

No. : 7/38/2025-PESB

भारत सरकार
Government of India
कार्मिक एवं प्रशिक्षण विभाग
Department of Personnel & Training
(लोक उद्यम चयन बोर्ड)
(Public Enterprises Selection Board)

ब्लॉक संख्या 14, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड
 Block No.14, C.G.O. Complex, Lodhi Road
 नई दिल्ली / New Delhi- 110003
 Dated : 27/10/2025

सी. पी. एस. ई. का नाम NAME OF THE CPSE	MOIL Limited
पद का नाम NAME OF THE POST	Director (Human Resources)
रिक्ति की तारीख DATE OF VACANCY	01.07.2026
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule A
पद का पैमाना SCALE OF THE POST	Rs. 180000 – 340000 (IDA)

I. COMPANY PROFILE

MOIL Limited is Schedule "A" Miniratna Category-I Company. It was originally incorporated as Manganese ore (India) Limited in the year 1962. MOIL is mainly engaged in production and sale of manganese ore and has mines located in Maharashtra and Madhya Pradesh States. It has ten mines, seven of which are underground. It is the largest manganese ore producer in India. It also operates Electrolytic Manganese Dioxide (EMD) plant of 1,500 MTPA capacity. EMD is mainly used for production of dry battery cells and in pharma sector. It also operates a Ferro Manganese Plant of 12000 MTPA capacity.

MOIL is listed on National Stock Exchange and Bombay Stock Exchange. The present shareholders in the company are Govt. of India (53.35%), Govt. of Maharashtra (5.96%) and Govt. of Madhya Pradesh (5.38%). The balance of 35.31% shares is held by the public. The company employed 5250 regular employees (Executives: 336, Non-executives: 4914) as on March 31, 2025.

MOIL being India's largest manganese ore producer, accounts for about 50% of India's production. It has around 108 million MT of reserves and resources of manganese ore and has plans to enhance its production from current level of ~1.76 million MT to 3.00 million MT by 2030 from its existing mines as well as by venturing into other States to meet the country's growing needs of manganese ore.

The authorized and paid-up capital of the Company is Rs. 300 crores and Rs. 203.48 crores respectively as on 31.03.2025.

II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Human Resources), is a member of Board of Directors and reports to Chairman-cum-Managing Director. He/ She is overall in-charge of coordinating and implementing personnel and

industrial relation policies, management functions, administrative control etc. in the Company.

III. ELIGIBILITY

1. AGE : On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.

2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and not in a contractual/ad-hoc capacity – in one of the followings:-

- (a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
 - (b) Central Government Group 'A' Officers including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc;
 - (c) State Public Sector Enterprise (SPSE) where the annual turnover is ***Rs.2,000 crore or more;**
 - (d) Private Sector in company where the annual turnover is ***Rs.2,000 crore or more.**
- Preference would be given to candidates from listed Companies.**

(* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

3. QUALIFICATION:

The applicant should be graduate with good academic record from a recognised University/ Institute.

Post Graduate Diploma or Degree in Personnel Management/ Human Resource Management or Masters in Business Administration (MBA)/ Post Graduate Diploma/ Programme in Management (PGDM/ PGPM) from a recognized University/ Institute is desirable.

4. EXPERIENCE:

The applicant should have at least five years of cumulative experience/ exposure during the last ten years in various aspects of HR/ Personnel Management/ Industrial Relations in an organisation of repute. The shortlisting shall also take into consideration the guidelines issued vide PESB letter No. 5/4/2021-PESB dated 05/08/2022.

5. PAY SCALE:

- (a) Central Public Sector Enterprises-
Eligible Scale of Pay

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20,500-26,500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01.01.2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised Post 01.01.1996
- (vii) Rs. 37400-67000 + GP 10000 (CDA) Post 01/01/2006
- (viii) Rs. 144200-218200 (Level 14) (CDA) Post 01/01/2016

The minimum length of service required in the eligible scale will be one year for internal candidates and two years for others, as on the date of vacancy.

(b)

(i) **Group 'A' officers of the Central Government including All India Services (AIS) and Autonomous Bodies etc.** should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay on substantive basis on the date of application.

(ii) **Applicants from Public Sector Bank/ Financial Institutions** should be holding at Board level or at least a post of the level immediately below the Board level for one year on the date of application.

(iii) **Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force on the date of application.

(c)

Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies etc., will be eligible for consideration only on immediate absorption basis.

IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS

Applicants should submit their applications on-line only as per the format.

1. The applicants should submit their applications through proper channel as follows:

(a) Group 'A' Central Government Officers, including All India Services and Armed Forces of the Union ; through Cadre Controlling authority.

(b) Officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc: through their Administrative Ministry/ Department of the Govt. of India.

(c) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;

(d) Officers Below Board level post in CPSE: through the concerned CPSE;

(e) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary

and Cadre Controlling Authority, if any, of the State Government;

(f) Below Board level in SPSE: through the concerned SPSE.

(g) Private Sector: directly to the PESB.

2. Applicants from Private Sector must submit the following documents along with the application form:

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (**please provide URL or attach/enclose copies**);

(b) Whether the company is listed or not; if yes, the documentary proof (**please provide URL or attach/enclose copies**);

(c) Evidence of working at Board level or at least a post of the level immediately below the Board level;

(d) Self-attested copies of documents in support of age and qualifications.

(e) Relevant Jobs handled in the past with details.

VI. UNDERTAKING BY THE APPLICANT

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. For candidates from Central Government including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/Financial Institutions/ Autonomous Bodies etc:

(a) The appointment is on immediate absorption basis.

(b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

2. For candidates from CPSE

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/ Private Sector

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

VII. THE APPLICANTS CAN EITHER

(a) fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesb.gov.in/> and thereafter **forward it online**, as specified in para V(1);

Or

(b) fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesb.gov.in/>, take a printout and send it offline, as specified in para V(1).

Total timeline for receipt of applications (complete in all respect) in PESB is 30 days from the date of uploading the Job Description on website of PESB. Last date for submission of applications by the applicants is by 03:00 PM on 17.11.2025. Last date for nodal officers to forward applications to PESB is by 05:00 PM on 26.11.2025 . No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications received after the stipulated date shall be REJECTED.

VIII. Board reserves the right to shortlist applicants for interview, keeping in view the extant guidelines issued from time to time.

IX. Applications are to be addressed to

Secretary,

Public Enterprises Selection Board, Public Enterprises Bhawan,
BlockNo. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.