

## **KIOCL LIMITED**

(A Government of India Enterprise)  
CIN-L13100KA1976GO1002974

KIOCL Limited, Schedule 'A' Miniratna, 100% EOU, profit making CPSE, having its Pelletization Complex and Blast Furnace Unit at Mangaluru and Corporate Office at Bengaluru, invites applications from candidates aged below 30 years who is Associate Member of Institute of Company Secretaries of India (ICSI) to engage on tenure contract basis as Executive (CS).

### **TERMS & CONDITION**

- a) Candidate should have atleast 12 months of industrial experience. The consolidated remuneration will be Rs.30000-40000/- per month commensurate to experience & expertise of candidate.
- b) The remuneration will be increased every year by 10% at the sole desertion of the company subject to satisfactory performance of the candidate.
- c) Contract will be initially for a period of two years. Contract shall be extendable for another two years based on performance of the candidate and requirement of the company.
- d) Candidate will not be entitled to any other benefits such as DA, HRA, PF, ESI, Bonus, Gratuity, Incentive etc.
- e) KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- f) Canvassing in any form will be a disqualification.
- g) Age/experience relaxable in case of exceptionally deserving candidates.
- 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.

Interested candidates may send their application, duly filled in the following prescribed format to the following address latest by 25.07.2020 [Application is appended below].

Shri Shankar Karnam  
Joint General Manager (HR&A)  
HR Department  
KIOCL Limited  
II Block, Koramangala  
Bengaluru-560 034

The self-attested photocopies of following documents should be enclosed along with the application.

- 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
  - Last Salary/Pay slip
- 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.

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**KIOCL LIMITED**  
**II Block, Koramangala, BENGALURU-560034**

Affix Passport size  
photograph here

**ADVT NO.HR/02/639**

**APPLICATION FORMAT**

1	Name (IN BLOCK LETTER) (Mr, Mrs, Ms) (As appears in the SSLC /SSC record)	<b>EXECUTIVE (CS)</b>	
2	Gender		
3	Father's Name		
4	Mother's Name		
5	Permanent Address	Contact / Mailing Address	
		Phone No (with STD Code): <b>Mobile No.</b> <b>Email ID:</b>	
6	Nearest Railway Station		
7	Date of Birth (DD/MM/YYYY) (Please enclose SSLC Marks card or Proof)		
8	Age as on 30.06.2020		
9	Nationality		
10	State of Domicile		
11	Religion		
12	Circle the category (Enclose copy of Certificate in case of SC/ST/OBC/EWS/PWD)	SC / ST / OBC /	Name of the Community

**13. EDUCATIONAL QUALIFICATION:**

Sl. No.	Qualification	Class	Percentage	University/ Institution	Year of Passing

**14. Post Qualification Experience (Chronological order from the first job to the current job.)**

Sl. No	Designation	Organi- zation	Central Govt /State Govt / PSU/ Private	Date		Experience in brief	Gross Pay	Reason for Leaving
				From (DD/MM/YY)	To (DD/MM/YY)			

**(attach additional sheet[s], if required)****15. Languages Known:**

Sl. No.	Languages	Read	Write	Speak

**16. Any other relevant information**

I affirm that the information given in this application is true and correct. I further undertake that if at any stage it is discovered that any attempt has been made by me to conceal or misrepresent facts, my candidature may be summarily rejected at any stage in the selection process or my employment on contract basis may be terminated.

Date:

Bangalore:

Signature of the Candidate