

**NOTICE**

Dated: 30.06.2023

**List of Shortlisted Candidates for Document Verification (DV) /Interview for the post of OSD (Operations)- Ecommerce, OSD(Operations)-Vigilance, OSD (Recycling/ Business Development), OSD-Human Resources, OSD-Facility and Estate Management (FEM)**

Based on the applications received for the post of OSD (Operations)- Ecommerce, OSD(Operations)-Vigilance, OSD (Recycling/ Business Development), OSD-Human Resources, OSD-Facility and Estate Management (FEM), the following candidates have been shortlisted for Document Verification (DV), followed by Interview if DV stage is cleared successfully:

**OSD (Operations)- Ecommerce**

Sl. No.	Registration Number	Reporting Date	Reporting Time
1	23OEC00002	10.07.2023	9.30 a.m.
2	23OEC00003	10.07.2023	9.30 a.m.
3	23OEC00038	10.07.2023	9.30 a.m.
4	23OEC00050	10.07.2023	9.30 a.m.
5	23OEC00052	10.07.2023	9.30 a.m.
6	23OEC00092	10.07.2023	9.30 a.m.
7	23OEC00094	10.07.2023	9.30 a.m.
8	23OEC00101	10.07.2023	9.30 a.m.
9	23OEC00103	10.07.2023	9.30 a.m.
10	23OEC00110	10.07.2023	9.30 a.m.
11	23OEC00114	10.07.2023	9.30 a.m.
12	23OEC00117	10.07.2023	9.30 a.m.
13	23OEC00162	10.07.2023	9.30 a.m.
14	23OEC00184	10.07.2023	9.30 a.m.
15	23OEC00186	10.07.2023	9.30 a.m.
16	23OEC00195	10.07.2023	9.30 a.m.
17	23OEC00207	10.07.2023	9.30 a.m.

**OSD(Operations)-Vigilance**

Sl. No.	Registration Number	Reporting Date	Reporting Time
1	23OVG00004	10.07.2023	9.30 a.m.
2	23OVG00006	10.07.2023	9.30 a.m.
3	23OVG00065	10.07.2023	9.30 a.m.

**OSD (Recycling/ Business Development)**

Sl. No.	Registration Number	Reporting Date	Reporting Time
1	23REC00007	10.07.2023	9.30 a.m.
2	23REC00008	10.07.2023	9.30 a.m.

**OSD-Human Resources**

Sl. No.	Registration Number	Reporting Date	Reporting Time
1	23HRM00030	11.07.2023	9.30 a.m.
2	23HRM00054	11.07.2023	9.30 a.m.
3	23HRM00102	11.07.2023	9.30 a.m.
4	23HRM00114	11.07.2023	9.30 a.m.
5	23HRM00121	11.07.2023	9.30 a.m.
6	23HRM00231	11.07.2023	9.30 a.m.
7	23HRM00247	11.07.2023	9.30 a.m.

**OSD-Facility and Estate Management (FEM)**

Sl. No.	Registration Number	Reporting Date	Reporting Time
1	23FEM00003	11.07.2023	9.30 a.m.
2	23FEM00009	11.07.2023	9.30 a.m.
3	23FEM00054	11.07.2023	9.30 a.m.
4	23FEM00075	11.07.2023	9.30 a.m.
5	23FEM00087	11.07.2023	9.30 a.m.
6	23FEM00105	11.07.2023	9.30 a.m.
7	23FEM00106	11.07.2023	9.30 a.m.
8	23FEM00109	11.07.2023	9.30 a.m.
9	23FEM00113	11.07.2023	9.30 a.m.
10	23FEM00114	11.07.2023	9.30 a.m.
11	23FEM00122	11.07.2023	9.30 a.m.
12	23FEM00131	11.07.2023	9.30 a.m.
13	23FEM00136	11.07.2023	9.30 a.m.
14	23FEM00137	11.07.2023	9.30 a.m.
15	23FEM00143	11.07.2023	9.30 a.m.

**Important Instructions:**

<b><u>ACTIVITY</u></b>	<b><u>DETAILS</u></b>
<b>Verification of Documents and Interview</b>	<i>All documents in support of age, caste, PWD (if applicable), qualification and experience certificate (with duration) shall be verified with the originals. Candidates are required to bring all</i>

Post	Date of DV/ Interview	
OSD (Operations)- Ecommerce	10 <sup>th</sup> July 2023	<p><i>original documents and one set of copy of the same along with a copy of the call letter for verification.</i></p> <p><i>Only those candidates who clear Document Verification shall appear for Interview.</i></p> <ul style="list-style-type: none"> <li>All candidates are required to report to the venue on the stipulated date and time as per their call letters for verification of their documents.</li> <li>Please note that if any Information provided in application for the post cannot be supported with original during verification/ failure to submit NOC by candidates working in Government/PSE at the time of DV, their candidature shall be cancelled at this stage and will not be allowed to appear for the interview.</li> <li>Engagement is not of permanent nature &amp; shall not confer any right for regular employment.</li> <li>Candidates are requested to appear in the interview strictly as per schedule/ As per the call letters. Request for change of date and time will not be entertained.</li> <li>The selection process may take the entire day.</li> <li>No TA / DA shall be payable for appearing in the Document Verification/Interview.</li> </ul>
OSD(Operations)- Vigilance	10 <sup>th</sup> July 2023	
OSD (Recycling/ Business Development)	10 <sup>th</sup> July 2023	
OSD-Human Resources,	11 <sup>th</sup> July 2023	
OSD-Facility and Estate Management (FEM)	11 <sup>th</sup> July 2023	
<p><b>Reporting Time:</b> 9.30 AM</p> <p><b>Venue:</b> MSTC Limited, Plot no.CF-18/2, Street No.175, Action Area 1 C, New Town, Kolkata – 700156.</p>		
<p><b>PERSONAL INTERVIEW &amp; SCHEDULE</b></p>		<ul style="list-style-type: none"> <li>The Document Verification &amp; Interviews for the above posts are schedule to be conducted face-to-face at Head Office, Kolkata unless any request from respective candidate is received towards Document Verification and Interview (through VC) from any specific MSTC office within the stipulated time as mentioned below.</li> <li><b>In the event, the shortlisted candidates against the post of OSD (Operations)- Ecommerce, OSD(Operations)-Vigilance, OSD (Recycling/ Business Development), OSD-Human Resources, OSD-Facility and Estate Management (FEM) are not able to appear for document verification/Interview at Head Office, Kolkata they may appear for Document Verification and Interview (through VC) from any MSTC office provided that request in this regard is received from candidates only via email <a href="mailto:careers@mstcindia.co.in">careers@mstcindia.co.in</a> within 4 days from the date of call letter. In case no email is received from candidate's side by 04<sup>th</sup> July 2023, he/she shall be accordingly scheduled for Document Verification and face-to-face interview at MSTC Head Office, Kolkata on the date and venue as mentioned above.</b></li> <li>It may please be noted that the candidature is subject to verification of documents with originals and in case of any discrepancy between the self attested documents and the originals, the candidature will be cancelled irrespective of the stage of selection. Candidates appearing for interview</li> </ul>

	<p>via VC are required to provide an undertaking in the format provided by the company before appearing for interview through VC, which shall be shared at the time of communicating the specific permission for the same.</p> <ul style="list-style-type: none"> <li>The schedule for interview given is subject to various central and state restrictions on movement and may be revised at a short notice. Hence all candidates are mandatorily required to check the MSTC website <a href="http://www.mstcindia.co.in/careers">www.mstcindia.co.in/careers</a> for any notification in this regard.</li> </ul>
<b>Call Letter</b>	<p><b>Call Letters for respective posts are to be sent to the candidates via emails to their registered emails only. Therefore, candidates are requested to check their emails on regular basis.</b></p> <p><b>In case any candidate, whose registration number appears in the list, has not received the call letter via email, he/she may request via email for the same.</b></p>
<b>Caste Certificates</b>	<p>Candidates belonging to SC/ST/OBC/PWD category are required to bring relevant certificates in valid format. <b>Candidates belonging to OBC(NCL) are required to bring updated Non Creamy Layer certificate in proper format, failing which they shall be considered as General Category candidates.</b></p>
<b>NOC from employer</b>	<p>Candidates working in Government/ PSE should bring '<u>No Objection Certificate</u>' from their employer.</p>

**DISCLAIMER:** The above schedule is subject to change. Candidates are advised to check the website [www.mstcindia.co.in](http://www.mstcindia.co.in) before the date of Interview.

For any query/assistance, you may email at: [careers@mstcindia.co.in](mailto:careers@mstcindia.co.in)

**List of candidates NOT ELIGIBLE for OSD (Operations)- Ecommerce, OSD(Operations)-Vigilance, OSD (Recycling/ Business Development), OSD-Human Resources, OSD-Facility and Estate Management (FEM):**

The applications received in response to our advertisement for OSD (Operations)- Ecommerce, OSD(Operations)-Vigilance, OSD (Recycling/ Business Development), OSD-Human Resources, OSD-Facility and Estate Management (FEM), have been scrutinized and the following applicants have not fulfilled the eligibility criteria as notified in the advertisement:

Sl. No.	Registration Number	Post	Remarks
1	23OEC00004	OSD(Operations)-Ecommerce	Due to insufficient document supporting work experience- Work experience certificate is given only of 3 years 1 months 30 days, for rest only appointment letter is given along with pay slip for the month of February 2023. However, it is difficult to ascertain date of joining based on one pay slip from recent month.

2	23OEC00053	OSD(Operations)- Ecommerce	Insufficient documents to establish work experience- Work Experience: only exp of 9 months 11 days could be established. His internship period in IOCL is not applicable for counting the years of work exp.Years of his employment in Streling Urban Cooperative Bank could not be ascertained as only appointment letter is uploaded.
3	23OEC00122	OSD(Operations)- Ecommerce	Due to insufficient document supporting work experience.- Work Exp: experience for 4 years 6 months 27 days could be established. His exp in current company could not be ascertained due no document in support of work exp. The candidate has submitted agreement document with present company wherein date when both parties entered into agreement has mentioned but the length of service could not be ascertained.
4	23OEC00182	OSD(Operations)- Ecommerce	Due to insufficient document supporting work experience.-The cadidate has given work experience certiifcate for his employment in Aviva Life Insurance and Religare Health Insurance. For Jute Corporation he has given only offer letter, therefore, his date of joining and work experience could not be established.
5	23OEC00192	OSD(Operations)- Ecommerce	Due to insufficient document supporting work experience.
6	23OEC00200	OSD(Operations)- Ecommerce	Due to insufficient document supporting work experience.-Candidate has not submitted any document in support of work experience. He has only submitted offer letter.
7	23OEC00203	OSD(Operations)- Ecommerce	Due to insufficient document supporting work experience.-No document in support of work exp in bhagwan mahavir medica super speciality hospital.
8	23OEC00212	OSD(Operations)- Ecommerce	Due to insufficient document supporting work experience- candidate has submitted experience certificate, but service period is not mentioned.
9	23OVG00003	OSD(Operations)- Vigilance	No document in support of relevant work experience.
10	23OVG00019	OSD(Operations)- Vigilance	No relevant work experience found-Candidate did not work in vigilance department of the company, was enagged in multiple capacities such as DEO, Accounts Executive, Accounts Assistant cum Back Office.

11	23OVB00023	OSD(Operations)- Vigilance	Work Experience of only 3 years 1 month 2 days could be established. Out of this, candidate worked in vigilance department of NTPC as DEO and Office Assistant for 1 year 8 months, not meeting the eligibility period of 2 years.
12	23OVB00033	OSD(Operations)- Vigilance	No document in support of relevant work experience.
13	23OVB00035	OSD(Operations)- Vigilance	No relevant work experience found-The candidate has submitted appointment letter for appointment as assistant engineer (electrical).No document in support of relevant work experience.
14	23OVB00039	OSD(Operations)- Vigilance	No document in support of relevant work experience. Service period could not be established.
15	23OVB00058	OSD(Operations)- Vigilance	No relevant work experience found -The candidate has submitted pay slip of month of Nov 2022 issued by the company TELEPERFORMANCE GLOBAL SERVICES PRIVATE LIMITED, but service period can not ascertained. And relevant work experience is not found.
16	23OVB00064	OSD(Operations)- Vigilance	No relevant work experience found -The candidate is working as district level program manager for India Hypertension Control Initiative at Birbhum District. The same is not relevant.
17	23OVB00066	OSD(Operations)- Vigilance	Insufficient documents against work experience.
18	23OVB00076	OSD(Operations)- Vigilance	No relevant work experience found
19	23OVB00077	OSD(Operations)- Vigilance	No relevant work experience found
20	23REC00006	OSD-Recycling	Not Eligible Reason: 1. Work exp at SI. No 1: Not Relevant 2. Work exp at SI. No 2: Insufficient Document
21	23REC00009	OSD-Recycling	Not Eligible due to inadequate document towards minimum period of Work Experience.
22	23HRM00001	OSD-Human Resources	The candidate has only 3 years 2 months and 6 days of work experience in HR ( as Deputy Manager HR Employee Relations). The minimum requirement is of 5 years of experience in HR/ personnel management.
23	23HRM00003	OSD-Human Resources	The candidate does not possess the relevant work experience. The minimum requirement is of 5 years of experience in HR/ personnel management.

24	23HRM00004	OSD-Human Resources	The candidate has only 4 years 5 months 19 days of work experience pertaining to Human Resource/ personnel Management. The minimum requirement is of 5 years of experience in HR/ personnel management.
25	23HRM00005	OSD-Human Resources	The candidate has only 1 year 6 months 18 days of work experience pertaining to Human Resource/ personnel Management. The minimum requirement is of 5 years of experience in HR/ personnel management.
26	23HRM00006	OSD-Human Resources	The candidate does not possess the relevant work experience. The minimum requirement is of 5 years of experience in HR/ personnel management.
27	23HRM00008	OSD-Human Resources	The candidate has not submitted any document to corroborate work experience. Only scanned copy of offer letter have been submitted.
28	23HRM00028	OSD-Human Resources	The candidate has not submitted any document to corroborate work experience. Only scanned copy of offer letter have been submitted.
29	23HRM00059	OSD-Human Resources	The candidate does not possess the relevant work experience, Post Experience is not in Human Resource/ Personnel Management
30	23HRM00123	OSD-Human Resources	Post Experience is less than five years . For same case The candidate has not submitted any document to corroborate work experience. Only scanned copy of offer letter have been submitted.
31	23HRM00126	OSD-Human Resources	The candidate does not possess the relevant work experience, Post Experience is not in Human Resource/ Personnel Management
32	23HRM00127	OSD-Human Resources	The candidate does not possess the relevant work experience, Post Experience is not in Human Resource/ Personnel Management
33	23HRM00191	OSD-Human Resources	The candidate has not submitted any document to corroborate work experience. Only scanned copy of offer letter have been submitted.
34	23HRM00217	OSD-Human Resources	The candidate has not submitted document to corroborate work experience
35	23HRM00225	OSD-Human Resources	The candidate has not submitted any document to corroborate work experience. Only scanned copy of offer letter have been submitted.
36	23HRM00227	OSD-Human Resources	The candidate does not possess the relevant work experience, Post Experience is not in Human Resource/ Personnel Management

37	23HRM00228	OSD-Human Resources	The candidate does not possess the relevant work experience, Post Experience is not in Human Resource/ Personnel Management
38	23HRM00233	OSD-Human Resources	The candidate does not possess the relevant work experience, Post Experience is not in Human Resource/ Personnel Management
39	23HRM00239	OSD-Human Resources	Post Experience is not in Human Resource/ Personnel Management is less then 5 year
40	23HRM00240	OSD-Human Resources	The candidate has not submitted document to corroborate work experience. Only scanned copy of offer letter have been submitted.
41	23HRM00241	OSD-Human Resources	The candidate does not possess the relevant work experience, Post Experience is less then 5 year in Human Resource/ Personnel Management
42	23HRM00251	OSD-Human Resources	The candidate has not submitted any document to corroborate work experience. Only scanned copy of offer letter have been submitted.
43	23HRM00252	OSD-Human Resources	The candidate does not possess the relevant work experience, Post Experience is not in Human Resource/ Personnel Management
44	23HRM00259	OSD-Human Resources	The candidate does not possess the relevant work experience, Post Experience is not in Human Resource/ Personnel Management
45	23FEM00006	OSD-Facility and Estate Management	INADEQUATE EXPERIENCE (SHORT EXP BY 7 MONTHS)
46	23FEM00010	OSD-Facility and Estate Management	INADEQUATE DOCUMENTS TOWARDS MINIMUM PERIOD OF WORK EXPERIENCE.
47	23FEM00021	OSD-Facility and Estate Management	INADEQUATE DOCUMENTS TOWARDS MINIMUM PERIOD OF WORK EXPERIENCE.
48	23FEM00022	OSD-Facility and Estate Management	INADEQUATE DOCUMENTS IN SUPPORT OF MINIMUM PERIOD OF WORK EXPERIENCE
49	23FEM00048	OSD-Facility and Estate Management	WORK EXPERIENCE IN GENERAL BANKING AND NOT AS PER WORK EXPERIENCE IN ADVERTISEMENT.
50	23FEM00069	OSD-Facility and Estate Management	WORK EXPERIENCE AS COMMERCIAL STAFF AND NCD AND NOT AS PER WORK EXPERIENCE IN ADVERTISEMENT.
51	23FEM00086	OSD-Facility and Estate Management	INADEQUATED DOCUMENTS IN SUPPORT OF THE MINIMUM PERIOD OF WORK EXPERIENCE.
52	23FEM00102	OSD-Facility and Estate Management	INADEQUATE DOCUMENTS IN SUPPORT OF MINIMUM PERIOD OF EXPERIENCE, SHORT EXPERIENCE



53	23FEM00103	OSD-Facility and Estate Management	INADEQUATE DOCUMENTS IN SUPPORT OF MINIMUM PERIOD OF EXPERIENCE, SHORT EXPERIENCE
54	23FEM00110	OSD-Facility and Estate Management	INADEQUATE DOCUMENTS IN SUPPORT OF THE MINIMUM PERIOD OF EXPERIENCE
55	23FEM00120	OSD-Facility and Estate Management	INADEQUATE DOCUMENTS IN SUPPORT OF THE MINIMUM PERIOD OF EXPERIENCE
56	23FEM00125	OSD-Facility and Estate Management	INADEQUATE DOCUMENTS IN SUPPORT OF THE MINIMUM DURATION OF WORK EXPERIENCE AND HAS TEACHING EXPERIENCE.
57	23FEM00132	OSD-Facility and Estate Management	NO DOCUMENTS IN SUPPORT OF EXPERIENCE ATTACHED.
58	23FEM00133	OSD-Facility and Estate Management	INADEQUATED DOCUMENTS IN SUPPORT OF THE MINIMUM PERIOD OF POST QUALIFICATION WORK EXPERIENCE.
59	23FEM00134	OSD-Facility and Estate Management	NO POST QUALIFICATION EXPERIENCE IN MANAGING/ MAINTAINING / UPKEEP OF OFFICE/HOUSING COMPLEX/COMMERCIAL ESTABLISHMENTS
60	23FEM00141	OSD-Facility and Estate Management	INADEQUATED DOCUMENTS IN SUPPORT OF THE MINIMUM PERIOD OF POST QUALIFICATION WORK EXPERIENCE.
61	23FEM00142	OSD-Facility and Estate Management	NO POST QUALIFICATION EXPERIENCE IN MANAGING/ MAINTAINING / UPKEEP OF OFFICE/HOUSING COMPLEX/COMMERCIAL ESTABLISHMENTS
62	23FEM00150	OSD-Facility and Estate Management	INADEQUATE YEARS OF POST QUALIFICATION EXPERIENCE AND EXPERIENCE IN SALES.
63	23FEM00151	OSD-Facility and Estate Management	INADEQUATE YEARS OF POST QUALIFICATION EXPERIENCE AND EXPERIENCE IN TEACHING.
64	23FEM00152	OSD-Facility and Estate Management	INADEQUATED DOCUMENTS IN SUPPORT OF THE MINIMUM PERIOD OF POST QUALIFICATION WORK EXPERIENCE.
65	23FEM00160	OSD-Facility and Estate Management	NO POST QUALIFICATION EXPERIENCE IN MANAGING/ MAINTAINING / UPKEEP OF OFFICE/HOUSING COMPLEX/COMMERCIAL ESTABLISHMENTS

**Sd/-**  
**For MSTC Ltd.**  
**Chief Manager (HR)**

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