

Advt.No.HR/02/635

Date: 29.01.2020

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 45 years having Diploma in Commercial Practice qualification with 6-10 years of post-qualification experience in the area of rendering secretarial assistance, office management etc. for engaging as Executive PA on tenure contract basis at Corporate office, Bengaluru.

The consolidated remuneration will be Rs.25,000 to 40,000/- per month commensurate to experience & expertise of the candidate. Age, Experience can be relaxed in case of exceptionally deserving candidates.

Interested eligible candidates may submit their application in the format appended along with self-attested photocopies of all the documents in support of qualification, age, experience etc. to **JGM (HR&A), HR Department, Bengaluru-560 034** on or before **10.02.2020**.


(SHANKAR KARNAM)
JGM(HR&A)

29/1/2020

KIOCL LIMITED
II Block, Koramangala, BENGALURU-560034

APPLICATION FORMAT

Advt.No.HR/02/635

1	Title of the post	Executive PA	
2	Name (IN BLOCK LETTER) (Mr, Mrs, Ms) (As appears in the SSLC /SSC record)		
3	Gender		
4	Father's Name		
5	Mother's Name		
6	Permanent Address	Contact / Mailing Address	
		Phone No (with STD Code): Mobile No. Email ID:	
7	Nearest Railway Station		
8	Date of Birth (DD/MM/YYYY)		
9	Age as on 31.12.2019	_____Years _____Months_____Days	
10	Nationality		
11	State of Domicile		
12	Religion		
13	Circle the category (Enclose copy of Certificate in case of SC/ST/OBC/PWD)	SC / ST / OBC / GEN/PWD	Name of the Community
		TYPE OF DISABILITY IN CASE OF PWD CANDIDATE	

14. [A] EDUCATIONAL QUALIFICATION:

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

[B] ADDITIONAL QUALIFICATION IF ANY:

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

15. POST QUALIFICATION EXPERIENCE DETAILS:

SL NO	NAME OF THE ORGANIZATION	DESIGNATION	FROM (DD/MM/YYYY)	TO (DD/MM/YYYY)	NATURE OF EXPERIENCE	GROSS SALARY

[Please attach additional sheets if required].

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 be terminated.

Date:
Place:

Signature of candidate