

दूरभाष: 0712-2590050, 2806100

मॉयल लिमिटेड

(भारत सरकार का उपक्रम)

मॉयल भवन, 1ए काटोल रोड, नागपुर- 440 013

वेबसाईट: www.moil.nic.in फैक्स: 0712-2592073

CIN No.:L99999MH1962GOI012398



PHONE : 0712-2590050, 2806100

MOIL LIMITED

(A Government of India Enterprise)

MOIL Bhavan, 1A, Katol Road, NAGPUR-440 013

Website: www.moil.nic.in Fax: 0712-2592073

CIN No.:L99999MH1962GOI012398

August 26, 2026

RECRUITMENT OF CHIEF GENERAL MANAGER (PERSONNEL)(E-08)

Advt. No: CGM(P)/08/2026

MOIL Limited (formerly known as Manganese Ore India Limited) is a Schedule 'A' Miniratna Category-I PSU under the Ministry of Steel, Government of India. MOIL is the largest Manganese ore producer in the country, operating eleven mines spread in the states of Maharashtra and Madhya Pradesh. It has been a consistent profit making PSU. As per the strategic Management plan formulated, MOIL plans to expand its production capacity to 3.50 million Tonnes by 2030 by increasing production of existing mines and by new area development in India and global sourcing.

MOIL invites application from vibrant, dynamic and experienced candidates, who are willing to grow with MOIL for Direct Recruitment to the post of **Chief General Manager (Personnel) (E-08)**.

Job Specifications for the post of Chief General Manager (Personnel) No. of Posts: 1 (1UR)

(i) Qualification: -

P.G. Degree in Social Work with specialization in Labour Welfare, Personnel Management and Industrial Relations (OR)

P.G. Degree/Diploma in IRPM/Master in Labour Studies from the recognized University/Institute (OR)

MBA with specialization in Personnel Management / HR /HRD from recognized University / Institute.

For this purpose, only degree/diploma of minimum 2 years' duration shall be considered.

(ii) Upper Age limit : 53 years

(iii) Experience:

The candidate should possess a minimum 22 years of cumulative experience, including a minimum of 15 years of experience in the HR/IR/Personnel discipline as an Executive in the HR/IR/Personnel Department of Central Public Sector Enterprise (CPSE), Central Government, State Government, Autonomous Body, or Private Sector organization of repute.

The candidate should have at least 2 years' experience (1 year in the case of internal candidates) in the immediate lower IDA pay scale or an equivalent CDA pay scale as on the closing date of receipt of applications.

For candidates from the Private Sector, the annual Cost to Company (CTC) should be not less than ₹30.00 lakh.

(iv) Scale of pay: Rs. 1,20,000-2,80,000 (E-08) (IDA Scale)

Desirous candidates may send their applications super scribing on the envelope '**Application for the post of -----**', to General Manager(Mines) & Add.Charge HoD(Per), along with detailed bio-data (Bio-data form can be downloaded from our website www.moil.nic.in) and self-attested copies of Certificates and testimonials along with Demand Draft of Rs.700.00 plus GST drawn in favour of MOIL Limited, Nagpur payable at Nagpur (not required for SC, ST, PwD candidates). **The applications should reach the office on or before 17/09/2026.**

Candidates called for personal Interview for the post of Chief General Manager (Personnel) will be paid AC-I tier to and fro railway fare or bus fare, by shortest route for single person only on producing proof.

General Conditions:

1. Only Indian nationals need to apply. Mere submission of application will not entail right for claiming appointment.
2. For the above post, age, qualification and experience would be as on 17/09/2026.
3. In support of age proof, candidates will have to submit school leaving/Matriculation/ Secondary Board Certificate / Certificates of Birth from concerned Municipal Authorities.
4. In support of academic qualifications, professional qualifications, percentage of marks experience etc, candidates will have to enclose self-attested copies along with application.

5. Candidates from Govt. Depts./PSUs must forward their applications through proper channel or they should produce NOC at the time of interview otherwise they will not be allowed for interview.
6. Candidature will be liable for cancellation for the post applied and/or removal from the services of the Company after joining, if at any stage it is found that information furnished in the application is misleading/incomplete/false. The candidates are advised to give specific/correct/full information and attach proof thereof by way of attested photocopies of the original documents/certificates etc. Before making application, candidate must ensure that the minimum criteria laid down for the posts are fulfilled.
7. Upper age limit is not applicable in case of Departmental candidates.
8. The Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
9. SC/ST/OBC candidates should produce caste certificate issued from the Competent Authorities.
10. In order to regulate the number of candidates to be called for the Written test/Interview if so required, the Management reserves the right to raise the minimum eligibility standards/criteria depending upon the response to the advertised posts.
11. *Merely meeting the above qualifications and experience shall not entitle a candidate to be called for Written Test/Interview. Only shortlisted candidates will be notified for selection tests.*
12. Depending on the requirements, the Company reserves the right to cancel/curtail/increase the number of posts without any further notice and without assigning any reason thereof.
13. Canvassing in any form will disqualify the candidates from the candidature of the post.
14. Kindly ensure that all certificates/documents submitted are neatly stapled /tied together and the photograph properly affixed in the space provided.
15. Any amendment/modification to this advertisement will be published on MOIL Limited website only (www.moil.nic.in).
16. For any queries, candidates can write to MOIL at email id: recruit@moil.nic.in

**General Manager (Pers.)
MOIL Limited, Nagpur**



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MOIL Bhavan, 1-A, Katol Road, NAGPUR-440 013

Recent
Passport Size
Photo

Application for the post of _____ Date _____

DD No: _____

1. Name (In full) (*) : _____

2. Father's/Husband's Name (*) : _____

3. Date of Birth (*) : _____
(In figures & words)

4. Age as on 17/09/2026 (In completed years) : _____

5. Gender: (Male/Female/Transgender) (*) : _____

6. Nationality & Religion : _____

7. Category (UR/OBC/SC/ST (*) : _____
Ex-Serviceman/ PWD/Minority)

8. Address for Communication (*): _____

9. Permanent address (*) : _____

10. E-Mail ID (*) : _____

Mobile No. : _____

Landline with STD Code : _____

11. Marital Status : Married/Unmarried

If married, Name of spouse: _____

No. of Children : Son(s) _____

Daughter(s) _____

12. State of origin : _____

Domicile : _____

13. Are you working with Govt./Public Sector: _____

14. If yes, are you enclosed NOC: _____

15. Qualification (In descending order) (*) :

Degree/Diploma (**)	Yr. of passing	University/ Instt.	Division & % of Marks	Remarks

(**) Please provide self-attested certificates

16. Experience (Starting from last Employer) (*):

Sr. No.	Name of the Organization(**)	Designation	FromDate	To Date	Scale of Pay and Total Emoluments (**)	Nature of Duties

(**) Please provide Documentary Evidences

17. Academic Achievements : 1. _____

(Like merit, scholarship, awards etc.) 2. _____

3. _____

18. Professional papers (submitted if any) : 1. _____

2. _____

19. Details of training undergone : 1. _____
(India/ Abroad) 2. _____

20. Membership of any : 1. _____
Professional Bodies 2. _____
3. _____

21. Any other details : _____

22. No. of Certificates attached (Please attach self-attested copies of certificates) : _____

23. (i) Have you been arrested at any time (*) : Yes/No

(ii) If Yes, give Details : _____

24. (i) Have you been convicted for any offence **or**

Any case is pending against you in any court of law (*): Yes/No

(ii) If Yes, give Details : _____

25. Have you ever been dismissed or removed from service by your past Employer (*)

If so, please furnish details : _____

26. Languages known :

Sr. No.	Language	Read	Speak	Write
1				
2				
3				

27. Two professional references (Other than relatives)(Name, Address, Contact No.)

i. _____

ii. _____

(*) Compulsory to be filled up

DECLARATION

I, _____ do hereby declare that the information given above is true to the best of my knowledge and belief and no factual information has been suppressed.

Name : _____

Signature : _____

Place : _____

Date : _____