



MISHRA DHATU NIGAM LIMITED

(A Government of India Enterprise) (A Mini Ratna-I Company)
Regd. Office: P.O. Kanchanbagh, Hyderabad-500058.

MIDHANI, a Mini Ratna-I and an ISO 9001-2008 company, is a hi-tech Metallurgical industry under the administrative control of Ministry of Defence, engaged in the manufacture of superalloys and special steels, titanium alloys in various mill forms and shapes for strategic sectors like Defence, Space, Atomic Energy and also for Commercial sectors. The company has about 800 employees. The present turnover of the Company is over Rs. 750 Crores. The Company requires outstanding Professionals in the following areas:

Sl. No	Post	Scale of Pay (Rs) (with IDA pattern)	No. of Post	Reservation	Upper age as on Date of advt
1	Dy Manager (HR-Liason)	20600-3%-46500	01	UR	35yrs
2	Jr Assistant	8500-3%-20850	01	UR-1	35yrs
3	Messenger	6600-3%-16310	02	UR-2	30yrs

Qualifications & Experience:

1) Dy Manager(HR-Liason) for Delhi Regional Office:

Qualification: Degree preferably in Engineering / Physical Sciences and 2 years post graduate degree in Business Administration or equivalent with specialization in Personnel Management or MA (Personnel Management & IR) or MSW.

Experience: Minimum of 4 years post qualification experience in Liason/ HR/ Ministry Correspondence etc. Knowledge of Telugu and/or Hindi essential. Degree of Law preferred.

2) Jr Assistant for Delhi Regional Office: Graduation (except professional courses like Engineering/ Technology/Medicine) with relevant certificate course in PC Operation (MS office) from reputed/recognized institution (or) Degree having PC operation (MS Office) as one of the subjects is essential. Minimum of 2 years post qualification experience in relevant area. Pass in type writing higher (English/Hindi) is preferable.

3) a) Messenger for Delhi Regional Office (1post): SSC pass with minimum 2 years post qualification relevant experience. Possession of LMV/ HVM license is preferred. Age shall be relaxed for deserving candidates who possess adequate relevant experience to that extent.

b) Messenger for Kolkatta Commercial Office(1post): SSC pass with minimum 2 years post qualification relevant experience. Possession of LMV/ HVM license is preferred. Age shall be relaxed for deserving candidates who possess adequate relevant experience to that extent.

General Conditions:

- Only Indian Nationals may apply.
- Age, Qualification & experience stipulated above should be as on date of advt.
- The Upper age limit indicated above is for unreserved category. Age relaxation is applicable in accordance with the Govt. of India's orders issued from time to time.

- Management reserves the right to restrict/increase the number of posts & alter the eligibility criteria. Candidates applying for multiple positions have to make separate payments for each of the positions.
- **Last date for filling up of online applications will be 31.12.2016**
- Candidates will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill essential eligibility criteria.
- Incomplete applications in any respect will be summarily rejected;
- Midhani reserves the right to cancel the advertisement and /or the selection process there under without assigning any reason;
- Decision of Midhani Management regarding selection will be final. Further, Midhani Management reserves the right to fill up or otherwise any or all the notified post and also to fill up future vacancies if any from the valid panel of selected candidates as per the rules of the company.
- Outstation candidates called for interview will be reimbursed to & fro II AC train fare as applicable.
- Corrigendum if any related to this advertisement shall be given only on our website www.midhani.com

How to apply:

- The interested and eligible candidates can visit the MIDHANI URL:// www.midhani.com and then read carefully the eligibility criteria and the instructions to apply online by clicking on the link e-recruitment.
- Application should be submitted strictly 'ONLINE' by logging on to Midhani website given above. The website will be kept open between 1000 Hrs on 17.12.2016 till 1700 Hrs on 31.12.2016 for this purpose.
- **Candidates are required to possess a valid E-mail ID, and contact mobile number which is to be entered in the application** so that intimation regarding Interview can be sent. Midhani will not be responsible for bouncing of E-mail sent to the candidate.
- The candidate have to make a payment of Rs.100/-(Rupees one hundred only) towards application fee through online payment using the debit card/ credit card/ net banking using the payment link available. Candidates belonging to SC/ST/PWD/Ex-Servicemen category are not required to pay the application fee.
- Candidates have to upload all the relevant documents pertaining to date of birth proof(SSC certificate), qualification, category, experience through the link available in the application form. Application without supporting documents will not be considered.
- After successful submission of online application, the candidate can take print out of the submitted application and keep it for future reference. "Candidates need not send the hard copy". Applicants from Govt/Quasi Govt/PSU should submit **No Objection Certificate** at the time of interview.