



KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

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NOTIFICATION

CATEGORY NO: **027/2024**

Opening Date: 02-03-2024

Closing Date: 01-04-2024

Name of the PSU : Steel and Industrial Forgings Limited

Name of the post : Deputy manager

No. of Vacancy : 1

Category of the PSU : D

Pay Scale : 22,360 - 37,940

I. COMPANY PROFILE:

SIFL is a reputed manufacturer of Critical and Complex Forgings for Aeronautical/Aerospace applications, Missile components, Online fittings for Submarines, Defence/Tactical equipment and machineries, Oil and Gas industry, Heavy Engineering, Earth Moving, Railway Locomotives and Automobile sectors. SIFL has the proven technical ability to forge all types of Steel Alloys including Stainless Steel and Maraging Steel, Forgings out of Non ferrous and Special Metals.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

The incumbent has to provide a comprehensive HR Management advisory & support service to Staff & Management and has to manage operational Human Resource related issues including development of HR policies & procedures. Will be responsible for employee motivation, welfare, productivity and training. To take care of general administration related works including liaisoning with Govt. To prepare Hiring plan and to conduct orientation. To look after House keeping related functions and any other matters related to the company. Preparation of monthly payroll and

monitoring of daily attendance, salary and wage administration for both workers and executives. Matters related to Industrial relations, safety aspects and legal issues. Will be responsible for upkeeping evaluation and monitoring of Performance Appraisal of employees including renewal of all Licences and other Statutory compliance. Report to HOD A&HRD.

III. ELIGIBILITY:

1. QUALIFICATION:

MBA (HRM)/ MHRM (Regular).

2. AGE LIMIT:

Maximum 40 years as on the date of Notification

3. EXPERIENCE:

Minimum 10 years experience out of which 3 years to be in Managerial level in an organisation preferably in a PSU with not less than Rs.30 Crore turn over.

4. SKILLS:

Must have written and oral communication skills in English and Malayalam.

5. DESIRABLE:

B-Tech/LLB from a recognized university

6. PROBATION:

Probation period is 1 year from the date of joining and the appointment is purely temporary in the first instance. Regularisation of appointment shall be subject to performance, character and fitness of the incumbent to continue in the post during the probation period as stipulated.

7. MISCELLANEOUS:

As per the sanctioned post there is vacancy for Deputy Manager. The incumbent being hired through this employment notification will be allocated A&HRD Department.

8. SPECIAL NOTE:

Differently abled candidates will not be considered as the job involves supervision in heavy industry which is categorized as red zone by the statutory authority.

NOTE TO APPLICANTS:

1. The applicants are required to go through the notification carefully and satisfy themselves about

their eligibility for this recruitment before applying

2. Admittance to the interview will be provisional only. The Interview Board will have the right not to evaluate the performance of the candidate if material discrepancy is found regarding the applications/credentials at the interview stage. The candidature of such candidate will be rejected.
3. Candidates shall submit their applications via online mode only. Applications submitted via any other medium will be summarily rejected.
4. Candidates must upload their essential qualification and essential experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.
5. Candidate should provide a valid email ID and mobile number as all correspondence pertaining to recruitment will be communicated by the email address and mobile number provided at the time of filling online application.
6. Relaxation in upper age limit is applicable to the eligible candidates as per rules.

Secretary
Kerala Public Enterprises
(Selection & Recruitment) Board