



## EXECUTIVE RECRUITMENT RULES

### 1.0 SHORT TITLE AND COMMENCEMENT

- i) These rules may be called the MSTC Ltd.(Executives) Recruitment Rules, 1991.
- ii) These rules shall come into force immediately.

### 2.0 SCOPE AND APPLICATION

These rules shall apply to all Executives appointed in the Corporation and shall regulate their recruitment.

### 3.0 DEFINITIONS

- i) The 'Company' means MSTC Ltd., and/or its successors;
- ii) 'Executive' means any person appointed by the company to any executive post.
- iii) 'Departmental Promotion Committee' hereinafter referred to as 'DPC' means a committee constituted by the competent authority to consider promotion to different grades of executives as mentioned in the Annexure.
- iv) 'Selection Committee' hereinafter referred to as 'SC', means a committee to consider recruitment to different grades of executives as mentioned in the Annexure.
- v) 'Appointing Authority' means the authority prescribed from time to time by the Board to make appointments to the various posts under the Corporation.
- vi) 'Chairman' means the Chairman of the Board of Directors of the Corporation.
- vii) 'Board' means the Board of Directors of the Corporation.
- viii) 'Managing Director' means the Managing Director of the Corporation.
- ix) 'Scheduled Castes' and 'Scheduled Tribes' shall have the same meanings as are assigned to them by Articles 366 (24) & (25) respectively of the Constitution of India.

#### **4.0 OBJECTIVE**

To lay down the policy and the rules with regard to recruitment and promotion in the executive cadre with a view to:

- a) Effectively plan and administer man - power requirement consistent with the desirable levels of qualification, skills, aptitude, merit and suitability.
- b) Attract and retain competent personnel available for the smooth functioning of the organization.
- c) Match reasonable aspirations of the employees in the matter of career advancement with organisational requirement.

#### **5.0 CLASSIFICATION OF GRADES**

For the purpose of these Rules, regulating recruitment and promotion, the posts other than that of Company Secretary will be categorised into two grades as under:

- i) General
- ii) Finance & Accounts

#### **6.0 RECRUITMENT**

Recruitment to posts shall be made, as specified in the annexure, by:

- i) Direct Recruitment
- ii) Promotion
- iii) Deputation
- iv) Transfer

#### **6.1 DIRECT RECRUITMENT**

The term 'Direct Recruitment' refers to the process of filling in vacancies, by:

- i) Selection of candidates on the basis of advertisement/internal circulars.
- ii) Appointment of persons from Central Government, State Government, other Public Sector Organisation, etc. directly or on deputation or Transfer.
- iii) Absorption of deputationists.

- 6.1.1** Direct Recruitment will be resorted to as hereinafter detailed. Even where the posts are required to be filled in only by promotion, direct recruitment could be resorted to if suitable candidates for promotion are not available.

**6.2 PROMOTION**

Promotion to the various grades shall be considered in terms of the Promotion Policy and Rules for Promotion of Executives, 1986 and Policy for Promotion from Non-Executive to Executive posts, 1986, as amended from time to time.

**6.3 DEPUTATION**

Appointment by deputation will not ordinarily be resorted to, except in regard to certain posts and will be done only with the approval of Chairman. Persons may be appointed on deputation for a specific period not exceeding two years, which may be extended at the discretion of the appointing authority.

**6.4 TRANSFER**

Appointment by transfer will not ordinarily be resorted to except in regard to certain posts and will be done only with the approval of Chairman. Transfer, if resorted to will only be from analogous posts from other Government Department/PSUs.

**7.0 METHOD OF RECRUITMENT****7.1 MANAGEMENT TRAINEE**

Being the lowest rung in the executive cadre, the posts of Management Trainee will be filled 75% by direct recruitment and 25% by promotion by selection from amongst non executives, in terms of prevailing promotion policy for them. Such recruitment (Management Trainee) shall be on the basis of Open All India Competitive Examinations. The educational qualification, age, experience etc. will be as prescribed in the Schedule annexed hereto.

Further, on appointment, the Management Trainees shall be placed on induction training for a period of 1(one) year and placed in E-1 scale on successful completion of training period. On placement in E-1 grade, the Management Trainees shall be put on probation for a period of 1 (one) year.

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**7.2 JUNIOR MANAGER**

Subject to availability of qualified and suitable personnel, the posts of Junior Manager will be filled 75% by direct recruitment and 25% by promotion by selection from amongst non executives, in terms of prevailing promotion policy for them. For direct recruitment, educational qualification, age, experience etc. will be as prescribed in the Schedule annexed hereto.

**7.3 ASSISTANT MANAGER**

No direct recruitment shall ordinarily be made in the grade of Assistant Manager and posts will be filled by promotion from amongst the Jr. Managers. For direct recruitment, if necessary, educational qualification, age, experience shall be as prescribed in the schedule annexed hereto.

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**7.4 DEPUTY MANAGER**

No direct recruitment shall ordinarily be made in the grade of Deputy Manager and posts will be filled by promotion from amongst the Asst. Managers.

**7.5 MANAGER**

No direct recruitment shall ordinarily be made. The posts of Manager will be filled by promotions from amongst Deputy Managers. For direct recruitment, if necessary, educational qualification, age, experience shall be as prescribed in the schedule annexed hereto.

**7.6 SENIOR MANAGER**

No direct recruitment shall ordinarily be made at the level of Sr. Manager and posts will be filled by promotion from amongst Managers. For direct recruitment, if necessary, educational qualification, age, experience shall be as prescribed in the schedule annexed hereto.

**7.7 ASSISTANT GENERAL MANAGER**

75% of the posts shall be filled by promotion, by selection from amongst Senior Managers and 25% by direct recruitment. For direct recruitment, educational qualification, age, experience, etc. will be as prescribed in the schedule annexed hereto.

**7.8 DEPUTY GENERAL MANAGER**

No direct recruitment shall ordinarily be made in the grade of Deputy General Manager and the vacancies will be filled by promotion from amongst Assistant General Managers. If necessary to fill in the vacancy by direct recruitment, the educational qualification, age, experience shall be as prescribed in the Schedule annexed hereto. However in any case, these posts shall be filled up with approval of the Board.

**7.9 GENERAL MANAGER**

These posts shall be filled as per direction of the Board.

**7.10 CHIEF VIGILANCE OFFICER**

This post and other posts in the vigilance cell shall be filled by direct recruitment or on deputation. The CVO shall be in the pay scale of Dy. General Manager/General Manger and the other post shall be in the scale of Asstt. Manager/ Deputy Manager. If the post is to be filled by deputation, he shall be governed by the rules of deputation of the Company or as per directives and rules of BPE in this regard or any other directives of the Government as may be applicable.

**7.10A DIRECTOR**

The posts of Director (Finance) and Director (Commercial) were approved by the Ministry of Steel vide letter No. 3(7)/2006-MF dated 12<sup>th</sup> February, 2009. The job description, responsibilities, age limits, qualifications, experience, etc., as approved vide 233<sup>rd</sup> meeting of the Board of Directors held on 24.03.2009 are as per Annexure.

(Amended vide 233<sup>rd</sup> Board Meeting held on 24.03.2009)

**7.11 COMPANY SECRETARY**

The post of Company Secretary will be filled in by direct recruitment. The educational qualifications, experience, age limits, etc. will be as prescribed in the Annexure.

**8.0 GUIDELINES FOR DIRECT RECRUITMENT**

The following guidelines shall be adopted for direct recruitment:

- i) Qualifications, age limits, etc. would be as prescribed in Annexures I, II, III & IV, as the case may be; age limits are relaxable in respect of candidates belonging to SC/ST, Ex-servicemen, etc. in terms of the instructions of the Government.
- ii) Applications would be invited by advertising the posts giving relevant information regarding the nature of the post, scale of pay, etc.
- iii) In case, advertisements for direct recruitment of candidates to any particular post does not produce the required results and/or in case in which it is considered by CMD or MD that a particular post is of such a nature that advertisement is not likely to attract the right type of candidates, it shall be open to CMD/MD to invite names of suitable candidates from other PSUs and Organizations of repute.
- iv) The recruitment of Management Trainees shall be done through a written competitive examination/test followed by a Group Discussion and Interview.
- v) While a written competitive examination/test followed by interview will be held for recruitment at the level of Junior Manager, recruitment in other grades will be on the basis of oral examination by means of an interview. The examination/test shall be conducted by a Selection Committee constituted under the Rules.
- vi) All appointments to the posts in various levels will be made on the basis of recommendations of the Selection Committee constituted with the approval of the Appointing Authority.
- vii) Departmental candidates will be eligible to apply against the advertised post provided they have the necessary qualifications and experience, as provided in the advertisement and holding

regular post in the next below scale at least for one year. *The age shall be, however, relaxed for such departmental candidates.*

- viii) External candidates having the necessary age, qualifications and experience as provided in the advertisement shall be eligible to apply *provided they have held regular post in the next below scale/ equivalent pay at least for two years*
- ix) The candidates will be considered for appointment to the available vacancies in the order in which their names are placed by the Selection Committee. The panel of selected candidates will remain valid for a period of one year.
- x) The constitution of the Selection Committee for the purpose of these rules will be as per rules of the Company.

(Amended vide 253<sup>rd</sup> Board Meeting held on 2.03.2013)

## **8.2. SELECTION COMMITTEE**

- i) All appointments to the posts in various levels will be made on the basis of recommendations of the Selection Committee constituted with the approval of the Appointing Authority.
- ii) The Selection Committee shall include a representative of SC/ST, minority, etc. as per Govt. of India's directives.

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

## **9.0 OFFER OF APPOINTMENT**

- 9.1 Offer of appointment to the selected candidates will be issued in duplicate, specifying the terms and conditions of appointment.
- 9.2. The Offer of appointment shall indicate the scale of pay, other monetary benefits, employment terms and conditions, date & place of joining, etc.
- 9.3. Extension in joining time may be granted by the Appointing Authority on the request by the appointee.
- 9.4. An appointee to a post in the Company will be required to undergo a pre-employment medical examination by the Company's Medical Officer or a Govt. hospital/ by a Registered Medical Practitioner.

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**10.0 VERIFICATION OF CHARACTER AND ANTECEDENTS**

- 10.1. All appointments to the Company shall be subject to medical fitness, report of verification of the character and antecedents of the appointee by the Appropriate Authority.
- 10.2. On joining of a person in the Company, the District authorities concerned will be requested to verify and report on the antecedents of the person in the prescribed attestation form.

(Amended vide 253<sup>rd</sup> Board Meeting held on 2.03.2013)

**11.0 DISQUALIFICATION**

No person (a) who has entered into or contracted a marriage with a person having a spouse living and (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to service.

Provided that the competent authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of the rule.

**12.0 SAVINGS**

Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes, Other Backward Classes, Person With Disabilities, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**13.0 POWER TO RELAX**

Where the Board is of the opinion that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**14.0 AMENDMENTS**

The Board may amend, modify or add to these rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.

**ANNEXURE-I****QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	GENERAL MANAGER (General Cadre)
QUALIFICATION	:	Masters Degree in Humanities/ Science/ Commerce/any other relevant discipline from a recognized University/ Institution/  OR  Degree in Engineering  OR  MBA
DESIRABLE	:	<ul style="list-style-type: none"> <li>• Degree In Law,</li> <li>• PGDegree /Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization</li> <li>• Knowledge of <ul style="list-style-type: none"> <li>• Import-Export</li> <li>• Trading</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul> </li> </ul>
EXPERIENCE	:	20 Years experience in the field of Personnel/ Administration/ Law*/ Marketing/ Import-Export/ Project Formulation- Implementation / Materials Management/ Trading / e-Commerce / Information Technology etc. of which at least 12 Yrs should be in a Senior Management position in Govt. Organization/ Public Sector Undertaking or private concern of repute. * 20 years of working/ practicing experience also would suffice.
AGE LIMITS	:	Below 50 years (Relaxable for SC/ST)

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)



**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	DEPUTY GENERAL MANAGER (General Cadre)
QUALIFICATION	:	Masters Degree in Humanities/ Science/ Commerce/any other relevant discipline from a recognized University/ Institution  OR  Degree in Engineering OR  MBA
DESIRABLE	:	i) Degree In Law, ii) PGDegree /Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization iii) Knowledge of <ul style="list-style-type: none"> <li>• Import-Export</li> <li>• Trading</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	18 years experience in the field of Personnel/ Administration/ Law*/ Marketing/ Import-Export/ Project Formulation- Implementation / Materials Management/ Trading / e-Commerce / Information Technology etc. of which at least 8 years Yrs In Senior Management should be in a Senior Management position in Govt. Organization/ Public Sector Undertaking or private concern of repute. * 18 years of working/ practicing experience also would suffice.
AGE LIMITS	:	Below 45 years (Relaxable for SC/ST)

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	ASSISTANT GENERAL MANAGER (General Cadre)
QUALIFICATION	:	Masters Degree in Humanities/ Science/ Commerce/any other relevant discipline from a recognized University/ Institution  OR  Degree in Engineering OR  MBA
DESIRABLE	:	i) Degree In Law, ii) PGDegree /Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization iii) Knowledge of <ul style="list-style-type: none"> <li>• Import-Export</li> <li>• Trading</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	16 years experience in the field of Personnel/ Administration/ Law*/ Marketing/ Import-Export/ Project Formulation- Implementation/ Materials Management/ Trading / e-Commerce / Information Technology etc. of which at least 6 years should be in a middle management position in Govt. Organization/ Public Sector Undertaking or private concern of repute. *16 years of working/ practicing experience also would suffice.
AGE LIMITS	:	Below 40 years (Relaxable for SC/ST)

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	SR.MANAGER (General Cadre)
QUALIFICATION	:	Masters Degree in Humanities/ Science/ Commerce/any other relevant discipline from a recognized University/ Institution/  OR  Degree in Engineering  OR  MBA
DESIRABLE	:	i) Degree In Law, ii) PG Degree /Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization iii) Knowledge of <ul style="list-style-type: none"> <li>• Import-Export</li> <li>• Trading</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	14 years experience in the field of Personnel/ Administration/ Law*/ Marketing/ Import-Export/ Project Formulation- Implementation/ Materials Management/ Trading / e-Commerce / Information Technology etc. of which at least 7 yrs should be in a supervisory capacity in Govt. Organization/ Public Sector Undertaking or private concern of repute. *14 years of working/ practicing experience also would suffice.
AGE LIMITS	:	Below 38 years (Relaxable for SC/ST)

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	MANAGER (General Cadre)
QUALIFICATION	:	Masters Degree in Humanities/ Science/ Commerce/any other relevant discipline from a recognized University/ Institution  OR  Degree in Engineering OR  MBA
DESIRABLE	:	i) Degree In Law, ii) PGDegree /Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization iii) Knowledge of <ul style="list-style-type: none"> <li>• Import-Export</li> <li>• Trading</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	11 years experience in the field of Personnel/ Administration/ Law*/ Marketing/ Import-Export/ Project Formulation- Implementation/ Materials Management/ Trading / e-Commerce/ Information Technology etc. of which at least 5 years should be in a supervisory capacity in Govt. Organization/ Public Sector Undertaking or private concern of repute. * 11 years of working/ practicing experience also would suffice.
AGE LIMITS	:	Below 36 years (Relaxable for SC/ST)

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	DEPUTY MANAGER (General Cadre)
QUALIFICATION	:	Degree in Humanities/ Science/ Commerce/any other relevant discipline from a recognized University/ Institution  OR  Degree in Engineering OR  MBA  OR  Any other equivalent relevant professional qualification as may be prescribed by CMD
DESIRABLE	:	i) Post Graduate Degree/Diploma in Management/ International trade/ Materials Management/ any other relevant specialization  ii) Knowledge of <ul style="list-style-type: none"> <li>▪ e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	8 years (6 for PG/MBA/Degree in Engg) experience in the field of Personnel/ Administration/ Law*/ Marketing/ Import/ Export/ Materials Management/ Trading / e-Commerce / Information Technology etc. of which at least 3 yr should be in a supervisory capacity in Govt. Organization/ Public Sector Undertaking or private concern of repute. *8 years of working/ practicing experience also would suffice.
AGE LIMITS	:	Below 34 years (Relaxable for SC/ST)

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	ASSISTANT MANAGER (General Cadre)
QUALIFICATION	:	Degree in Humanities/ Science/ Commerce/any other relevant discipline from a recognized University/ Institution  OR  Degree in Engineering  OR  MBA
DESIRABLE	:	i) P.G. Degree/ Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization. ii) Knowledge of <ul style="list-style-type: none"> <li>• e-Commerce</li> <li>• Computer Applications.</li> </ul>
EXPERIENCE	:	5 years (4 yrs for PG/MBA/Degree in Engg) experience in the field of Personnel/ Administration/ Law*/ Marketing/ Import-Export/ Materials Management/ Trading / e-Commerce / Information Technology etc. of which at least 2 yr should be in a supervisory capacity in Govt. Organization/ Public Sector Undertaking or private concern of repute. * Alternatively, practicing experience of 6 years
AGE LIMITS	:	Below 32 years (Relaxable for SC/ST/OBC/PWD)

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	JUNIOR MANAGER (General Cadre)
QUALIFICATION	:	Degree in Humanities/ Science/ Commerce/any other relevant discipline from a recognized University/ Institution  OR  Degree in Engineering  OR  MBA  OR  Any other equivalent relevant professional qualification as may be prescribed by CMD
DESIRABLE	:	i) Post Graduate Degree/Diploma in Management/ International trade/ Materials Management/ any other relevant specialization ii) Knowledge of <ul style="list-style-type: none"> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	2 years (1 yr for PG/MBA/Degree in Engg) experience in Personnel/ Administration/ Law*/ Marketing/ import-export/ Trading / e-Commerce / Information Technology / materials management etc. in a supervisory capacity in a Govt. organization/ PSU/ Private Concern of repute. * Alternatively, practicing experience of 2 years
AGE LIMITS	:	Below 30 years (Relaxable for SC/ST)

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	MANAGEMENT TRAINEE (General Cadre)
QUALIFICATION	:	Degree in Humanities/ Science/ Commerce/ Law/ Information Technology/ Business Administration/ any other relevant discipline from a recognized university/ Institution  OR  Degree in Engg.  The qualifying marks shall be 60% marks throughout their academic career (55% marks for Hons/ Masters/ Engg. Degree with 60% marks in all other pre-degree examinations)
DESIRABLE	:	i) PG Degree/ Diploma in Marketing/International trade/ Materials Management/HR/ Law/ Logistics/ any other relevant specialization from a recognized Institution/ University/ ii) Knowledge in Computer Applications
EXPERIENCE	:	-
AGE LIMITS	:	Below 28 years (Relaxable for SC/ST/OBC/PWD)

(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)



**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	GENERAL MANAGER (FINANCE & ACCOUNTS)
QUALIFICATION	:	Associate/Fellow Member of the Institute of CA/CWA of India.  OR MBA (Finance) from a recognized University/Institution.
DESIRABLE	:	i) Associate/Fellow Member of the Institute of Company Secretaries of India. ii) Knowledge of <ul style="list-style-type: none"> <li>• Company Law and Taxation</li> <li>• Trade Financing (Domestic &amp; Foreign)</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	20 Years post qualification experience in Finance & Accounts, of which at least 12 Yrs should be in a Senior Management position in a Govt. organization/ Public Sector Undertaking or Private concern of repute
AGE LIMITS	:	Below 50 years (Relaxable for SC/ST)

**N.B.** Post qualification experience includes the period of practice as professional (either as sole proprietor or Partner in a firm).  
(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	DEPUTY GENERAL MANAGER (FINANCE & ACCOUNTS)
QUALIFICATION	:	Associate/Fellow Member of the Institute of CA/CWA of India.  OR  MBA(Finance) from a recognised University/Institution.
DESIRABLE	:	i) Associate/Fellow Member of the Institute of Company Secretaries of India. ii) Knowledge of <ul style="list-style-type: none"> <li>• Company Law and Taxation</li> <li>• Trade Financing (Domestic &amp; Foreign)</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	18 years post qualification experience in Finance & Accounts, of which at least 8 years should be in a middle Management position in a Govt. organization/ Public Sector Undertaking or Private concern of repute
AGE LIMITS	:	Below 45 years (Relaxable for SC/ST)

**N.B.** Post qualification experience includes the period of practice as professional (either as sole proprietor or Partner in a firm).  
(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	ASSISTANT GENERAL MANAGER (FINANCE & ACCOUNTS)
QUALIFICATION	:	Associate/Fellow Member of the Institute of CA/CWA of India.  OR  MBA(Finance) from a recognised University/Institution.
DESIRABLE	:	Knowledge of <ul style="list-style-type: none"> <li>• Company Law and Taxation</li> <li>• Trade Financing (Domestic &amp; Foreign)</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	16 years post qualification experience in Finance & Accounts, of which at least 6 years should be in a middle Management position in a Govt. organization/ Public Sector Undertaking or Private concern of repute
AGE LIMITS	:	Below 40 years (Relaxable for SC/ST)

**N.B.** Post qualification experience includes the period of practice as professional (either as sole proprietor or Partner in a firm).  
(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	SR.MANAGER (FINANCE & ACCOUNTS)
QUALIFICATION	:	Associate Member of the Institute of CA/CWA of India.  OR  MBA(Finance) from a recognised University/Institution.
DESIRABLE	:	Knowledge of <ul style="list-style-type: none"> <li>• Company Law and Taxation</li> <li>• Trade Financing (Domestic &amp; Foreign)</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	14 years post qualification experience in Finance & Accounts, of which at least 7 yrs in should be in a supervisory capacity in a Govt. organization/ Public Sector Undertaking or Private concern of repute
AGE LIMITS	:	Below 38 years (Relaxable for SC/ST)

**N.B.** Post qualification experience includes the period of practice as professional (either as sole proprietor or Partner in a firm).  
(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION, EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	MANAGER (FINANCE & ACCOUNTS)
QUALIFICATION	:	Associate Member of the Institute of CA/CWA of India.  OR  MBA(Finance) from a recognised University/Institution.
DESIRABLE	:	Knowledge of <ul style="list-style-type: none"> <li>• Company Law and Taxation</li> <li>• Trade Financing (Domestic &amp; Foreign)</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	11 years post qualification experience in Finance & Accounts, of which at least 5 years should be in a supervisory capacity in a Govt. organization/ Public Sector Undertaking or Private concern of repute.
AGE LIMITS	:	Below 36 years (Relaxable for SC/ST)

**N.B.** Post qualification experience includes the period of practice as professional (either as sole proprietor or Partner in a firm).  
(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	DEPUTY MANAGER (FINANCE & ACCOUNTS)
QUALIFICATION	:	Associate Member of the Institute of CA/CWA of India  OR MBA(Finance) from a recognized university / Institution
DESIRABLE	:	i) Knowledge of <ul style="list-style-type: none"> <li>• Company Law and Taxation</li> <li>• Trade Financing (Domestic &amp; Foreign)</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	8 years post qualification experience in Finance & Accounts, of which at least 3 yrs should be in a supervisory capacity in a Govt. organization/ Public Sector Undertaking or Private concern of repute
AGE LIMITS	:	Below 34 years (Relaxable for SC/ST)

**N.B.** Post qualification experience includes the period of practice as professional (either as sole proprietor or Partner in a firm).  
(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	ASSISTANT MANAGER (FINANCE ACCOUNTS)
QUALIFICATION	:	Associate/Fellow Member of the Institute of CA/CWA of India  OR MBA (Finance) from a recognized university / Institution
DESIRABLE	:	i) Knowledge of <ul style="list-style-type: none"> <li>• Company Law and Taxation</li> <li>• Trade Financing (Domestic &amp; Foreign)</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	5 years post qualification experience in Finance & Accounts, of which at least 2 yr should be in a supervisory capacity in a Govt. organization/ Public Sector Undertaking or Private concern of repute
AGE LIMITS	:	Below 32 years (Relaxable for SC/ST/OBC/PWD)

**N.B.** Post qualification experience includes the period of practice as professional (either as sole proprietor or Partner in a firm).  
(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	JUNIOR MANAGER (FINANCE & ACCOUNTS)
QUALIFICATION	:	Associate Member of the Institute of CA/CWA of India.  OR MBA(Finance) from a recognised University/Institution.
DESIRABLE	:	i) Knowledge of <ul style="list-style-type: none"> <li>• Company Law and Taxation</li> <li>• Trade Financing (Domestic &amp; Foreign)</li> <li>• e-Commerce</li> <li>• Computer Applications</li> </ul>
EXPERIENCE	:	2 years post qualification experience in Finance & Accounts
AGE LIMITS	:	Below 30 years (Relaxable for SC/ST)

**N.B.** Post qualification experience includes the period of practice as professional (either as sole proprietor or Partner in a firm).  
(Amended vide 253<sup>rd</sup> Board Meeting held on 02.03.2013)



**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	COMPANY SECRETARY
QUALIFICATION	:	Associate Member of the Institute of Company Secretaries of India.
DESIRABLE	:	i) Degree in Law. ii) Knowledge of Taxation/Import-Export Policy/working of Public Sector Units.
EXPERIENCE	:	Minimum 10 years post qualification experience in Secretarial matters, of which at least 5 years in a senior supervisory position in a Government Organisation / Public Sector Undertaking or Private Concern of repute.
AGE LIMITS	:	Below 40 years (Relaxable for SC/ST)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	EXECUTIVE PRIVATE SECRETARY
QUALIFICATION	:	i) Degree in any discipline from a recognised University/ Institution.  ii) A speed of 100 w.p.m. in short-hand and 40 w.p.m. in typing.
DESIRABLE	:	i) Knowledge of Hindi Stenography/ Typing. ii) Proficiency in Computer Application.
EXPERIENCE	:	Minimum 3 years as a Private Secretary in a Government Office/ Public Sector Undertaking/Private Company of repute.
AGE LIMITS	:	Below 30 years (Relaxable for SC/ST)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	CHIEF VIGILANCE OFFICER(GENERAL CADRE)
RANK	:	GENERAL MANAGER/DEPUTY GENERAL MANAGER (E-7)
QUALIFICATION	:	Master's Degree in Humanities/Science/Commerce from a recognised University/ Institution.  OR Any other professional qualification as may be prescribed by CMD/MD.
DESIRABLE	:	Degree in Law.
EXPERIENCE	:	Minimum 15 years experience in Vigilance work like Investigation as Presenting Officer, etc. of which at least 8 years in a senior management position in a Government Organisation/Public Sector Undertaking or Private Concern of repute.
AGE LIMITS	:	Below 45 years (Relaxable for SC/ST)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	VIGILANCE OFFICER(GENERAL CADRE)
RANK	:	DY. MANAGER/ MANAGER (E-3/E-4)
QUALIFICATION	:	Degree in Humanities/Science/Commerce from a recognized University/institution.  OR  Any other professional qualification as may be prescribed by CMD/MD.
DESIRABLE	:	Degree in Law.
EXPERIENCE	:	Minimum 6 years experience in Vigilance work like Investigation as Presenting Officer, etc. background in a Government Organisation/Public Sector Undertaking will be preferred.
AGE LIMITS	:	Below 35 years (Relaxable for SC/ST)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	DIRECTOR(FINANCE)
SCHEDULE OF THE POST	:	"C"
JOB DESCRIPTION AND RESPONSIBILITIES	:	Director (Finance) is a member of Board of Directors and reports to the Chairman and Managing Director. He is overall in charge of finance and accounts functions of the organization and is responsible for evolving and formulating finance policies and advising the CMD on financial matters. The job will specifically include Working Capital Management, maintaining relationship with Commercial Banks, Budgetary Control, International Trade financing, Taxation and Internal Audit.
AGE	:	<ul style="list-style-type: none"> <li>i) Minimum 45 years.</li> <li>ii) Not more than 58 years for internal candidates and not more than 57 years for others.</li> </ul> The age of superannuation is 60 years.
QUALIFICATION AND EXPERIENCE	:	<p>The incumbent should be a Cost Accountant/ Chartered Accountant preferably with MBA and good academic record from a recognized university/ institution. He should have managerial experience at a senior level in corporate financial management and accounts including Cost and Budgetary Control, Institutional Finance, Working Capital Management and International Trade Financing in an organization of repute.</p> <p>Provided that minimum qualification is relaxable in the case of internal candidates with sound and adequate background and experience.</p>

(Amended vide 233<sup>rd</sup> Board Meeting held on 24.03.2009)

**QUALIFICATION , EXPERIENCE, AGE LIMIT PRESCRIBED FOR  
DIRECT RECRUITMENT**

NAME OF POST	:	DIRECTOR(COMMERCIAL)
SCHEDULE OF THE POST	:	"C"
JOB DESCRIPTION AND RESPONSIBILITIES	:	Director (Commercial) is a member of Board of Directors and reports to the Chairman and Managing Director. He is overall Head of Operations Group which include the marketing Group and the Selling Agency Group of the Company and is responsible for achieving business growth in all related spheres of activity. He is also responsible for Business Development, Systems Group, Coal Cell, Logistics Management, import and export of materials, e-Commerce, etc.
AGE	:	<ul style="list-style-type: none"> <li>i) Minimum 45 years.</li> <li>ii) Not more than 58 years for internal candidates and not more than 57 years for others.</li> </ul> The age of superannuation is 60 years.
QUALIFICATION AND EXPERIENCE	:	The incumbent should have a Degree in any discipline with good academic record from a recognized institution/ University. Persons with MBA and knowledge of International Trade, particularly of scrap including metal scrap budgetary and Cost Control, e-Commerce and Computer Applications will be given preference.  Provided that minimum qualification is relaxable in the case of internal candidates with sound and adequate background and experience.

(Amended vide 233<sup>rd</sup> Board Meeting held on 24.03.2009)