



STEEL AUTHORITY OF INDIA LIMITED  
IISCO STEEL PLANT  
BURNPUR – 713325. Dist.-Paschim Bardhaman  
West Bengal

Advertisement No. : ISP/RECTT./DR/2022/1

Date: 16.12.2022

Steel Authority of India Limited (SAIL), a Maharatna CPSE, is a major Steel Maker of the Nation with an annual turnover of over Rs.1,00,000 Crore (FY 2021-22). IISCO Steel Plant (ISP) is the most modern unit of SAIL with present capacity of 2.5 MTPA of crude steel. ISP invites applications from young, energetic, result- oriented & promising talent for filling up the following posts in Executive & Non-executive grades for it's Plant at Burnpur, West Bengal:

### 1. Details of Posts :

#### Executives:

#### A. Assistant Manager (E-1) : 6 Nos. (In the pay scale of Rs. 50,000–3%–Rs. 1,60,000/-)

Name of the post & grade	No. of Posts	Reservation						
		UR	SC	ST	OBC	EWS	PwD	
							OH	HH
Asst. Manager (Boiler Operation Engineer) (E-1)	6	5	--	--	1	--	--	--

#### B. Manager (E-3) : 4 Nos. (In the pay scale of Rs. 80,000–3%–Rs. 2,20,000/-)

Name of the post & grade	No. of Posts	Reservation						
		UR	SC	ST	OBC	EWS	PwD	
							OH	HH
Manager (Mechanical) (E-3)	1	--	--	1*	--	--	--	--
Manager (Chemical) (E-3)	1	--	--	--	1*	--	--	--
Manager (Metallurgy) (E-3)	1	--	1*	--	--	--	--	--
Manager (Ceramic) (E-3)	1	--	--	--	1*	--	--	--

\*All posts are against backlog vacancies.

#### C. Medical Officer (E-1) : 5 Nos. (In the pay scale of Rs. 50,000–3%–Rs. 1,60,000/-)

Name of the post & grade	No. of Posts	Reservation						
		UR	SC	ST	OBC	EWS	PwD	
							OH	HH
Medical Officer (E-1)	5	--	2*	--	3*	--	--	---

\*All posts are against backlog vacancies.

**D. Consultant (E-3) : 10 Nos. (In the pay scale of Rs. 80,000 – 3% – Rs. 2,20,000/-)**

Discipline	No. of Posts	Reservation						
		UR	SC	ST	OBC	EWS	PwD	
							OH	HH
Critical Care Medicine (Intensivist)	1	--	3*	1*	6*	--	--	--
Orthopaedics	1							
Obstetrics & Gynaecology	2							
Ophthalmology	1							
Community Medicine	1							
Paediatrics	1							
General Medicine	1							
General Surgery	1							
Hospital Administration	1							

\*All posts are against backlog vacancies.

**Non-Executives:**

**A. Operator-cum-Technician (Trainee) (S-3\*\*) : 73 Nos.**

Discipline	No. of Posts	Reservation								Total
		UR	SC	ST	OBC	EWS	PwD		ESM	
							OH	HH		
Mechanical	20	27	19*	5*	19*	3	3#	11#	10	73
Metallurgy	14									
Electrical	20									
Instrumentation	5									
Chemical	5									
Civil	5									
Ceramic	4									

\*\* Grade after regularization

\* Includes backlog vacancies for 2 posts of SC, 2 Posts of ST and 3 Posts of OBC.

# Includes backlog vacancies for 1 OH and 10 HH

**B. Attendant-cum-Technician (Trainee) (S-1\*\*) : 40 Nos.**

Discipline	No. of Posts	Reservation								Total
		UR	SC	ST	OBC	EWS	PwD		ESM	
							OH	HH		
Fitter	13	6	11*	9*	14*	--	--	3#	6	40
Electrician	10									
Turner	5									
Welder	2									
Heavy vehicle Driver	10									

\*\* Grade after regularization

\* Includes backlog vacancies for 2 posts of SC, 7 Posts of ST and 5 Posts of OBC.

# Includes backlog vacancies for 2 HH.

**C. Operator-cum-Technician (Boiler Operation) (S-3) : 13 Nos. (In the pay scale of Rs. 26,600 – 3% – Rs. 38,920/-) / Attendant-cum-Technician (Boiler Operation) (S-1) : 7 Nos. (In the pay scale of Rs. 25,070 – 3% – Rs. 35,070/-)**

Name of the post & grade	No. of Posts	Reservation							
		UR	SC	ST	OBC	EWS	PwD		ESM
							OH	HH	
Operator-cum-Technician (Boiler Operation) (S-3)	13	2	7*	2*	2	--	1*	--	1
Attendant-cum-Technician (Boiler Operation) (S-1)	7	3	3#	--	1	--	1*	--	1

\* Includes backlog vacancies for 4 posts of SC, 1 Posts of ST and 1 post for PwD.

# Includes backlog vacancies for 1 posts of SC.

## **2. Reservations :**

1. The reservation of posts for SC/ST/OBC (non-creamy layer)/EWS/Persons with Disabilities (PwD)/ Ex-Servicemen (ESM) category shall be as per Presidential Directives/Govt. Guidelines.
2. Candidates belonging to reserved categories may also apply against the unreserved posts, provided they fulfil the eligibility criteria for unreserved category.
3. The SC/ST candidates will be required to produce Caste Certificate in the prescribed format issued by the Competent Authority at the time of Skill Test/Trade Test/Interview.
4. The OBC (non-creamy layer) and EWS Candidates are required to submit the requisite certificate OBC (non-creamy layer)-caste certificate and EWS-Income and Assets Certificate respectively in the prescribed format issued by the competent authority on or after 01/04/2022 and a self-declaration at the time of Skill Test/Trade Test/Interview. OBC candidates belonging to 'Creamy layer' are not entitled to OBC concession and such candidates have to indicate their category as Unreserved.
5. Reservation for Persons with Disabilities (PwD) and Ex-Servicemen (ESM) shall be on horizontal basis and in line with the guidelines on the subject.
6. PwDs belonging to categories of disability mentioned against each post/discipline above and having disability of 40% or more shall only be considered. PwD candidate will be required to submit Disability Certificate issued by the Competent Authority in the prescribed format.
7. If the SC/ST/OBC (non-creamy layer)/EWS/PwD certificate has been issued in a language other than English/Hindi, the candidates will be required to produce a self-certified translated copy of the same either in English or Hindi.
8. Category once entered in the online application form, will not be allowed to be changed and no benefit of other category will be admissible later on.

### 3. Eligibility Criteria:

#### A. For Executive Posts:

S. No	Name of the Post & Grade	No. of Post(s)	Upper Age Limit ( as on 10.01.2023 )	Essential Minimum Qualification & Experience (if applicable)
1	Assistant Manager (BOE) (E-1)	6	30 years	<ol style="list-style-type: none"><li>1. B.E./B.Tech.(Full time) in Mechanical/Electrical/Chemical/Power Plant/ Production/ Instrumentation Engg. from Govt. recognised University/Institution with minimum 65% marks. (55% for SC/ST/PwD candidates)</li><li>2. Boiler Operation Engineer certificate issued by Central/State Boiler Board</li></ol>
2	Manager (Mechanical) (E-3)	1	35 years	<ol style="list-style-type: none"><li>1. B.E./B.Tech.(Full time) in Mechanical Engineering discipline from Govt. recognised University/ Institution with minimum 60% marks (50% for SC/ST/PwD)</li><li>2. Post qualification experience of at least 07 years in Executive cadre (after B.E./B.Tech.) in mechanical maintenance of Medium/Heavy Structural Mill in an Integrated Steel Plant/Manufacturing Industry</li></ol>
3	Manager (Chemical) (E-3)	1	35 years	<ol style="list-style-type: none"><li>1. B.E./B.Tech.(Full time) in Chemical Engineering discipline from Govt. recognised University/Institution with minimum 60% marks (50% for SC/ST/PwD)</li><li>2. Post qualification experience of at least 07 years in Executive cadre (after B.E./B.Tech.) in operation of coal chemical unit in coke making facility in an Integrated Steel Plant/Process Industry/Manufacturing Industry</li></ol>
4	Manager (Metallurgy) (E-3)	1	35 years	<ol style="list-style-type: none"><li>1. B.E./B.Tech.(Full time) in Metallurgy Engineering discipline from Govt. recognised University/Institution with minimum 60% marks (50% for SC/ST/PwD)</li><li>2. Post qualification experience of at least 07 years in Executive cadre (after B.E./B.Tech.) in operation of Secondary Refining Unit in an Integrated Steel Plant</li></ol>
5	Manager (Ceramic) (E-3)	1	35 years	<ol style="list-style-type: none"><li>1. B.E./B.Tech.(Full time) in Ceramic Engineering discipline from Govt. recognised University/Institution with minimum 60% marks (50% for SC/ST/PwD)</li><li>2. Post qualification experience of at least 07 years in Executive cadre (after B.E./B.Tech.) in Refractory section in an Integrated Steel Plant/Process Industry/Manufacturing Industry</li></ol>
6	Medical Officer (E-1)	5	34 years	<ol style="list-style-type: none"><li>1. MBBS from a University/Institute recognised by Medical Council of India/ National Medical Commission</li><li>2. Minimum 01 years post qualification experience (after Internship) in a Govt. recognised Medical College/Hospital/Institution</li></ol>

<b>7</b>	Consultant-Critical Care Medicine (Intensivist) (E-3)	1	41 years	<ol style="list-style-type: none"> <li>1. PG Degree/DNB in General Medicine/Anaesthesia/Respiratory Medicine from a University/Institute recognised by Medical Council of India/National Board of Examination/National Medical Commission</li> <li>2. Minimum 03 years post qualification experience in relevant discipline after PG degree/DNB</li> </ol>
<b>8</b>	Consultant-Orthopaedics (E-3)	1		<ol style="list-style-type: none"> <li>1. PG Degree/DNB in Orthopaedics from a University/Institute recognised by Medical Council of India/National Board of Examination/National Medical Commission</li> <li>2. Minimum 03 years post qualification experience in relevant discipline after PG degree/DNB</li> </ol>
<b>9</b>	Consultant-Obstetrics & Gynaecology (E-3)	2		<ol style="list-style-type: none"> <li>1. PG Degree/DNB in Obstetrics &amp; Gynaecology from a University/Institute recognised by Medical Council of India/National Board of Examination/National Medical Commission</li> <li>2. Minimum 03 years post qualification experience in relevant discipline after PG degree/DNB</li> </ol>
<b>10</b>	Consultant-Ophthalmology (E-3)	1		<ol style="list-style-type: none"> <li>1. PG Degree/DNB in Ophthalmology from a University/Institute recognised by Medical Council of India/National Board of Examination/National Medical Commission</li> <li>2. Minimum 03 years post qualification experience in relevant discipline after PG degree/DNB</li> </ol>
<b>11</b>	Consultant-Community Medicine (E-3)	1		<ol style="list-style-type: none"> <li>1. PG Degree/DNB in Community medicine from a University/Institute recognised by Medical Council of India/National Board of Examination/National Medical Commission</li> <li>2. Minimum 03 years post qualification experience in relevant discipline after PG degree/DNB</li> </ol>
<b>12</b>	Consultant-Paediatrics (E-3)	1		<ol style="list-style-type: none"> <li>1. PG Degree/DNB in Paediatrics from a University/Institute recognised by Medical Council of India/National Board of Examination/National Medical Commission</li> <li>2. Minimum 03 years post qualification experience in relevant discipline after PG degree/DNB</li> </ol>
<b>13</b>	Consultant-General Medicine (E-3)	1		<ol style="list-style-type: none"> <li>1. PG Degree/DNB in General medicine/Internal medicine/Family medicine from a University/Institute recognised by Medical Council of India/National Board of Examination/ National Medical Commission</li> <li>2. Minimum 03 years post qualification experience in relevant discipline after PG degree/DNB</li> </ol>
<b>14</b>	Consultant-General Surgery (E-3)	1		<ol style="list-style-type: none"> <li>1. PG Degree/DNB in General Surgery from a University/Institute recognised by Medical Council of India/National Board of Examination/National Medical Commission</li> <li>2. Minimum 03 years post qualification experience in relevant discipline after PG degree/DNB</li> </ol>

15	Consultant-Hospital Administration (E-3)	1	41 years	<ol style="list-style-type: none"> <li>1. MBBS with PG degree in Hospital Administration from a University/Institute recognised by Government</li> <li>2. Minimum 03 years post qualification experience after PG degree in Hospital Administration</li> </ol>
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### B. Non-Executive Posts:

S. No	Name of the Post & Grade	No. of Post(s)	Upper Age Limit (as on 10.01.2023)	Essential Minimum Qualification & Experience (if applicable)
1.	Operator-cum-Technician (Trainee)-Mechanical (S-3)	20	28 years	Matriculation with 03 years (full time) Diploma in Mechanical Engineering from Govt. recognized Institute with minimum 50% marks (40% for SC/ST/PwD/Departmental candidates)
2.	Operator-cum-Technician (Trainee)-Metallurgy (S-3)	14	28 years	Matriculation with 03 years (full time) Diploma in Metallurgy Engineering from Govt. recognized Institute with minimum 50% marks (40% for SC/ST/PwD/Departmental candidates)
3.	Operator-cum-Technician (Trainee)-Electrical (S-3)	20	28 years	Matriculation with 03 years (full time) Diploma in Electrical Engineering from Govt. recognized Institute with minimum 50% marks (40% for SC/ST/PwD/Departmental candidates)
4.	Operator-cum-Technician (Trainee)-Instrumentation (S-3)	5	28 years	Matriculation with 03 years (full time) Diploma in Instrumentation Engineering from Govt. recognized Institute with minimum 50% marks (40% for SC/ST/PwD/Departmental candidates)
5.	Operator-cum-Technician (Trainee)-Chemical (S-3)	5	28 years	Matriculation with 03 years (full time) Diploma in Chemical Engineering from Govt. recognized Institute with minimum 50% marks (40% for SC/ST/PwD/Departmental candidates)
6.	Operator-cum-Technician (Trainee)-Civil (S-3)	5	28 years	Matriculation with 03 years (full time) Diploma in Civil Engineering from Govt. recognized Institute with minimum 50% marks (40% for SC/ST/PwD/Departmental candidates)
7.	Operator-cum-Technician (Trainee)-Ceramic (S-3)	4	28 years	Matriculation with 03 years (full time) Diploma in Ceramic Engineering from Govt. recognized Institute with minimum 50% marks (40% for SC/ST/PwD/Departmental candidates)
8.	Operator-cum-Technician ( Boiler Operation ) (S-3)	13	30 years	<ol style="list-style-type: none"> <li>1. Matriculation with 03 years (full time) diploma in Mechanical/ Electrical/Chemical/Power Plant/Production/ Instrumentation Engineering discipline from Govt. recognized institute with minimum 50% marks (40% for SC/ST/PwD/ Departmental candidates)</li> <li>2. First class Boiler Attendant certificate of Competency</li> </ol>
9.	Attendant-cum-Technician(Trainee)-Electrician (S-1)	10	28 years	Matriculation with full time ITI/NCVT in Electrician trade from Govt. recognized Institute
10.	Attendant-cum-Technician(Trainee)-Fitter (S-1)	13	28 years	Matriculation with full time ITI/NCVT in Fitter trade from Govt. recognized Institute
11.	Attendant-cum-Technician(Trainee)-Turner (S-1)	5	28 years	Matriculation with full time ITI/NCVT in Turner trade from Govt. recognized Institute
12.	Attendant-cum-Technician(Trainee)-Welder (S-1)	2	28 years	Matriculation with full time ITI/NCVT in Welder trade from Govt. recognized Institute

13.	Attendant-cum-Technician (Boiler Operation ) (S-1)	7	28 years	<ol style="list-style-type: none"> <li>1. Matriculation with full time ITI in the relevant trades from Govt. recognised institute</li> <li>2. Second Class Boiler Attendant Certificate of Competency</li> </ol>
14	Attendant-cum-Technician(Trainee)-Heavy vehicle Driver(HVD) (S-1)	10	28 years	<ol style="list-style-type: none"> <li>1. Matriculation with valid Heavy Motor Vehicle Driving Licence</li> <li>2. Minimum 01 year post qualification experience (after Matriculation) in operation of Haulpack Dumper/Hydraulic Mobile Crane/ Bulldozer/ Chain Mounted Loader/ Wheel Loader/Hydraulic Excavator/ Hydraulic Shovel</li> </ol>

### **C. Guidelines:**

- Candidates who have not acquired the prescribed qualification, experience etc, as mentioned above, on or before the closing date for submitting application i.e. 10.01.2023 need not apply.
- The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all subjects in all semesters/years by aggregate maximum marks multiplied by 100.
- Wherever the University/Institution prescribe CGPA score instead of percentage, the CGPA score will be converted into equivalent percentage as per norms of the University/Institution to determine the eligibility. The candidate will have to produce a copy of these conversion norms with respect to his/her university/Institution at the time of Interview/Skill test/Trade test (as applicable). If no norms are specified by the University/Institution, the CGPA score will be converted into percentage on proportionate basis, e.g. the CGPA of 8.3 out of 10 will be treated as 83%.
- In case of qualification acquired from foreign University/Institution, the same may be treated at par with qualification offered by Indian University/Institution provided the candidate is able to produce equivalence certificate for such qualification from the Competent Authority.
- Candidate applying from other PSUs/Govt. for E-3 grade positions (other than Medical discipline) should have completed minimum 02 years in the next below grade/Pay-scale.

### **4. AGE RELAXATION:**

- The maximum age is relaxable by 5 years for posts reserved for SC/ST candidates and by 3 years for posts reserved for OBC (Non-creamy Layer) candidates.
- In case of Persons with Disability, maximum age is relaxable by 10 years for General, 15 years for SC/ST and 13 years for OBC (non-creamy layer) candidates.
- Ex-Servicemen(ESM), who have put in not less than 6 months continuous service in armed forces, will be allowed age relaxation to the extent of military service plus three years against respective reserved/unreserved post as per Government guidelines.
- Departmental candidates (employees of SAIL) will be given relaxation of 10 years over and above the corresponding upper age limit corresponding to their respective category, subject to a maximum upper age limit of 45 years.

## 5. Emoluments and other benefits:

### A. Executive posts:

Name of the Post	Grade	Scale of Pay
Asst. Manager(BOE)	E-1	Rs.50,000–3%–1,60,000/-
Medical Officer	E-1	On successful completion of one year probation, they shall be placed in E-1 grade in the Scale of Pay Rs.60,000–3%–1,80,000/-
Consultant	E-3	Rs.80,000–3%–2,20,000/-
Manager	E-3	Rs.80,000–3%–2,20,000/-

In addition to Basic Pay and Industrial Dearness Allowance, employees are also entitled to get Perquisites under cafeteria approach, Non-Practicing Allowance (@16% to 20% of Basic Pay) as applicable for company's doctor, Contributory Provident Fund, Gratuity as per Payment of Gratuity Act, 1972, Medical Treatment for self and entitled dependents etc., as per rules of the Company. In addition, House Rent Allowance will also be paid if company accommodation is not available.

### B. Non-Executive posts:

(i)

Name of the Post	Grade	Scale of Pay
Operator-cum-Technician (Boiler Operation)	S-3	Rs.26600-3%-38920/-
Attendant-cum-Technician(Boiler Operation)	S-1	Rs.25070-3%-35070/-

Candidates selected for the above posts shall be placed at the minimum basic pay of the pay-scale of S-3/S-1 grade respectively. The emoluments will include Basic Pay, Industrial Dearness Allowance, Perquisites and other allowances, Contributory Provident Fund, Gratuity as per Payment of Gratuity Act, 1972, Medical Treatment for self and entitled dependents etc. as per rules of the Company. In addition, House Rent Allowance will be paid if company accommodation is not available.

(ii)

Name of the Post	Consolidated pay during training (Rs./Month)	
	1 <sup>st</sup> year	2 <sup>nd</sup> Year
Operator-cum-Technician (Trainee)	16100	18300
Attendant-cum-Technician (Trainee)	12900	15000

- During the training period, the selected candidates will be paid consolidated pay as mentioned against each post. On successful completion of 2 years' training, they shall be considered for regular placement in S-3/S-1 grade respectively.
- During the period of 2 years' training, trainees will also get Medical facility for self, spouse and dependent children only and Company accommodation as per availability. Leave, etc. will be as per the Rules of the company.
- On their regularization in S-3/S-1 grade, the emoluments will include Basic Pay [in the scale of pay of Rs.26600-3%-38920/- (S-3) and Rs.25070-3%-35070/- (S-1) , Industrial Dearness Allowance, Perquisites and other allowances, Contributory Provident Fund, Gratuity as per Payment of Gratuity Act,1972, Medical Treatment for self and entitled dependents etc. as per rules of the Company. In addition, House Rent Allowance will be paid if company accommodation is not available.

## 6. Mode of Selection:

- For the post of Manager (Mechanical/Chemical/Metallurgy/Ceramic) (E-3), Asst. Manager (BOE) (E-1), Medical Officer (E-1), Operator-cum-Technician (Boiler Operator) (S-3), Operator-cum-Technician (Trainee) (S-3), Attendant-cum-Technician (Boiler Operator) (S-1) and Attendant-cum-Technician (Trainee) (S-1) candidates will be required to appear for Computer Based Test (CBT). However, candidates may be required



to appear for Interview/Skill Test/Trade Test directly (without CBT) depending on the number of applications received for the post(s) as per the policy of the Company. Based on the marks obtained in CBT, candidates will be shortlisted post-wise/category-wise for Interview/Skill Test/Trade Test (as applicable) in the ratio of 1:3, i.e. for one post three candidates will be called. If the cut-off marks, so arrived at, are obtained by more than one candidate – all of them will be called for Interview/Skill Test/Trade Test (as applicable). The same shall be intimated to the eligible candidates through Call Letter, Email/SMS and SAIL website.

2. For the post of Consultant (E-3), selection will done through Personal Interview. The same shall be intimated to the eligible candidate through Call Letter, Email/SMS and SAIL website.
3. For the posts of Operator-cum-Technician (Boiler Operator) (S-3), Operator-cum-Technician (Trainee) (S-3), Attendant-cum-Technician (Boiler Operator) (S-1) and Attendant-cum-Technician (Trainee) (S-1) the Trade Test/Skill Test will be of qualifying nature.
4. For final selection, merit list will be drawn by combining the scores of Computer Based Test (CBT) and Interview (wherever applicable) with the weightage of 80:20 in that order or as per the merit list of Interview (as the case may be).
5. The minimum qualifying marks in the CBT for unreserved/EWS posts will be determined based on 50 percentile score. For SC/ST/OBC (non-creamy layer)/PwD posts, the minimum qualifying marks will be 40 percentile score. The qualifying marks will be calculated separately for each post/discipline.
6. CBT/Written Test/Personal Interview/Skill Test/Trade Test will be held at the centres spread across the country as may be decided by the management.

## **7. Physical Standards:**

**Post: Manager (E-3)/Asst. Manager(BOE) (E-1)/Operator-cum-Technician (Trainee) (S-3)/Attendant-cum-Technician (Trainee) (S-1)/ Operator-cum-Technician (Boiler Operator) (S-3)/Attendant-cum-Technician (Boiler Operator) (S-1)**

Parameter	Required Standard	
	Male	Female
Height (minimum)	155 cm	143 cm
Weight (minimum)	45 kg	35 kg

**Post: Consultant (E-3)/Medical Officer (E-1)**

Parameter	Required Standard	
	Male	Female
Height (minimum)	150 cm	143 cm
Weight (minimum)	45 kg	35 kg

The medical standards indicated above are minimum pre-requisites. Before applying, candidates must ensure that they possess the above mentioned physical standards. However, selection of candidates will be subject to being found medically fit for the respective posts by the Medical Officer of the Company as per prescribed rules of the company.

## 8. Fees:

S.No.	Name of the Post	Application & Processing fees for UR/OBC/EWS candidates (Rs.)	Processing fee for SC/ST/PwD/ESM/ Departmental Candidates (Rs.)
1	Manager(Mechanical/Metallurgy/ Chemical/Ceramic)	700/-	200/-
2	Consultant	700/-	200/-
3	Medical Officer	700/-	200/-
4	Assistant Manager(BOE)	700/-	200/-
5	Operator-cum-Technician (Trainee)	500/-	150/-
6	Operator-cum-Technician (Boiler Operator)	500/-	150/-
7	Attendant-cum-Technician (Trainee)	300/-	100/-
8	Attendant-cum-Technician (Boiler Operator)	300/-	100/-

- Candidates will have to bear bank charges if any, in addition to the applicable Application/Processing Fee.
- The candidates shall have to apply online and at the time of submission of online application, the candidates will be required to pay Application/Processing Fee (as the case may be) through online mode. Fee shall not be collected by any other mode.
- Fee once paid shall not be refunded under any circumstances.

## 9. How to Apply:

Eligible and interested candidates would be required to apply online through SAIL's website: [www.sail.co.in](http://www.sail.co.in) (Careers). **No other means/mode of application will be accepted.** Candidates may click at the link of the post they are applying for and submit information online in the appropriate fields.

Before registering their application on the website, the candidates should note and ensure the following:

- Candidates are advised to read the instructions carefully before online submission of application, which will be available in the website itself.
- Candidates applying for the post should ensure that they fulfil all the eligibility criteria as per the advertisement. Their admission at all stages will be purely provisional, subject to their satisfying the prescribed eligibility criteria, which will be verified at the time of Interview/Skill Test/Trade Test, Pre Employment Medical Examination & Joining. However, if on verification at any stage of the selection process, it is found that they do not fulfil any of the eligibility criteria or are unable to produce valid documentary proof in support of the eligibility criteria, their candidature for the post will be cancelled forthwith.
- Candidate should have valid personal e-mail ID & working Mobile Number, which should remain valid & active till completion of the entire selection process.
- Candidates should ensure that they have recent passport size recognizable colour photograph in .jpg or .jpeg file only of size upto 50 kb (taken against a white background and candidate must ensure that they are not wearing sun goggles, dark glasses etc.) as well as photograph of signature in .jpg or .jpeg file only of size upto 20 kb (running signature and not individual alphabet OR CAPITAL LETTER OR initials) in digital format for uploading with the application form. Candidates should ensure that copies of the same are retained and should be affixed/used for the entire selection process whenever required. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- Candidates applying for the post of Manager, Consultant, Asst. Manager (Boiler Operation Engineer) and Medical Officer shall have to upload the scanned copies (pdf file) in support of their Date of Birth,

qualification, registration and experience as required [maximum size of each pdf file/attachment should not be more than 400 KB]:

Post & grade	Documents to be uploaded
Manager (E-3)	(i) Matriculation certificate (ii) Pass Certificate of B.E./B. Tech of relevant discipline. (iii) Experience certificate(s) (iv) Document(s) in support of experience of minimum two years in the next below grade/pay-scale, if applying from other PSUs/ Govt.
Consultant (E-3)	(i) Matriculation certificate (ii) Pass Certificates of MBBS and PG Degree/DNB (iii) Registration certificate of State/National Medical Council/Commission (iv) Experience certificate(s)
Asst. Manager (Boiler Operation Engineer) (E-1)	(i) Matriculation certificate (ii) Pass Certificate of B.E./B. Tech of relevant discipline (ii) Valid Boiler Operation Engineer Certificate
Medical Officer (E-1)	(i) Matriculation certificate (ii) Pass Certificates of MBBS (iii) Registration certificate of State/National Medical Council/Commission (iv) Experience certificate(s)

- f. Candidate must write his/her name as it appears in the Matriculation certificate or equivalent examination. In case of candidates who have changed their name, they will be allowed to appear for CBT/Interview/Skill Test/Trade Test or subsequent stages of selection process, if & only if, they are able to produce original Gazette notification their original marriage certificate/affidavit in original.

\* Mere issue of Admit Card for CBT **OR** Call Letter for Interview/Skill Test/Trade Test (as applicable) or Offer of Appointment (issued prior to Pre-employment Medical Examination) will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected/cancelled at any stage of recruitment process, even on joining or thereafter, if any information provided by the candidate is found to be false or not in conformity with the eligibility conditions/criteria or if candidate fails to produce valid documentary proof in support of his/her eligibility or if candidate is found unfit in the Pre-employment Medical Examination.

## **10. Process for Submission of application form:**

- Go to SAIL "Careers" page at [www.sail.co.in](http://www.sail.co.in) or <http://sailcareers.com>
- Read the advertisement carefully to be sure about eligibility.
- Go through the User Manual available on the site and follow the steps as mentioned.
- Click on "Login" or "Apply"
- If new user, complete ONE-TIME registration first and then go to "**Registered User**" and go further by using **User ID & Password**.
- The applicant is required to **fill** his/her required information and **upload** the **Photograph & Signature** and also the **required certificate(s)/document(s)** as mentioned above.
- Once all the required details are entered, the candidate is required to **Review** the details entered and **Confirm**. Once confirmed, no editing will be allowed.
- Make requisite **payment** of Application and/or Processing Fee through online mode. The link for payment will be available after application is completed. Candidate will have to bear charges in addition to Application /processing fee.
- Submit the application after completion of all requisite steps and take a **Print out** of the application having **Application ID**.

- j. No request for editing of payment details and issue of Admit card will be entered in wrong submission cases and candidature will stand rejected.
- k. The above steps are only indicative. Candidates are required to adhere to the steps as displayed on the on-line screen for making payment.

**After applying online, candidate is required to download the system generated Registration Slip with Application ID and is to be retained for future reference/submission.**

**Note:** While filling the online application, candidates must carefully follow all the steps and must read the on-screen instructions very carefully. Incomplete application, application without photograph, signature & required certificate(s)/document(s) (wherever applicable)/application not fulfilling the eligibility criteria will be summarily rejected. No communication in this regard will be entertained from the applicant. The decision of SAIL-ISP in all matters relating to eligibility, acceptance, rejection of the application, issue of call letters will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection. Fees once paid cannot be refunded under any circumstances. Candidates are therefore, advised to verify their eligibility before paying the application fees & fill-in the payment details carefully.

## **11. Important:**

All correspondence with candidates shall be done through e-mail/SMS only. All information regarding examination/interview/skill Test/ Trade Test/Admit Card/result of CBT or call letters/intimation regarding final selection etc. shall be provided through email/SMS or uploading on SAIL website. The candidate will be responsible for receiving, downloading and printing of Admit Card for CBT or call letter for Interview/Skill Test/Trade Test (as applicable) or letter for pre-employment Medical Examination or any other information. SAIL-ISP will not be responsible for any loss of email/SMS sent, due to invalid/wrong email ID/Mobile Number provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her email/mobile/SAIL website in time or due to network related data loss. Candidates will be allowed to appear in the CBT/ Interview/Skill Test/Trade Test only if they possess valid **Admit Card/Call Letter** with identifiable photograph of the candidate. The company shall not be under any obligation to arrange for conduct of CBT/Trade Test/Skill Test on multiple dates in case of candidates applying for multiple posts. It would therefore, be in the interest of the candidates to apply for only one post.

## **12. General:**

- a. Candidate must be an Indian national.
- b. Minimum age of employment on regular basis in SAIL-ISP is 18 years.
- c. Candidates not fulfilling the requirements specified in this advertisement need not apply.
- d. Candidature of a candidate is liable to be rejected at any stage of recruitment process or even on joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria. The candidate shall be wholly/exclusively responsible for the information/details so filled/provided in his/her online Application Form & the document(s) provided.
- e. Candidates will be considered for being called for the CBT/Interview/Skill Test/Trade Test based on the information provided by them in their online applications. **The information w.r.t. qualification, experience, age, category etc. uploaded on the application portal shall be verified with their respective original documents at the time of Skill Test/Trade Test/Interview and in the event of any deviation, the candidature of the candidate shall be liable for rejection without any further reference.** As Date, Time & Place of CBT / Interview/Skill Test/Trade Test etc. will be intimated to eligible/short-listed candidates through email/SMS &/or SAIL website, candidates should ensure that information provided in the application are correct and periodically check the SAIL website for updates (if any).

- f. Applications received after the closing date i.e. 10.01.2023 will not be considered. SAIL-ISP will not be responsible for any loss/delay/wrong delivery/non-delivery of communication at any stage of recruitment process.
- g. ESM candidates are required to produce civil equivalence certificate of his/her military qualification from the Competent Authority including percentage of marks obtained in the examination w.r.t. the essential minimum qualification specified, at the time of Interview/Skill Test/Trade Test (as applicable) & subsequent stages of selection, wherever required.
- h. Posts advertised are tentative. SAIL-ISP reserves the right to reject any application(s) OR cancel/restrict/modify/alter the requirements/recruitment-selection process as advertised, if need so arises, without issuing any further notice or assigning any reason thereof; in which case SAIL-ISP shall not be liable to compensate the applicant for the consequential damages.
- i. The examination centres allotted to the candidates shall be binding and no request for change of examination centre will be entertained. However, ISP reserves the right to cancel or add any centre as may be required.
- j. There shall be biometric scanning and verification of the candidates during different stages like CBT, interview/skill test/Trade Test, pre-employment medical examination and joining.
- k. Candidates should retain the copy of E-receipt of Application and/or Processing Fee as they can be asked to produce it for future reference.
- l. Any Corrigendum/Addendum/Notice etc. (if any), w.r.t. this advertisement will be made available on website [www.sail.co.in](http://www.sail.co.in) only. Candidates are therefore, advised to refer to the above website periodically for updates (if any).
- m. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim shall be admissible for appointment, if some of these vacancies are not filled due to unsuitability of available candidates or insufficiency in number of candidates.
- n. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the application and/or processing fee to avoid the possibility of disconnection/inability/failure to log on to the SAIL website on account of heavy load on internet/website jam. SAIL-ISP does not assume any responsibility for the candidates not being able to submit their applications within the closing date of application on account of the aforesaid reasons or for any other reason beyond the control of the SAIL-ISP.
- o. The PwD candidates whose writing speed is affected permanently for any reason and are eligible to avail facility of scribe as per Govt. guidelines, are required to indicate the same while filling-up online application and have to declare authenticity/requirement as per Govt. Guidelines.

Such candidate shall be eligible for compensatory time of 20 minutes for every hour of the CBT whether they avail the facility of scribe or not. These candidates are required to produce the requisite original Medical certificate as per Govt. guidelines (available at the SAIL website) at the time of CBT and/or Interview/Skill Test/Trade Test and subsequent stages of selection in support of their eligibility for availing such benefits.

Only candidates registered for compensatory time will be allowed such concessions.

Both the candidate as well as scribe will have to give a suitable undertaking at the time of CBT and subsequent stages of selection confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as per norms. In case, if it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the CBT result.

- p. Candidates employed in Govt. Departments/PSUs/Autonomous Bodies shall have to produce NOC from the employer at the time of Interview/Skill Test/Trade Test (as applicable). In case of selection, candidates will be required to produce proper discharge certificate/release order from the employer at the time of taking up the appointment.

q. **PAYMENT OF TRAVELLING EXPENSES:**

- I. No Travelling Expenses would be payable to candidates called for CBT and Pre-Employment Medical Examination.
- II. For the post of Asst. Manager (Boiler Operation Engineer), Manager (Mechanical/Metallurgy/Chemical/Ceramic), Medical Officer & Consultant, outstation candidates attending the Interview at the specified location will be reimbursed single to and fro AC-3 Tier Rail fare along with reservation and Tatkal booking charges (if any), from the place of correspondence address to the venue of Interview by the shortest route, on production of proof of journey, provided the distance covered by rail or road is more than 30 kilometres each way.
- III. In respect of Attendant-cum-Technician (Trainee), Attendant-cum-Technician (Boiler Operation), Operator-cum-Technician (Trainee) and Operator-cum-Technician (Boiler Operation), for SC/ST/PwD candidates, appearing for Skill Test/Trade Test, to & fro travelling expenses to the extent of 2nd Class Sleeper Rail fare along with reservation and Tatkal booking charges (if any) by the shortest route from correspondence address to the venue of test shall be reimbursed, on production of proof of journey, provided the distance covered by rail or road is more than 30 kilometres each way.
- IV. For candidates travelling by a class/mode higher than the entitlement or by road, reimbursement will be restricted to the fare corresponding to the entitled class only.

r. Court of jurisdiction for any dispute will be at Asansol.

**Important Dates:**

<b>Event</b>	<b>Date</b>
Start of on-line application	20.12.2022
Closing date for on-line application	10.01.2023

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