



**MISHRA DHATU NIGAM LIMITED**  
**(A Government of India Enterprise) (A Mini Ratna-I Company)**  
**Regd. Office: P.O. Kanchanbagh, Hyderabad – 500 058**

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MIDHANI, a Mini Ratna - I and an ISO 9001-2016 & AS 9100D, ISO 14001:2015, ISO 45001:2018 Company, is a high tech Metallurgical industry under the administrative control of Ministry of Defence, engaged in the manufacture of super alloys and special steels, titanium alloys in various mill forms and shapes for strategic sectors like Defence, Space, Atomic Energy and also for Commercial sectors. Company has around 770 employees and it requires outstanding Professionals in the following area:

Sl. No.	Post Name	Scale of Pay (Rs.) (IDA Pattern)	CTC Per annum (approx.) Rs. In Lakhs	No. of posts	Reservation	Upper age limit for UR as on the date of advt. (yrs)
1.	Assistant Manager (HR)	40,000-3%-1,40,000	9.1 – 32.1	3	UR-1, EWS-1, SC-1	30

- **CTC (Cost to company) includes Basic Pay, DA, HRA, Perks & allowances (as applicable).**
- **Performance Related Pay (as applicable), EPF, Gratuity and Superannuation benefits not included in CTC**
- **HRA is calculated @27% considering 'X-class' city. In case of posting in 'Y' or 'Z' class cities, HRA will be lesser.**

**1. Assistant Manager (HR):**

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

Experience: Minimum 2 years post qualification experience in relevant area. Knowledge of Telugu and/or Hindi essential. Degree of Law preferred.

**General Conditions:**

1. Only Indian nationals may apply.
2. Age, qualification & experience stipulated above should be as on **13.07.2022**
3. The upper age limit indicated above is for unreserved category. Age relaxation is applicable in accordance with the Government of India orders issued from time to time.
4. Management reserves the right to restrict / increase the number of posts & alter the eligibility criteria. Management reserves the right to devise its own selection criteria.
5. **Last date for submission of online applications will be 27.07.2022 and the cutoff date for all requisite parameters is 13.07.2022.**
6. 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.
7. MIDHANI reserves the right to cancel the advertisement and / or the selection process there under without assigning any reasons.

8. 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 posts and also to fill up future vacancies if any from the valid panel of selected candidates as per the rules of the company.
9. Appearance of the shortlisted candidates for written test/ interview is provisional and it does not entitle them any claim for the post.
10. Outstation candidates called for test / interview will be reimbursed to & fro train fare as applicable.
11. Corrigendum if any related to this advertisement shall be given only on our website [www.midhani-india.in](http://www.midhani-india.in).
12. Candidates from PSUs should have put in at least 2 years experience in immediate lower grade for all the posts.
13. Similarly, candidates from private organizations applying for all the posts should get a minimum annual CTC as on the date of the advertisement equivalent to the annual CTC calculated based on the minimum experience required for PSU applicants in the immediate lower post. The components of CTC include Basic Pay, DA, HRA, Perks & Allowances. Accordingly, candidates from private sector organizations applying for the below posts should possess a minimum CTC per annum as mentioned in the below table as on date of advertisement :

Applying for the post	Should possess a minimum CTC per annum in Lakhs
Assistant Manager	5.80

14. Selection process: Selection process will be preferably through interview. However, if the numbers of applicants are more, written test may also be conducted.
15. Medium of written test will be in English only.
16. Candidates seeking reservation as EWS/ OBC are required to upload the EWS/ OBC certificate regarding his/her "EWS/ OBC Non Creamy Layer Certificate" issued by the competent authority.
17. The shortlisted candidates, while attending for written test / interview, will have to mandatorily produce original EWS/ OBC Non Creamy Layer certificate for verification and it should be issued on or after **01.01.2022**.
18. Relevant documents pertaining to qualification (final degree certificate, post graduation certificate, proof of specialization/branch, consolidated mark sheets etc.) clearly establishing the specialization/branch are to be mandatorily uploaded by the candidates at the time of filling the application form along with other documents.
19. Before applying, the candidates should satisfy themselves regarding eligibility criteria desired for the post.
20. Necessary information regarding the Selection, Written Test / Interview etc. will be hosted on MIDHANI URL://www.midhani-india.in from time to time. Candidates are requested to visit the website from time to time.

21. Candidates shortlisted for selection process have to produce documents pertaining to ESI & PF (as per applicability) / Salary Account Bank Statement at the time of certificate verification process.
22. Selected candidates may be posted anywhere in India as per Company's requirement. MIDHANI Management reserves the right for the same. Therefore, candidates applying for the posts must be willing and prepared to work anywhere in India. The House Rent Allowance (HRA) shall also vary while affecting postings at various locations/cities based on the categorization of cities as per Company Rules and/or latest Government guidelines. Candidates should be willing and prepared for the same.
23. In case of any contradiction/anomaly/discrepancy in subject matter printed in respective English and Hindi Advertisements, the content printed in English advertisement will be considered as final and binding.

**How to apply:**

1. Interested and eligible candidates can visit the MIDHANI [URL:://www.midhani-india.in](http://www.midhani-india.in) -> careers -> E-Recruitment and then read carefully the eligibility criteria and the instructions to apply online.
2. Application should be submitted strictly "ONLINE" by logging on to MIDHANI website given above. The website will be kept open between **1000 Hrs. on 13.07.2022 till 1700 Hrs. on 27.07.2022** for this purpose.
3. Candidates are required to possess a valid e-mail ID and contact mobile phone number, which is to be entered in the application so that intimation regarding test / interview can be sent. MIDHANI will not be responsible for bouncing of e-mail sent to the candidates.
4. The candidates 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/ESM category are not required to pay the application fee.
5. Candidates have to upload all the relevant documents pertaining to date of birth proof (SSC certificate), qualification, percentage proofs, category, experience, pay scale (of last two years), CTC per annum through the link available in the application form. Experience certificates should invariably contain the details of service, work experience & time period. Applications without supporting documents and applications in which requisite eligibility criteria cannot be distinctly established will not be considered.
6. After successful submission of online application, the candidate can take printout 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 test/interview. Candidates without NOC will not be permitted for the test /interview.

**Advt.No: MDN/HR/E/2/22**

**General Manager (HR)**

**Date: 13.07.2022**

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