

KIOCL LIMITED

(A Government of India Enterprise)

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

KIOCL Limited, Schedule 'A' Miniratna CPSE, 100% EOU, consistently profit making CPSE having its Pelletization Complex and Blast Furnace Unit at Mangaluru and Corporate Office at Bengaluru invites applications for following post:

JOB SPECIFICATION:

MANAGER (TRAINING & SAFETY)		NO.OF POST:2 OBC-1 SC-1
Scale of Pay	:	Rs. 80000-3%-220000/- (E3)
Qualification	:	Engineering in any discipline with minimum 60% marks from a recognized University with PG Diploma in Industrial Safety Management recognized/approved by Dept. of Factories & Boilers.
Experience	:	<p>ESSENTIAL:</p> <p>Should have minimum 10 years of post-qualification experience in the following areas;</p> <ul style="list-style-type: none"> • Sound Knowledge on compliance of all safety issues, measures and activities • Proper implementation of safety measures at Plant Units successfully • Conduct Safety Meetings, Audits, Safety awareness programme/training etc. and periodical inspections at Plant facilities, ensure compliance of various safety procedures, rules etc., evaluate performance, identify corrective action and implementation of follow up assessments etc. • Experience in procurement and distribution of Safety appliances and PPEs etc. • Preparation and submission of various Returns to the concerned Statutory Authorities, from time to time, including correspondence and follow up action, meetings, site inspection etc. • Experience in ensuring the execution of jobs by the employees, in accordance with the approved safety manuals, internal policies and procedures, as well as good engineering and safety methods. • Review/updating of existing Safety policies and procedures etc. and adherence of Safety Rules and Regulations including Risk assessment/management etc. Conducting Safety Week Celebration, Safety Mock-drill programme etc. • Experience in ensuring safe working environment and prevent accidents to safeguard men, materials and equipment of Industrial unit.

		DESIRABLE: Candidate should also possess strong leadership and analytical skills, excellent oral as well as written communication skills. Should be self-driven and effective team player. Knowledge of OHSAS, safety, quality control, productivity, Computer literacy etc. Experience in handling fire safety and emergency situations in the Process Plants is desirable
Age	:	Below 45 years as on 31.07.2023

AGE: The upper age limit is relaxed by 5 years for SC, 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 and EWS, 13 years for OBC and 15 years for SC categories. Relaxation for Ex-servicemen candidates will be to the extent of Military Services plus three years as per Govt. directives.

However, the maximum age limit of the applicant shall not exceed 55 years with all possible age relaxations.

GENERAL CONDITIONS:

I. Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfill eligibility criteria of the 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/PwBD/Ex Servicemen 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. Reservation will be as per the Govt.of India guidelines.

V. Candidates claiming to belong to any particular category of SC/ ST/ OBC/PwBD/ 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.

Note:

- a) 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 PwBDs 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 Benchmark 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 PwBD category.
- VI. 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.
- VII. All qualifications should be full time and from a University / Institute recognized by Statutory Authority of India.
- VIII. 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.
- IX. Persons working in Government/PSUs who have put in a minimum of two years in the next below scale or equivalent only need to apply through proper channel.
- X. Candidates who had applied against our earlier Advt.No.HR/02/666 dated 09.11.2022 and Advt.No.HR/02/669 dated 08.02.2023 are allowed to apply against current advertisement if candidate is meeting the terms & conditions of current advertisement for above posts.
- XI. Cut-off date for age & post qualification experience is 31.07.2023.
- XII. Only on-line applications are accepted.

HOW TO APPLY:

- The candidates need to apply online in Human Resources-**Career** section of KIOCL website (www.kiocltd.in) from **07.08.2023 to 30.08.2023**. 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 for verification in support of details mentioned in online application form.
- 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.

- 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 2nd Block, Sarjapura Road, Bengaluru-560 034 on or before **06.09.2023** by Post.
 - **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.**
 - 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/PWD/Ex-servicemen certificate if any etc. by Post on or before **06.09.2023**.
 - 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 on or before **06.09.2023**.
 - 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.
- XIII. 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.
- XIV. KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- XV. Canvassing in any form will be a disqualification.
- XVI. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
- XVII. 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.
- XVIII. 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.

XIX. 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.

XX. **PAY PACKAGE**

The above posts of regular appointment carries Basic Pay, Dearness Allowance, HRA, Perks (Maximum of 35 % 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.

MODE OF SELECTION:

- Personal Interview

The date, time and venue of 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/DOB
- 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
- Proof of working in present pay scale for Govt./PSU employees
- Latest Salary Slip/Pay Certificate
- Medical Certificate / Persons with Disability 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) certificate from the Competent Authority
- OBC certificate produced by candidates should clearly indicate that they do not belong to Creamy Layer
- Relevant Certificate (for Ex-Servicemen)
- 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	07.08.2023
b	Last date for submission of on-line application by candidates in Career section of KIOCL website	30.08.2023
c	Last date for receipt of hard copy of application along with requisite documents	06.09.2023
d	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.

CHIEF GENERAL MANAGER (HR)
Advt.No.HR/02/670