

THE KERALA MINERALS AND METALS LTD.

NOTIFICATION

Date of notification of the post : 06-11-2020

Last date for receipt of application : 25-11-2020

The Kerala Minerals & Metals Limited, a prestigious Public Sector Undertaking of Govt. of Kerala and the sole manufacturer of Rutile Grade Titanium Dioxide Pigment, invites applications from eligible candidates for the post furnished below:

SL No	Name of the post	No. of vacancy	Qualification
1	Joint General Manager (Finance)	1	<p>Graduate of a recognized University and Associate membership from The Institute of Chartered Accountants of India or from Costs and Works Accountants of India.</p> <p>Minimum of 15 years post qualification managerial experience out of which at least 5 years should be in a senior managerial capacity as the Chief of the Finance Department in a reputed manufacturing company with a sales turnover of not less than Rs.500 Crores per annum.</p> <p>Should be well versed with all functions of finance and accounting in a large organization preferably with computerized accounting system. Joint General Manager (F) shall be responsible for all Finance/Accounts functions of the company.</p>
2	Assistant General Manager (Materials)	1	<p>Any Degree with MBA in Materials Management/Supply Chain Management or PG Diploma in Materials Management/Supply Chain Management with minimum of 12 years post qualification experience in Materials Management out of which 8 years should be in a managerial position having experience in all aspects of purchase and stores functioning in a reputed engineering industry. Should have actually handled import of machinery equipment etc. Should have proven ability to organize, supervise and co-ordinate both the purchase and stores functions.</p>

3	Manager (Materials)	1	Any Degree (including Engineering Degree) with MBA in Materials Management/ Supply Chain Management or PG Diploma in Materials Management/ Supply Chain Management with minimum 10 years post qualification experience in Materials Management in an executive position.
4	Deputy Manager (Materials)	1	Any Degree (including Engineering Degree) with MBA in Materials Management/ Supply Chain Management or PG Diploma in Materials Management/ Supply Chain Management with minimum 8 years post qualification experience in Materials Management in an executive position.
5	Purchase Officer	1	Any Degree (including Engineering Degree) with MBA in Materials Management/ Supply Chain Management or PG Diploma in Materials Management/ Supply Chain Management with minimum 6 years post qualification experience in Materials Management in an executive position.
6	Personnel Officer	1	Should possess a degree from a recognized university with post graduate degree in Personnel Management. Should have a minimum of 5 years of post qualification experience in all aspects of Personnel Management functions in the level of Personnel Officer/in Executive position in an industrial establishment. Should be fully conversant with interpretation and implementation of labour laws.
7	Legal Officer	1	Degree in Law from a recognized University. Minimum of 5 years post qualification experience as a practicing Advocate.
8	Executive Trainee (Public Relations)	1	Post Graduate Degree in Mass Communication or Post Graduate Degree in Journalism.
9	Executive Trainee (Lab)	1	M.Sc Chemistry
10	Executive Trainee (Accounts)	1	Qualified Chartered Accountant/Cost Accountant. Candidates having exposure to computerized Accounting System will be preferred.

Age as on 01.01.2020 : For posts in Sl.No. 1., Not above 50 years
For posts from Sl.2 to 4, Not above 45 years.
For posts from Sl.5 to 7, Not above 36 years.
For posts from Sl.8 to 10, Not above 28 years.

In addition to the above, 5 years age relaxation to SCs/STs and 3 years age relaxation to OBCs are allowed as per Rules. Ex-serviceman will be allowed age relaxation as per rules subject to a maximum of 50 years.

Scale of Pay

For post in sl.no.1, they may be entitled to get an initial basic pay of Rs. 91800/- per month in the scale of pay of Rs.91800-2100-102300-2400-121500-2700-137700-3000-158700-3300-175200 (Provisional) plus DA and other allowances.

For post in sl.no.2, they may be entitled to get an initial basic pay of Rs. 81700/- per month in the scale of pay of Rs.81700-1900-85500-2100-102300-2400-121500-2700-137700-3000-158700-3300-168600 (Provisional) plus DA and other allowances.

For post in sl.no.3, they may be entitled to get an initial basic pay of Rs. 76000/- per month in the scale of pay of Rs.76000-1900-85500-2100-102300-2400-121500-2700-137700-3000-143700 (Provisional) plus DA and other allowances.

For post in sl.no.4, they may be entitled to get an initial basic pay of Rs. 55700/- per month in the scale of pay of Rs.55700-1800-66500-1900-85500-2100-102300-2400-121500-2700-132300 (Provisional) plus DA and other allowances.

For posts from Sl.no.5 to 7, they may be entitled to get an initial basic pay of Rs. 47300/- per month in the scale of pay of Rs.47300-1650-53900-1800-66500-1900-85500-2100-102300-2400-119100 (Provisional) plus DA and other allowances.

For posts from sl.no.8 to 10.	
Training period. For SL No. 8 and 9 Two Years of Training and for SL No. 10 One year training.	
Stipend during the training period : Rs. 20,000/- per month for the 1 st year and	
	Rs. 25,000/- for the 2 nd year of training.

On satisfactory completion of training, the Executive Trainees will be considered for appointment to the post of Accounts Officer / Scientific Officer / Public Relations Officer respectively on an initial basic pay of Rs.47300/- per month in the scale of pay of Rs.47300-1650-53900-1800-66500-1900-85500-2100-102300-2400-119100 (Provisional) plus DA, HRA and other allowances. In such cases, they will have to execute an agreement to serve the Company for a minimum period of three years after completion of training.

Apart from the salary, the incumbent will be eligible for other benefits such as contributory PF, medical reimbursement benefits etc. as per the rules of the Company.

Self Attested copies of documents to be submitted along with the application

- i. 10th or Equivalent certificate for proof of age.
- ii. Mark sheet and Certificate of qualifying examinations.

- iii. Caste Certificate/Non-Creamy Layer Certificate for SC/ST/OBC candidates (as applicable)
- iv. Experience certificate (as applicable)
- v. Other certificates, if any, as specified in the notification

General.

1. The minimum qualification stipulated for the post must be from a University/Institute/Examination Board recognized by AICTE /appropriate statutory authority in India/Sate/Central Government.
2. Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority and without such certificate, their candidature shall not be considered.
3. Experience acquired after the date of passing of the qualification stipulated shall only be considered.
4. Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered.
5. Those who are working in Govt. Dept, Public Sector Undertakings or autonomous bodies should apply through proper channel along with “**No Objection Certificate (NOC)**” from the employer.
6. Applicants who are presently working should submit copy of experience certificate or the copy of appointment/offer letter issued by the employer along with copy of the last drawn Pay slip as proof of experience. For past employment, experience certificate indicating the date of joining as well as date of relieving should be submitted.
7. Caste Certificate in the case of SC/ST and Non- Creamy Layer Certificate for OBC candidates obtained from the competent authority should be enclosed along with the application form.
8. The notified vacancy will be closed in accordance with the communal rotation furnished by the Employment Exchange.
9. Incomplete applications or applications not submitted without copies of the required sufficient testimonials and application fee will not be considered.

10. The candidature will be summarily rejected if non compliance with the Notification is found in due course of selection process.
11. The Kerala Minerals and Metals Ltd. will not be responsible for any postal delay/loss in transit in submission of application within the specified time. Applications received after the stipulated date will not be considered.
12. KMML reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / experience/ other notified eligibility requirements as indicated in their application.

Application giving complete particulars regarding (i) name and address (ii) Age and date of birth (iii) Qualification indicating the class & the total percentage of marks obtained (iv) Details of previous training/ experience if any (v)Caste Certificate / Non- Creamy Layer Certificate and other relevant details affixing the recent passport size photograph of the candidate should reach **Head of Department (P&A/L)**, The Kerala Minerals and Metals Ltd, PB No.4, Sankaramangalam, Chavara, Kollam-691 583 on or before **25.11.2020** superscribing the envelope "Application for the post of ""

Sd/-

HEAD OF DEPARTMENT (P&A/L)