

KIOCL LIMITED

(A Government of India Enterprise)
CIN-L13100KA1976GO1002974

KIOCL Limited, Schedule 'A' Miniratna, 100% EOU, profit making CPSE, having its Pelletisation Complex and Blast Furnace Unit at Mangaluru and Corporate Office at Bengaluru, invites applications from Graduates aged around 27 years having following qualifications on tenure contract basis initially for a period of three years and extendable for a period of another two years based on performance for working in Materials, Commercial & Board& Coordination Department

1] Bcom/BBM/BA/Bsc –Full time with minimum 60%

2] Diploma in Commercial Practice

- a) The consolidated remuneration will be Rs.20,000/- per month.
- b) Interested candidates need to apply online in Current Opening section of KIOCL website (www.kioclltd.in) from **22.03.2019 to 05.04.2019** Candidate should click on Online application link, read the instructions carefully and fill-in the online application form giving accurate information.
- c) 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.
- d) The downloaded application with self-attested photocopies of all the documents in support of qualification, age, experience etc. given by the candidate in their on-line application should reach Deputy General Manager(HR&A), HR Department, KIOCL Limited, Koramangala 2nd Block, Sarjapura Road, Bengaluru-560 034 on or before **11.04.2019** by post. Candidate should write Advertisement Number and system generated on-line application number on envelope used for sending the hard copy of application. No manual/paper application will be entertained directly unless applied online.
- e) 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 on or before 11.04.2019.
- f) The cut-off date for upper age is **28.02.2019**

- g) 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.
- h) 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.
- i) 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.
- j) KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- k) Canvassing in any form will be a disqualification.
- l) Age/experience relaxable in case of exceptionally deserving candidates.
- m) Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
- n) 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.

HOW TO APPLY

STEPS FOR APPLYING

STEP 1: Eligible candidates need to apply through KIOCL website. To apply visit the Current Opening link in KIOCL website i.e. www.kioclltd.in

STEP 2: Read CAREFULLY all the instructions given on the website before applying for the post Online.

STEP 3: Fill in the online application form with all the relevant correct details.

STEP 4: The candidate before filling online application, should keep the scanned copies of the following documents ready for uploading during online filling of application wherever necessary:

- a) Latest Passport size colour photograph in .jpg/.jpeg format of not more than 200 KB size
- b) Signature in .jpg/.jpeg format of 30 to 50 KB size

STEP 5: After applying online, the candidates are required to send the print out of the filled on-line application form along with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application so as to reach KIOCL by **11.04.2019**. The copy of successfully filled application form will be sent to applicants registered email id. They need to retain a copy of the printout of the application form which will be required to be produced at the time of Personal Interview, if short listed for. Please note down your system generated application number for the post applied, for future reference without fail.

[After submitting application online, candidate will receive system generated application number through SMS and E-mail.

If candidate click Save as Draft button in online application, temporary application number will be generated and candidate will receive temporary application number through SMS and E-mail. Candidate needs to enter temporary application number in the online declaration page to retrieve the data which is already entered & complete the application. Once candidate enters all the information in the online application, candidate has to click the submit button to upload the application successfully. After successful uploading of application, New Application number will be generated. Same will be received through SMS and E-mail.

Candidate needs to check E-mail to view/print the application in future. If mail is not received in Inbox please check Spam]

GENERAL INSTRUCTIONS

- Online submission of application will be permitted on the website **from 22.03.2019 to 05.04.2019**
- The e-mail address specified in the application should be valid/ functional for at least **24** months from the date of the submission of application. Intimation for interview will be sent by email. Kindly ensure that your email is valid and operational.
- Corrigendum (including extension of the last date of online submission of application-if any) shall be published in KIOCL's website www.kioclltd.in only.

- The prescribed qualification are the minimum and mere possession of the same does not entitle a candidate for participating in the selection process. KIOCL may restrict the no. of candidates to be called for interview. Only short-listed candidates will be informed for further interview.
- Candidates should take print out and retain a copy of online application form(s) for future reference.
- Those short listed for interview shall be intimated through e-mail. In the absence of any of the documents mentioned below, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed. They are required to bring the **following original certificates** along with attested photocopies as documentary proof at the time of interview:
 - Print out of On-line filled application form
 - Recent passport size Photo
 - 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 if any
 - Last Salary/Pay Certificate if any
- 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.
- 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.
