



(A joint venture company between NALCO, HCL & MECL)

REQUIREMENT FOR KABIL Advertisement No. K/01/2024

Khanij Bidesh India Ltd. (KABIL) is a joint venture company of three Central Public Sector Enterprises namely, National Aluminium Company Ltd. (NALCO), Hindustan Copper Ltd. (HCL) and Mineral Exploration and Consultancy Ltd.

The company was set up in 2019 with an objective to identify, explore, acquire overseas mineral deposits & bring strategic minerals into India. The Company is focusing on two prime critical and strategic minerals i.e. Lithium and Cobalt in the present context of Indian economy and linking it with creation of supply chain ecosystem in the country. The Company is actively engaged with Australia and Argentina on G2G basis for identification of lithium in those countries and to primarily bring the strategic minerals into India, as a step towards Atma Nirbhar Bharat.

The Authorized capital of the Company is Rs. 500 crore and paid-up capital is Rs. 100 crore.

With an eye to scale greater heights and carve a niche for itself, the company intends to engage high profile experts from the industry with a profound and versatile experience to give the necessary momentum to achieve their dreams, vision & mission.

a. Post, Vacancy, Qualification and Experience required:

Table-1		
Position	No. of posts	Qualification / Experience and Role
Chief Executive Officer (CEO)	1	<p>Qualification:</p> <p>Engineering graduate / Post-graduate in geo-science disciplines / Chartered Accountant / Cost Accountant / Graduate with full time MBA/PGDM from reputed institution, with minimum 65% marks.</p> <p>Experience:</p> <p>Incumbent should have minimum 24 years' of post qualification executive level experience, of which, at least 2 years of heading a unit/complex with wide exposure in handling important, critical matters of the Board as a below Board level executive.</p> <p>Candidate should have adequate experience at senior management level in a large organization of repute, preferably in mining sector. Aptitude for good networking and stakeholder management shall be added advantage.</p> <p>Role:</p> <p>The post of CEO shall be the Board level position. He would be reporting to Chairman, KABIL and accountable to Company's Board of Directors and Government, if applicable. The CEO shall take overall supervisory and managerial responsibility for day-to-day operations of the Company's business and manage the Company in an effective and efficient manner to fulfil the priorities, goals and</p>

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		objectives determined by the Board of Directors in the context of Company's strategic plans, policies and budgets.
Chief Finance officer(CFO)	01	<p>Qualification: Should be qualified CA / CMA.</p> <p>Experience: Incumbent should have minimum 24 years' of post qualification executive level experience, of which, at least 2 years of experience in heading Finance department of a unit / complex / Company with wide exposure in handling important, critical matters.</p> <p>Incumbent should have experience in handling accounting, treasury, fund management, investment proposal, negotiation/discount of bills, costing, project accounting, MIS, budget control, compilation of annual accounts and audit thereof, direct & indirect taxation, tender procedures, computerized account, risk management, etc. is desirable. Work experience in ERP environment will be preferred.</p> <p>Role: CFO shall play a vital role in the company's strategic initiatives and shall remain responsible for overall financial activities of the Company including Financial Planning and Analysis, Overall Financial Management, Risk Management and Compliance, Strategic Decision-making, Investor Relations and Capital Allocation and taxation issues etc.</p>
Head Exploration, Technical & New Venture	01	<p>Qualification: Post Graduate in Geology / Applied Geology / M.Tech in Mineral Exploration with a good academic record from a recognized university / institution. MBA will be an additional preferred qualification.</p> <p>Experience: The incumbent should have 20 years of post-qualification executive level experience of industrial geology or exploration and should be conversant with Geological topics like mineralogy / ore geology / ore beneficiation / petrology / structural geology / geophysics / hydro geology / geochemistry etc. He / She should be adept in statutory and regulatory provisions applicable for the mineral exploration & geological functions in a mining sector.</p> <p>Role: Head of Exploration & Technical shall remain overall charge of supervision, co-ordination, planning & execution of mineral exploration, mineral exploration services, turnkey exploration services, consultancy services, resource & reserve estimation, remote sensing & geographical information system, geology & drilling, mine planning, surveying functions, etc, of the company. Head of Exploration & Technical will be responsible for evolving & formulating strategies, policies & procedures as well as systems about Geological & Exploration services as per the best industry practices. He/She will give his/her technical inputs for finalization of Business Plans for the organization.</p>

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Head BD & Commercial	01	<p>Qualification: The applicant should be Engineering Graduate/Graduate with MBA/PGDM in Marketing with good academic record from a recognized university / institution.</p> <p>Experience: The incumbent /applicant should possess cumulative experience of at least 20 years of post-qualification executive level experience in Marketing / Business Development/ Sales forecasting / planning in a minerals or commodities based organization of repute. Experience in contracts / overseas projects / marketing in an exploration / mining / mineral company would be an added advantage.</p> <p>Role: The Head of Business Development and Commercial shall be responsible for procurement, finalization of works / service contracts and execution of such contracts wherever required. He / She shall also be responsible for Business Development for Company in Domestic and international market and execution of overseas projects, etc. drive the organization's business development strategies, enhances its current portfolio, and explores new business opportunities. He/ She has the overall responsibility for developing and implementing marketing / business plans and devise strategies for the organization for achieving the organizational objectives. He / She will also coordinate with regional / overseas partners to identify regional market opportunities and builds working relationships amongst a diverse network of buyers and sellers to assess market demand and provide new offerings.</p>
Company Secretary	01	<p>Qualification: Should be a member of the Institute of Company Secretaries of India with desired qualification of LLB.</p> <p>Experience: Incumbent should have post qualification 11 years executive level experience in handling different meetings, maintaining statutory books, including registers of members, directors, and secretaries, and shareholders with all their past and present shareholdings, organizing Board meetings and Annual General Meetings (AGMs), preparing agendas and taking minutes, secretarial and compliance matters as per Companies Act, 2013 pertaining to a public company. Incumbent should have the ability and proficiency of interacting with Central Government, nominee Directors and Officials.</p> <p>Role: Company Secretary shall organize Board meetings and Annual General Meetings (AGMs), preparing agendas and taking minutes, secretarial and compliance matters as per Companies Act, 2013, maintain statutory books etc.</p>

b. Scale of Pay, Minimum period of executive grade experience, CTC and maximum Age :

- The pay scale, minimum period of executive grade and maximum age Limit of the posts advertised for is as below:

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Table-II						
Sl. No	Post , Grade & Pay Scale	Below Grade Pay Scale (IDA Pattern) (In Rs)	Below Grade Pay Scale (CDA Pattern) for Central Govt / State Govt. (In Rs)	Comparable CTC (in Lakhs) for last 02 years	Minimum years of post-qualification in executive level experience of relevant area as on 11/07/2024	Upper age Limit as on 11/07/2024
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1	Chief Executive Officer (CEO)	Minimum two years' experience in the scale of Rs.120000-280000/-.	Minimum two years' experience in the scale of Rs. 144200-218200/- (L-14)	45	24	56 Years
2	Chief Finance officer(CFO)	Minimum two years' experience in the scale of Rs.120000-280000/-.	Minimum two years' experience in the scale of Rs. 144200-218200/- (L-14)	45	24	56 Years
3	Head Exploration, Technical & New Venture / Head BD & Commercial	Minimum two years' experience in the scale of: Rs.90000-240000/-	Minimum two years' experience in the scale of: Rs.78800-209200/- (L-12)	33	20	56 years
4	Company Secretary	Minimum two years' experience in the scale of: Rs.60000-180000/-	Minimum two years' experience in the scale of: Rs.53100-167800/- (L-09)	21	11	41 years

Note:

- Emoluments in terms of CTC, shall be compared with that of components viz; Basic pay, DA, Perks, Allowances and Performance related pay etc.
- Reputed/leading organization in relation to the present / current experience refers to listed companies (which would mean and include companies listed on NSE or group A&B of BSE) OR having annual turnover with more than 250 crores in any of the last three financial years would be preferred.
- Candidates working in Govt./PSUs applying for the above posts, must have experience as per above. In case of other candidates, wherever Scale of Pay is not comparable, their **CTC for last two years**, should not be less than the CTC mentioned above.
- The Candidates are required to provide/upload all supporting relevant details in respect of their declared CTC. In absence of sufficient proof of CTC, mere declaration of some figure in online application cannot be construed as CTC and liable for rejection. Thus, it is mandatory to attach his / her self-certified latest pay-slip along with application.
- Experience of candidates working on contract basis through an empaneled agency/contractor (i.e., those who have been deployed on contract basis by some other agency/ organization) will not be

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considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.

c. Tenure of engagement and place of posting:

The tenure of engagement will be for 4 (Four) years, which can be extended further based on the performance and requirement, but not later than 60 years of the age of the incumbent. **Location for the posts shall be Delhi.** However, person can be posted in the KABIL's establishments anywhere in India or abroad or any of the subsidiaries / joint ventures/business associates and is transferable as per the organizational requirement.

d. Compensation:

For Chief Executive Officer (CEO)

- i. Initial basic pay shall be Rs.160000/- with applicable Industrial DA and Perks (35% of basic pay).
- ii. Annual Increment: 3% of Basic Pay.
- iii. Applicable statutory provisions like PF, Gratuity shall also be applicable.
- iv. Telephone/mobile expenses of Rs.8000/- per month on self-declaration basis.
- v. Company provided car for official use.
- vi. Annual encashable leave of 30 days (EL).
- vii. Casual leave – 12 days
- viii. HRA – 27% of basic pay.
- ix. Health Insurance of Rs.10 lakh for self and dependent family, premium of which shall be reimbursed by the company.
- x. PRP shall be applicable as per the provisions of the company.

For Chief Finance officer (CFO)

- i. Basic Initial basic pay shall be Rs.150000/- with applicable Industrial DA and Perks (35% of basic pay).
- ii. Annual Increment: 3% of Basic Pay.
- iii. Applicable statutory provisions like PF, Gratuity shall also be applicable.
- iv. Telephone/mobile expenses of Rs.6000/- per month on self-declaration basis.
- v. Company provided car for official use.
- vi. Annual encashable leave of 30 days (EL).
- vii. Casual leave – 12 days
- viii. HRA-27% of basic pay.
- ix. Health Insurance of Rs.10 lakh for self and dependent family, premium of which shall be reimbursed by the company.
- x. PRP shall be applicable as per the provisions of the company.

For Head Exploration, Technical & New Venture / Head BD & Commercial

- i. Basic Initial basic pay shall be Rs.100000/- with applicable Industrial DA and Perks (35% of basic pay).
- ii. Annual Increment: 3% of Basic Pay.
- iii. Applicable statutory provisions like PF, Gratuity shall also be applicable.
- iv. Telephone/mobile expenses of Rs.4000/- per month on self-declaration basis.

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- v. Petrol charges of Rs.3000/- per month on self-declaration basis.
- vi. Annual encashable leave of 30 days (EL).
- vii. Casual leave – 12 days
- viii. HRA-27% of basic pay.
- ix. Health Insurance of Rs.10 lakh for self and dependent family, premium of which shall be reimbursed by the company.
- x. PRP shall be applicable as per the provisions of the company.

For Company Secretary

- i. Basic Initial basic pay shall be Rs.70000/- with applicable Industrial DA and Perks (35% of basic pay).
- ii. Annual Increment: 3% of Basic Pay.
- iii. Applicable statutory provisions like PF, Gratuity shall also be applicable.
- iv. Telephone/mobile expenses of Rs.2000/- per month on self-declaration basis.
- v. Petrol charges of Rs.2000/- per month on self-declaration basis.
- vi. Annual encashable leave of 30 days (EL).
- vii. Casual leave – 12 days
- viii. HRA-27% of basic pay.
- ix. Health Insurance of Rs.10 lakh for self and dependent family, premium of which shall be reimbursed by the company.
- x. PRP shall be applicable as per the provisions of the company.

e. GENERAL CONDITIONS:

i. Selection Process:

- a. Shortlisting will be done based on the information/ declaration submitted by the candidate at the time of submission of application. In case any false declaration is found during the verification of documents / experience at the time of Personal Interview, candidate will not be allowed to appear the interview and no TA will be paid.
- b. Shortlisting of the candidate will be done based on the criteria/experience mentioned at Table-1 and on the weightages assigned for % of marks obtained in essential qualification, minimum required experience, additional year(s) of experience, experience of the company having turnover of 250 Crores or more / experience of listed companies etc.. In addition to the same, experience from Mining, Metallurgical, Chemical, Power, Manufacturing / Production sectors will have additional weightage.
- c. The eligible candidates will be called post wise, category wise in the ratio of 1:10 to appear in the selection process. In case, two or more candidates have secured same marks in same post and category which eventually would result in the increase of 1:10 ratio, then all such candidates will be called for interview irrespective of the above mentioned ratio.
- d. The assessment will be made through Personal Interview (PI).
- e. Based on the performance in personal interview, organizational requirement, vacancies to be operated, the candidates will be selected.

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- f. **Mere meeting the advertised specification does not entitle a candidate to be considered for selection process.** The management reserves the right to raise the minimum eligibility standards/criteria by taking into account the standard of qualification and/or experience to restrict the number of candidates for assessment.

ii. **Medical Fitness:**

- The final placement of the candidate in the Company will be subject to the selected candidates being found medically fit by the Company's Medical Officer/Board for the post(s) for which they have been selected. Where there is no Company's Medical Officer, medical examination will be conducted by an approved Government Hospital/Medical Board. The decision of Medical Board/Officer of the Company will be final and binding.

f. **Application Fee:**

- There is no application Fee.

g. **How to Apply:**

- Only Indian Nationals are eligible to apply.
- The candidates need to apply online by clicking the link https://mudira.nalcoindia.co.in/rec_portal_kabil/default.aspx, available in the career section of websites of KABIL (www.kabilindia.in) / NALCO (www.nalcoindia.com) / HCL (www.hindustancopper.com) / MECL (www.mecl.co.in). Candidates are advised to read the instructions carefully and fill-in the online application form giving accurate information. Applications received through any other mode will not be accepted and will summarily rejected.
- While applying online, candidate needs to upload the self-attested scanned copy of his/her recent passport size colour photograph, signature, qualification proofs, proof related to experience, recent salary slip and document related to the existing employers or copy of his/her annual IT return. The candidates must ensure that all relevant documents are duly uploaded as per requirements.
- Due to non-submission of correct / valid and legible complete documents, application submitted would be rejected summarily.
- Applicant are advised to keep a copy of online submitted application (hard copies) along with submitted documents for future reference. **There is no need to send hard copy of the application/documents by post.**
- KABIL will not be responsible for, candidates not being able to submit their online application within the last date on account of system error or for any other reasons.
- A candidate shall be considered for one post only. However, candidates applying for more than one post will attract cancellation of the candidature.

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h. Instructions to the Candidates:

- No request with respect to change in any data entered by the candidate will be entertained once the online application is submitted successfully.
- The applicants are advised to fill in all their particulars in the online recruitment application carefully as submission of wrong information will lead to rejection through computer based shortlisting.
- **No enquiry asking for advice on eligibility criteria will be entertained.**
- All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable).
- Wherever CGPA/OGPA or letter grade in a Degree/Diploma is awarded, equivalent marks must be indicated in the application as per norms adopted by concerned University/Institutes. Candidate shall be required to attach documentary proof/certificate to this effect from the Institute/University while applying online.
- The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application or meeting the advertised specification does not entitle the candidates' eligibility for the post. In case it is detected at any stage of recruitment/ selection/even after appointment that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature/appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void ab initio.
- The e-mail id mentioned in the application form must remain valid for one year. All future communication with the candidates will take place through e-mail only. KABIL will not be responsible for any loss/non-delivery of e-mail/any other communication sent, due to invalid/wrong id or due to any other reason.
- Candidates working in PSUs/Govt. should generally apply through proper channel or produce 'No Objection Certificate' at the time of interview. However, in case of failing in this regard, the candidate would only be allowed to join, if selected, after formal release order from his present organization.
- In case the candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the on-line application form.
- All computations of age/experience requirement /qualification shall be done w.r.t. **11/07/2024**.
- Candidates will be reimbursed limited to 2nd AC Rail fare for Company Secretary position and Economic Class Air Fare, for all other positions, for to and fro journey for attending the selection process from their communication address mentioned in the application on production of



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tickets/proof of journey. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA.

- The Management reserves the right to fill up or not to fill up any of the above positions without assigning any reason whatsoever. KABIL also reserves the right to cancel/restrict/modify/alter the recruitment process and also reserves the right to increase/decrease the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.
- Canvassing by a candidate in any form shall disqualify his/her candidature.
- Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

i. Important Dates:

- a) Opening of online submission of application : 12/06/2024 (10:00 AM)**
- b) Last date of submission of online application: 11/07/2024 (05:00 PM)**

**For KABIL
General Manager (H&A)-R&P, NALCO**