCL website ([www.kiocltd.in](http://www.kiocltd.in)) from **18.10.2024 to 10.11.2024**. Candidate should click on Online application link, read the instructions carefully and fill-in the online application form giving accurate information.
- II. 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 for verification in support of details mentioned in online application form.
- III. After applying on-line, the candidate is required to take the print-out of filled online application form with **system generated application number**. Please note down your application number for the post applied, for future reference without fail.

- IV. The downloaded application with self-attested photocopies of all the documents in support of the information given by the candidate in their online application along with **Demand Draft** (if applicable) should reach Chief General Manager (HR), HR Department, KIOCL Limited, Koramangala 2<sup>nd</sup> Block, Sarjapura Road, Bengaluru-560 034 on or before **18.11.2024** by Post/Courier.
- V. **Candidate should write Advertisement Number, Name of the post applied for and system generated online application number on envelope used for sending the hard copy of application. No manual/paper application will be entertained directly unless applied online.**
- VI. The application must reach the address as mentioned above along with self-attested copy of all the documents in support of their age, qualification, experience, pay scale, monthly emoluments, CTC, Caste/ PwBD certificate if any etc. by Post/Courier on or before **18.11.2024**.
- VII. 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 by Post/Courier on or before **18.11.2024**.
- VIII. 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.
- IX. 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.

#### **MODE OF SELECTION:**

- I. Selection of candidates will be through Personal Interview. The shortlisted candidate will be called for Personal Interview at Corporate Office, Bengaluru. The date & time of interview will be intimated by e-mail. The candidate should have valid e-mail id.
- II. Candidates appearing for interview will be paid to & fro rail / road fare by shortest route limited to AC II Class rail fare on production of tickets/ receipts. Candidates who fail to produce NOC will not be allowed to appear for interview and no TA will be reimbursed.  
Candidate who are willing to join immediately will be given preference.

#### **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.

- a) Print out of On-line filled application form
- b) Proof of age/DOB
- c) Proof of identity (Voter's id card / Aadhar card / PAN / Passport)
- d) Educational Qualifications (All year/semester Mark sheets & Pass Certificates)
- e) Service Certificate of past employment & proof of date of joining & its continuity in the present Organization

- f) Proof of working in present pay scale for Govt./PSU employees
- g) Latest Salary Slip/Pay Certificate
- h) Medical Certificate / Persons with Disability Certificate with photograph issued by the competent authority satisfying the minimum degree of disability
- i) Scheduled Caste/ Scheduled Tribe certificate from the Competent Authority
- j) Other supporting documents, if any relevant to the post applied for

**IMPORTANT DATES:**

a	Commencement of online submission of application by candidates in Career section of KIOCL website	18.10.2024
b	Last date for submission of on-line application by candidates in Career section of KIOCL website	10.11.2024
c	Last date for receipt of hard copy of application along with requisite documents	18.11.2024
d	Tentative Interview date	Within 30 days from the Last date for receipt of hard copy of application along with requisite documents

**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](http://www.kioclltd.in) only.

CHIEF GENERAL MANAGER (HR)  
Advt.No.HR/02/680