

KABIL REQUIRES 'KABIL' (Competent) PROFESSIONALS.

Khanij Bidesh India Ltd. (KABIL) is a joint venture company of three Central Public Sector Enterprises under Ministry of Mines, Government of India 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, develop, mine, process, procure and sell strategic minerals outside India. The strategic and other minerals are intended to be supplied primarily to India to meet the domestic requirement due to its none or meager availability in the country and giving a big push to Make in India.

The Company is focusing on two prime critical and strategic mineral 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 on G2G basis for identification and brownfield acquisition of lithium in that country. Similarly the Company is also engaged with Argentina and some other Latin American Countries where these two minerals are abundantly available.

The Authorized capital of the Company 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.

Sl. No	Position	No. of posts
1	Chief Executive Officer (CEO)	01
2	Company Secretary –cum- Finance officer	01

CHIEF EXECUTIVE OFFICER (CEO)

A. Eligibility:

- Incumbent who have worked at the level of E-08 executive grade in CPSEs or one grade below Board level or equivalent in State PSU or any Private Sector Companies having net worth of minimum **Rs. 250 Crores** and drawing annual CTC of minimum **Rs.35 Lakhs**.
- The incumbent should be **less than 54 years as on the last date of receipt of applications as per advertisement.**

B. Qualification

Engineering graduate / Post-graduate in geo-science disciplines / chartered accountant / cost accountant / Graduate with full time MBA/PGDM from reputed institution.

C. Role and responsibility:

The post of CEO is a Board level position and he would be reporting to Chairman, KABIL and accountable to company's Board of Directors and Government. 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 objectives determined by the Board of Directors in the context of company's strategic plans, policies and budgets.

D. Experience

Incumbent should have minimum **23 years' 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. 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.

E. Tenure of engagement:

The tenure of engagement will be for 3 (Three) years, which can be extended further based on the performance and requirement, but not later than 60yrs of the age of the incumbent.

F. Consolidate pay & emoluments:

- i. Consolidated pay of Rs 2,00,000/ p.m (with annual increment of 3% for completed year of service)
- ii. Additional amount of 35% of consolidated pay as other emoluments like newspaper, washing allowance, telephone/mobile expenses, etc.
- iii. Company car for official/personal use.
- iv. Annual encashable leave of 30 days.
- v. Casual leave – 12 days
- vi. Medical reimbursement of Rs 5000/- per month.
- vii. Lease accommodation limiting to Rs. 25,000/- p.m

COMPANY SECRETARY –CUM- FINANCE OFFICER

A. Eligibility& Qualifications:

- i. Should have passed Company Secretary with additional qualification of CA / CMA / MBA in Finance.
- ii. Should not be more than 40 yrs of age.
- iii. Should have a minimum 4 years of post-qualification experience in any reputed organization.
- iv. Should have experience in handling different meetings, maintaining statutory books, including registers of members, directors, and secretaries, and shareholders with all their past and present shareholdings, organising 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.

Also, the candidate having additional exposure in sales 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 accounts, risk management, etc. is desirable. Work experience in ERP environment will be preferred.

B. Tenure of engagement:

The tenure of engagement will be for 3 (Three) years, which can be extended further based on the performance for another two years.

C. Consolidate pay & emoluments:

- i. Consolidated pay of Rs 1,00,000/ p.m (with annual increment of 3% for completed year of service)
- ii. Additional amount of 35% of consolidated pay as other emoluments like newspaper, washing allowance, telephone/mobile expenses, etc.
- iii. Annual encashable leave of 30 days.
- iv. Casual leave – 12 days
- v. Medical reimbursement of Rs 2,000/- per month.
- vi. Leased accommodation limiting to Rs. 12,500/- p.m

PROCEDURE TO APPLY:

1. Interested candidates may apply giving details of post applied for, Name, Date of birth, Qualification, Experience, Curriculum Vitae, address for communication, valid email id & mobile number. The application along with hard copies of all relevant certificates should reach **General Manager(H&A)-R&P , Recruitment Cell, HRD Department, National Aluminium Company Limited, NALCO Bhawan, P/1, Nayapalli, Bhubaneswar -751013 on or before 14.10.2022.**
2. Name of the post applied ...' for should be **superscripted** on the sealed envelope enclosing the hard copies of application along with relevant documents.
3. Applications should be only through post and in no case applications shall be received by hand.

SELECTION CRITERIA

1. The candidates shall be shortlisted candidates based on the profile, area of experience etc. shall be called for Personal Interview.
2. Based on their performance in the Personal Interview, the final selection shall be made.

GENERAL INSTRUCTIONS:

1. Only Indian nationals can apply.
2. All payments are subject to statutory deductions and applicable tax laws.
3. Canvassing for selection, in any form, will be a disqualification and ground for non-consideration.
4. All future correspondences shall be done through e-mail only.
5. Management is not responsible and obliged to accept any late applications due to any kind of postal delay.
6. Management reserves the right to alter the eligibility criteria, devise its own selection procedure and to cancel the advertisement and / or the selection process there under without assigning any reasons.

LAST DATE:

The last date of receipt of applications is **14.10.2022**, which is considered as cut-off date for calculation of age, experience etc.
