



OIL PALM INDIA LIMITED

(A joint venture of the Govt. of Kerala and the Govt. of India)

Regd. Office: XIV / 130, Kodimatha, Kottayam, Kerala – 686013.

Phone: 0481 - 2566882, 2567103, 2567104, Fax: 0481-2561442, www.oilpalmindia.com

Recruitment Advertisement No: OP/PD/2023/06

Dated: 05.07.2023

Oil Palm India Limited (OPIL), a joint venture of the Govt. of Kerala and Govt. of India, invites application from Indian Citizens fulfilling the eligibility requirements, for filling up the post of **Manager (Personnel) on Contract Basis**.

I. Name of the Post & Location

Manager (Personnel) on Contract Basis

Head Office - Kottayam

II. Qualification & Experience

- 1) MSW/MHRM/MA/MBA with specialization in Personnel Management or equivalent recognized by Government of Kerala.
- 2) Degree in Law will be a preferential qualification.
- 3) Knowledge to read and write Malayalam.
- 4) Minimum five years experience in managerial position in Personnel Management from Central or State Government or Public Sector Undertaking or registered under Private Sector undertaking which is employing not less than 500 employees.

III. Age

Completed 18 Years & below 40 Years of age as on 01.01.2023.

IV. Pay & Allowances applicable

Consolidated Pay of **Rs.57800/-**

Other statutory benefits shall be applicable.

V. Other Terms and Conditions

1. Age will be relaxed to candidates belonging to SC/ST/OBC etc, where ever applicable, as per Government directives. Applicants claiming the reservation should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Thahsildar, failing which their candidature shall not be eligible for any concessions/relaxations applicable to the category.
2. The minimum qualification stipulated for the posts must be from a University/Institute/ Examination Board recognized by AICTE/ appropriate statutory authority/State/Central Government. Copy of mark list with respective institute shall be enclosed with application.
3. Only post qualification experience will be considered and should have relevant experience as on **05.07.2023**.
4. Experience Certificates obtained from Companies registered under the Kerala Co-operative Societies Act 1969, The Societies Registration Act 1860, The Travancore Cochin Literary Scientific Charitable Societies Registration Act 1955, The Companies Act 1956 or any Institution or Firm or Company which has a legal entity under any law in India or abroad for the time being in force or SSI Units



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registered with the Industrial Development Commissioner or Industrial Institutions wherein Government have investments shall only be considered for short listing and for consideration for selection.

5. Applicants who are presently working in any company (Private / Public Sector / Govt.), in the absence of experience certificate, should submit copy of Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.
6. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates short-listed are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect or there has been suppression of facts and information, the candidate shall not be considered for selection and candidature/ appointment will be cancelled/rejected without further notice.
7. Eligible candidates may apply for the above post in the prescribed format which is available in company's website www.oilpalmindia.com along with biodata and self attested copies of certificates in respect of proving educational qualification, experience, caste, creamy layer, address etc to the undersigned so as to reach latest by **July 25, 2023** at the address given above the post, in envelopes superscripted with the post applied "Application for the post of Manager (Personnel) on Contract Basis".
8. Applications not accompanied by any of the above documents / Photographs and other relevant certificates/documents will not be entertained and not submitted within the prescribed time limit will be summarily rejected.
9. Candidate shall submit e-mail id and mobile number which shall be valid for a period of one year. OPIL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification/experience/other notified eligibility requirements as indicated in their application and information / replies to such queries should be only through the e-mail smhrd@oilpalmindia.com. However, OPIL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.
10. Application shall not be sent by e-mail. Application received by e-mail will not be considered.
11. Appointment of selected candidates will be subject to verification of character and antecedents, and verification of caste certificates if applicable.
12. Selected candidates shall be willing to work in any location / units of the company as required.
13. Company reserves the right to shortlist/not shortlist applicants for test / interview etc or cancel the recruitment process as per its requirement. Mere submission of application, and Issue of call letter for the selection process shall not confer any



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right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.

14. Rank lists shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. The validity period of the rank list shall be upto 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy.
15. Candidates selected for the post of Manager (Personnel) on Contract Basis will not have any right for regularisation in the service of the company.
16. Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
17. Any amendment, modification or addition to this advertisement shall be published in the OPIL website only.
18. For any further clarification related to the advertisement and conduct of selection, please contact us at e-mail: smhrd@oilpalmindia.com.

sd/-

MANAGING DIRECTOR