

Jammu & Kashmir Minerals Limited
(A J&K Government Undertaking)
Zum Zum Complex, Rambagh Srinagar

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Recruitment Notice No. 1 of 2014 dated 24.07.2014

Applications are invited from interested and eligible persons who are the permanent residents of Jammu & Kashmir for filling up of the following positions in this organization:-

S. No	Designation	No. of Posts	Requisite Qualification	Pay Band (in Rs)	Selection criteria
01.	Company Secretary	01	Member Institute of Company Secretaries of India (ICSI)	9300-34800 +GP-4600	I) ACA –80 Points II) Viva voce –20 points Note Item (I) on Pro Rata Basis
02.	Manager Mines (Non metalliferous)	01	Bachelors Degree in Mining Engineering with 1 st Class Competency in Non-Metalliferous Mining	15600-39100 +GP-6600	i) Graduation –60 points Competency –20 points ii) Viva voce –20 points Note Item (I) on Pro Rata Basis
03.	Manager Mines (Metalliferous)	01	Degree or Diploma in Mining Engineering with 2 nd Class Competency in Metalliferous Mining	9300-34800 +GP-4600	i) Graduation –60 points Competency –20 points ii) Viva voce –20 points Note Item (I) on Pro Rata Basis
04.	Mines Mate	02	Mine Mate Certificate issued by DGMS (Govt. of India)	9300-34800 +GP-2800	i) Mine Mate Certificate – 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
05.	Administrative Officer	01	Degree in Industrial Administration / Business Administration	9300-34800 +GP-4200	i) Degree – 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
06.	Asstt. Admn. Officer	02	Degree in Commerce / Science / Arts	9300-34800 +GP-2800	i) Degree – 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
07.	Sectional officer	02	Degree in Science / Arts / Commerce	9300-34800 +GP-2800	i) Graduation – 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
08.	Drivers / Operators	03	Driving Licence HMV (Hill) Experience in operation of Excavators / Backhoe Loaders preferable	5200-20200 +GP-2400	i) Valid Licence– 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
09.	Watch and ward (chowkidar / orderlies)	08	Minimum Matric and Maximum 10+2	4400-7440 +GP-1400	i) Matric – 60 Points ii) 10+2 – 20 points iii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
10.	Accounts officer	01	Chartered Accountant (CA) or ICWA or M. Com	9300-34800 +GP-4200	i) Qualification– 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
11.	Cost accountant	05	Degree in commerce or ICWAI (Inter)	9300-34800 GP-2800	i) Degree – 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
12.	Accountants	03	Degree in Commerce / Arts / Science	9300-34800 +GP-2800	i) Degree – 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
13.	Head cashier	02	Degree in Commerce / Arts / Science	9300-34800 +GP-2800	i) Degree – 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
14.	Fitters	05	ITI pass certificate in trade issued by recognized Industrial Training institution.	5200-20200 +GP-2400	i) ITI Certificate– 80 Points ii) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis
15.	Electricians	05	ITI pass certificate in trade issued by recognized Industrial Training institution.	5200-20200 +GP-2400	iii) ITI Certificate– 80 Points i) Viva Voce – 20 Points Note Item (I) on Pro Rata Basis

GENERAL INFORMATION:-

1. The in service candidates employed with the Corporation and other govt. departments / PSUs / autonomous bodies are requested to route the application through proper channel so as to reach us within due date.
2. The company reserves the right to call only those candidates, who according to its decision, rank high in terms of eligibility criteria among the applications received and mere eligibility will not entitle any candidate for being called for interview or selection.
3. The company also reserves the right to cancel / terminate any candidature at any point of time during the recruitment process, if any wrong declaration, misrepresentation or concealment is detected.
4. Incomplete applications and applications received after due date are liable to be rejected summarily.
5. Request for change of mailing Address / Category as declared in the application, will not be entertained.
6. Appointment of selected candidates is subject to his / her being declared medically fit as per the requirement of the company.
7. In case of any dispute arises on account of interpretation in version other than English, the English versions shall prevail.
8. The age relaxation of SC / ST/OBC or any other certificate (if applicable) shall be regulated in accordance with the approved guidelines subject to production of required certificate duly self attested.
9. The cutoff date for age shall be 31.07.2014.
10. Canvassing in any form will be treated as ground for disqualification.
11. Court jurisdiction shall be at Srinagar in case of any dispute.
12. When the number of is large and it is not possible / convenient to call all the candidates for interview, the short-listing of candidates shall be done by the Corporation on the basis of weightage to be given to the marks obtained by the candidates in the minimum / requisite qualification prescribed for the post and cut-off merit fixed for each position.
13. No TA / DA will be given to the candidates for appearing in the interview.

HOW TO APPLY:-

Candidates meeting the job specification should submit their application (bio-data), duly typed on A-4 Size paper as per the prescribed format given in Annexure – “A” alongwith following documents:-

1. Self Attested copies of Qualification.
2. Proof of Experience (if any).
3. Caste Certificate (if applicable).
4. Domicile / Bonafide Certificate.
5. Two (2) copies of recent passport size Photograph. (One passport size Photograph should be affixed on the space provided on application / Bio-data should be duly attested by Gazetted Officer.
6. The envelop should be superscribed with “Name of the Post applied for _____ “ and Advt. No: _____ dated _____ and delivered to the address of Managing Director J&K Minerals Limited, Zum Zum Complex, Rambagh, Srinagar by or before 14.08.2014. Applications are to be sent through ordinary post only. JKML shall not be responsible for any postal delay.

DECLARATION

I hereby declare that all statements in the application are true, complete and correct to the best of my knowledge and belief. In the event of information being found false or incorrect, my candidature / appointment may be considered terminated without any notice. I also declare that I am citizen of India by Birth / domicile.

Place: _____

Date: _____

Signature of Candidate: _____

Sl.	Checklist for filling up the Application Format	Use Tick (<input type="checkbox"/>) Mark
1.	Two (2) copies of recent Passport Size photograph, one duly affixed on application and attested by Gazetted Officer enclosed	
2.	Attested copied of Education Qualification enclosed.	
3.	Experience certificate (if any) enclosed	
4.	Caste certificate (in case of SC / ST / OBC) enclosed	
5.	PWD Certificate (If applicable) enclosed	
6.	Domicile / Bonafide certificate enclosed.	