

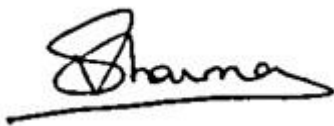
**Internal Career Opportunities:  
 Assistant Manager (IL6) Vacancies  
 (For locations across the company)**

Position	Assistant Manager	
Level	IL6 (For locations across the company)	
<b>Minimum qualifications for Domain</b>	<u>Domain (Test Cluster)</u>	<u>Minimum Qualification</u>
	Administration	Full time Post Graduate Degree / Post Graduate Diploma / MBA / Degree or Diploma in Engineering / Graduate in any discipline from a recognised institute
	Corporate Audit	Degree or Diploma in Engineering, CA Inter, ICWA Inter, M. Com, B. Com or LLB from a recognized institute.
	Electrical Maintenance	Full Time Engineering Degree / Diploma in Electrical / Electronics / Instrumentation from a recognized Institute.
	Human Resources Management	Full time Post Graduate Degree / Post Graduate Diploma / MBA / Degree or Diploma in Engineering / Graduate in any discipline from a recognized Institute
	Logistics and Supply Chain	Full time Post Graduate Degree / Post Graduate Diploma / MBA / Degree or Diploma in Engineering / Graduate in any discipline from a recognized Institute
	Legal	Full time LLB from a recognized Institute
	Marketing & Sales	Full time Post Graduate Degree / Post Graduate Diploma / MBA / Degree or Diploma in Engineering / Graduate in any discipline from a recognized Institute.
	Mechanical Maintenance	Full Time Engineering Degree / Diploma in Mechanical / Industrial / Production from a recognized Institute.
	Procurement	Full time Post Graduate Degree / Post Graduate Diploma / MBA / Degree or Diploma in Engineering / Graduate in any discipline from a recognized Institute
	One- IT	Full Time Engineering Degree /B.Sc. Engineering / M.E. / MTech. / M.B.A. / Post Graduate Diploma in Engineering / M.Sc. (Maths, Stats or Physics) / MCA / from a recognized Institute
	Safety	Full Time Engineering Degree / Diploma in any discipline / Graduate / Postgraduate in Science from a recognized Institute. Degree/ Diploma in Industrial safety is mandatory.

	Security	Graduate in any discipline from a recognised Institute / Experience of seven years in Security function
<b><u>Eligibility Criteria</u></b>	<p>1) All permanent employees of Tata Steel Meramandali in JB-A and JB-B grade, possessing the requisite qualification and experience are eligible to apply.</p> <p>2) Employees with Only full-time qualification is eligible to apply. Part time courses, distance education programs and correspondence courses are not eligible.</p> <p>Employees who had enrolled after 31.05.2013 and had already acquired diploma level certificate /degree level certificate in engineering, till 1 July,2020 from the below mentioned institutes which were recognized by Tata Steel but the recognition by AICTE/UGC was withdrawn, their diploma level/degree level certificates in engineering will be considered valid:</p> <ul style="list-style-type: none"> <li>• AMIIM from Indian Institute of Metal, Kolkata</li> <li>• AMIE from Indian Institute of Engineers</li> <li>• Diploma in Mechanical Engineering from Institute of Mechanical Engineers (India)</li> <li>• Diploma in Electronics &amp; Telecommunications Engineering from Institute of Electronics &amp; Telecommunications Engineering, New Delhi</li> <li>• Section A and Section B of Institution examinations from Institute of Computer Engineers of India</li> <li>• BE in Mechanical Engineering from the institute of Engineers of India</li> </ul> <p><b><u>Experience Eligibility</u></b></p> <p>a) Employees applying with B.E. / B.Tech. / M.E. / MTech. or equivalent qualifications must have minimum of 3 (three) years of experience in Tata Steel/TSBSL (with continuity of service).</p> <p>b) Employees applying with Diploma / Postgraduate / Graduate degree must have minimum 5 (five) years of experience in Tata Steel/TSBSL (with continuity of service) on the last day of application of the selection process are also eligible to apply.</p> <p>c) <b>Diploma holders</b>, recruited laterally having minimum <b>relevant</b> experience of 5 (five) years prior to joining Tata Steel/TSLBSL (with continuity of service) and having completed 3 (three) years in Tata Steel/TSLBSL (with continuity of service) on the last day of application of the selection process are also eligible to apply.</p>	
<b><u>Selection Method</u></b>	<p>Written test (domain), behavioural assessment and interview. The written test as well as behavioural assessment will be conducted online.</p> <p>For security domain, a separate physical test will also be conducted.</p> <p>Specific guidelines pertaining to online assessment will be shared with the eligible candidates before written test.</p>	
<b><u>Training and Placement</u></b>	<ol style="list-style-type: none"> <li>1. Selected candidates will undergo necessary induction training.</li> <li>2. They will be placed against vacancies as per the domain in which they have applied.</li> <li>3. The positions are across locations of Tata Steel India.</li> <li>4. The selected candidates can be placed and / or transferred to any locations of Tata Steel or its subsidiaries during their employment.</li> </ol>	

	<p>5. Employees will become ineligible for applying in any IL6 selection process for 3 years in first instance and ten years in second instance under the following conditions:</p> <p>a) Refusal to accept the offer for IL6 position b) Request for reversion to previous NOPR position during probationary period</p>
<p><b><u>Other Terms &amp; Conditions</u></b> <b><u>(Read Thoroughly)</u></b></p>	<ol style="list-style-type: none"> <li>1. Technical test for the domains will be different. Candidates need to select the domain in which they want to apply at the time of application. Forms once submitted will be considered as final and no request for change of domain will be accepted.</li> <li>2. <b>An individual can apply for any two domains (Test Cluster).</b></li> <li>3. The last date for submission (20 January,2023) of applications will be taken as cut-off date for considering experience.</li> <li>4. Training period in Tata Steel, before being confirmed will not be counted as experience.</li> <li>5. The qualification of the candidates must be from AICTE / UGC and Tata Steel recognized Institutes.</li> <li>6. Employees who have acquired their diploma in engineering certification which is not recognized by Tata Steel and neither accredited by AICTE/UGC will have to pass the Bridge course to become eligible.</li> <li>7. If the information submitted by the candidate is found to be incorrect, during or after the selection process, the candidate will be removed from the selection process and suitable action will be taken.</li> <li>8. If the candidate is found to engage in any fraudulent means/practices at any step of the process, it will result in the cancellation of candidature as well as make the candidate ineligible for three years for applying in any IL6 selection process.</li> </ol>
<p><b><u>How to Apply</u></b></p>	<ol style="list-style-type: none"> <li>1. Navigate to <a href="https://irisapp.corp.tatasteel.com/recruit/Default.aspx">https://irisapp.corp.tatasteel.com/recruit/Default.aspx</a> and click on "Advertisement" icon to download the advertisement. Click on "Application" icon to open the application form</li> <li>2. The last date of receipt of application is 20 January,2023</li> </ol>

Note: Indicative Course Content is given in the annexure.



Vipin Sharma  
Head HRM Talent Acquisition



## Annexure

### Indicative Syllabus for IL6 2023

Domain	Syllabus
Administration	<ul style="list-style-type: none"> <li>a) TQM Basics</li> <li>b) Customer Relations</li> <li>c) Project Management Skill</li> <li>d) Safety - Office Safety</li> <li>e) Resource Management</li> <li>f) Travel / Arrangement Trends</li> <li>g) Communication System</li> <li>h) Basic IT Skill</li> <li>i) Record Keeping</li> <li>j) External Stakeholder management</li> </ul>
Corporate Audit	<ul style="list-style-type: none"> <li>a) Knowledge of Indian Accounting standards</li> <li>b) Basic understanding of financial statement – Profit and Loss Account, Balance sheet and related items.</li> <li>c) Companies Act 2013 - Reporting requirements under the Companies Act, 2013 including CARO, Other Important Provisions under the Companies Act, 2013 relating to Audit and Auditors and Rules made thereunder.</li> <li>d) Cost Terms and Concepts and Preparation of Cost sheets</li> <li>e) Budget and Budgeting Control</li> <li>f) Basic concepts of GST including Input Tax Credit, Tax Deducted at Source</li> <li>g) Preliminary understanding of Standards on Auditing issued by ICAI</li> <li>h) Concepts of Auditing – Audit Planning, Audit Programme, Audit Evidence, Audit Sampling, Internal Control, Internal Financial Control etc.</li> <li>i) Understanding around Audit of Procurement, Inventory Management, Administration, Hire to Retire.</li> <li>j) Methods of Physical verification of Inventory and Fixed Assets and related controls</li> <li>k) Knowledge around Risks and controls for specific business processes: Procure to pay (P2P), Order to cash, Inventory Cycle, Hire to Retire, Supply Chain Management, Fixed Assets etc.</li> <li>l) Basic understanding of SAP and related modules viz. MM, FICO</li> <li>m) Knowledge of basic Concepts of Data Analytics in Internal Audit Domain</li> <li>n) Knowledge of Basic IT Skills – MS Office (MS Word, PPT and Excel)</li> </ul>
Electrical Maintenance	<ul style="list-style-type: none"> <li>a) Digital Electronics, Power Electronics and Electrical Drives</li> <li>b) Electrical Equipment (Switchgears, Protection, Relay, Cables etc.)</li> <li>c) Control Systems, Electrical Measurement, Transducers and Industrial Instrumentation, Field Sensors and Actuators</li> <li>d) Electrical Machines (AC/DC Motor, Transformer, etc.)</li> <li>e) EOT cranes</li> <li>f) PLC, DCS, SCADA, Data Communication and Networking</li> <li>g) Pollution Control Equipment and Measurement (ESP, Bag Filter etc.)</li> <li>h) General Safety on shop floor (Understanding safety systems like SOP, PSRM, MoC, PSSR, etc. and commonly used and interfaced safety standards like</li> </ul>

	<p>Work Permit, Positive Isolation, Gas Safety standard etc.)</p> <ul style="list-style-type: none"> <li>i) Electrical Safety (Electrical safety standards, IE rules, and Electrical safety in general)</li> <li>j) Electrical Maintenance (SAP PM, SMPs, maintenance policies, etc.)</li> </ul>
HRM	<ul style="list-style-type: none"> <li>a) Wage fitment, Concept of Dearness Allowance and understanding of applicable labour laws</li> <li>b) Social Security Schemes</li> <li>c) Cluster system of manning, associate structure, supervisory structure, NS Grade, Crane Structure &amp; Office structure (movement and fitment).</li> <li>d) Workforce Management – Staffing, training, promotion, Retrenchment compensation, reinstatement, surplus, reversion, discharge, probation period confirmation</li> <li>e) Disciplinary Management - Domestic enquiry, absenteeism, Subsistence allowance during suspension period, Grievance procedure, etc.</li> <li>f) Contact Workforce Management - Statutory Compliance, Managing in productivity contract workforce</li> <li>g) Industrial relations (JDC, Long Services awards, chief UCM, Sub – committee, formation)</li> <li>h) Workforce Planning – OPR &amp; NOPR</li> <li>i) Learning &amp; Development</li> <li>j) Recruitment- Internal &amp; External</li> <li>k) Performance management System</li> <li>l) Employee Engagement</li> </ul>
Logistics and Supply Chain	<ul style="list-style-type: none"> <li>a) Rail Logistics</li> <li>b) Road Transportation</li> <li>c) Coastal Shipment</li> <li>d) Documentation</li> <li>e) Warehousing</li> <li>f) Network Design</li> <li>g) Sustainability in logistics</li> <li>h) Logistics Planning and Scheduling</li> <li>i) Unitization, Loading and lashing</li> <li>j) Forecasting, Sampling Techniques</li> <li>k) Lean, PERT/ CPM</li> <li>l) Supply Chain Mgt</li> <li>m) Basics of Operations Research</li> <li>n) Statistical Quality Control</li> <li>o) Logistics Mgt at Tata Steel</li> <li>p) IT, Digital, Tableau, RPA</li> <li>q) SNOP and OG &amp; F Process at Tata Steel</li> </ul>
Legal	<ul style="list-style-type: none"> <li>a) Constitutional Law</li> <li>b) Criminal Procedure Code, 1973</li> <li>c) Civil Procedure Code, 1908</li> <li>d) Arbitration and Conciliation Act, 1996</li> <li>e) Transfer of Property Act, 1882</li> <li>f) Indian Contract Act, 1872</li> <li>g) Labour Laws- Factories Act, 1948, Workmen Compensation Act, 1923,</li> <li>h) Insolvency &amp; Bankruptcy Code, 2016</li> </ul>

	<ul style="list-style-type: none"> <li>i) Environmental Laws including Environment Protection Act, 1986, Air (Prevention &amp; Control of Pollution) Act, 1981 &amp; Water (Prevention &amp; Control of Pollution) Act, 1974.</li> <li>j) Negotiable Instruments Act, 1881</li> </ul>
Marketing & Sales	<ul style="list-style-type: none"> <li>a) Analyzing the marketing environment</li> <li>b) Market Segmentation, Targeting and Positioning</li> <li>c) Marketing Communications - (PPA)</li> <li>d) Role of Sales &amp; Key Deliverables of Sales</li> <li>e) Difference between B to C and B to B</li> <li>f) Channel Management &amp; Distribution</li> </ul>
Mechanical Maintenance	<ul style="list-style-type: none"> <li>a) Engineering Mechanics</li> <li>b) Strength of Materials</li> <li>c) Engineering Thermodynamics</li> <li>d) Fluid Mechanics</li> <li>e) Mechanisms and Dynamics of Machines</li> <li>f) Manufacturing Processes &amp; Industrial Piping</li> <li>g) Fits &amp; Tolerances &amp; Assembly Practices</li> <li>h) Gears &amp; Bearings</li> <li>i) Lubrication / Lubricants</li> <li>j) Fan, Blower, Pumps and Valves &amp; Compressors</li> <li>k) Seals</li> <li>l) Hydraulics-Oil Cleanliness ISO / NAS</li> <li>m) Hydraulic Valves, Cylinders &amp; 'O' rings</li> <li>n) Pneumatics</li> </ul>
Safety	<ul style="list-style-type: none"> <li>a) Hazard Identification &amp; Risk Assessment (Recalibrated Risk Matrix)</li> <li>b) Fundamentals of Process safety</li> <li>c) Behaviour based safety</li> <li>d) Emergency Preparedness</li> <li>e) Work Permit &amp; Access control</li> <li>f) Electrical Safety</li> <li>g) Safety in Material Handling</li> <li>h) Road &amp; Rail safety</li> <li>i) Occupational Health, Ergonomics &amp; Industrial Hygiene</li> <li>j) Fire safety</li> <li>k) Contractor Safety management</li> <li>l) Safety Legislation (Factories Act &amp; State Rules)</li> <li>m) Gas Safety</li> <li>n) Working at height</li> <li>o) Positive Isolation</li> <li>p) Confined space Safety</li> <li>q) Knowledge on important safety standard for e.g., Excavation, Transportation, EOT Crane etc.</li> <li>r) Knowledge on Mechanical Integrity &amp; Quality Assurance</li> </ul>
Security	<ul style="list-style-type: none"> <li>a) Physical Security Infrastructure</li> <li>b) Physical Security Operations</li> <li>c) Crime Control</li> <li>d) Emergency and Disaster Management</li> <li>e) Integrated Security System – Convergence of Physical Security with IT</li> <li>f) Law relevant to Security</li> </ul>

	<ul style="list-style-type: none"> <li>g) Security Risk Assessment</li> <li>h) Workplace Safety</li> <li>i) Collaboration, Contract Management &amp; Engagement</li> <li>j) Behavioral Skills</li> <li>k) Organizational Skills</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>a) Importance of Procurement</li> <li>b) Basics of Procure to Pay Process (Indenting, PR to PO, Receiving process)</li> <li>c) Basics of SAP (MM Module)</li> <li>d) Basics of Surround system (Easy Buy, E- Proc, ECM)</li> <li>e) Vendor On-boarding</li> <li>f) Supplier Master Data Management</li> <li>g) Handing of issues of Pro-care</li> <li>h) Basics of Vendor Development &amp; SRM</li> <li>i) Basics of Cost Modelling</li> <li>j) Warehouse Management (Goods Receiving, Picking &amp; warehousing, Invoice verification, Last Mile delivery)</li> <li>k) Incoterms, Standard</li> <li>l) Payment Terms</li> <li>m) Basics of Contract formulation &amp; Terms and Conditions</li> <li>n) Basics of Risk Management</li> <li>o) MS Office</li> </ul>
One – IT	<ul style="list-style-type: none"> <li>a) SQL DB</li> <li>b) MVC .net</li> <li>c) IT System development life cycle</li> <li>d) Computer Network – <ul style="list-style-type: none"> <li>a. LAN, WAN and Internet – Basics</li> <li>b. Switch, Router - Basics</li> </ul> </li> <li>e) Windows 10 operating system – Basic features</li> <li>f) Antivirus – Basics</li> <li>g) Server – Basics</li> </ul>