



(A GOVT. OF INDIA ENTERPRISE)
Registered and Corporate Office: Kolkata

EMPLOYMENT NOTIFICATION No. 1/2019

MSTC Limited is a Mini Ratna Category-I PSU under the administrative control of the Ministry of Steel, Government of India. Our Company is engaged in providing e-commerce related services across diversified industry segment offering e-auction/e-sale, e-procurement services and development of customized software/solutions, offering comprehensive range of services in e-procurement segment. We have emerged as a pioneer in the e-auction segment catering to the Government sector, partnering with different Government agencies and ministries in conducting e-Auctions. The Company is looking for experienced Indian nationals for recruitment in the following posts.

POST	SCALE CODE	SCALE OF PAY	AGE LIMIT <small>*see Note</small>
DEPUTY GENERAL MANAGER (DGM)	E-6	₹1,20,000-3%-2,80,000/- (Min. gross emoluments ₹ 2,00,000/- per month)	Below 44 years
DEPUTY MANAGER(DM)	E-2	₹. 60,000-3%-1,80,000/- (Min. gross emoluments ₹ 1,00,000/- per month)	Below 32 years
ASSISTANT MANAGER (AM)	E-1	₹. 50000-3%-1,60,000/- (Min. gross emoluments ₹ 85,000/- per month)	Below 30 years

Compensation : In addition to Basic Pay and DA (IDA pattern), Leased accommodation in lieu of HRA is admissible, Perks & Allowances, as admissible under 'Cafeteria Approach'; Performance Related Pay (PRP) and various other benefits like PF, Gratuity, medical facilities for self and family, leave/ leave encashment, Pension, etc is payable as per Company's rules.

The details of the vacancies are as under:

SL. NO	VACANCIES	MINIMUM QUALIFICATION	DESIRABLE	EXPERIENCE
1.	DGM(Law) – 1 POST (OBC*)	LLM from a recognized University/ Institution	i) PG Degree /Diploma in Management/ International Trade/ Materials Management/ any other relevant specialization ii) Knowledge of • Import-Export • Trading • Computer Applications	16 years experience in the field of Law* 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 in the field of Law also would suffice.
2.	DM(Company Secretary)-1 post(UR)	Associate Member of the Institute of Company Secretaries of India.	i) Degree in Law. ii) Knowledge of Taxation/ Import-Export Policy/ working of Public Sector Units.	5 years post qualification experience in Secretarial matters, of which at least 2 years in supervisory category in a Government Organization / Public Sector Undertaking or Private Concern of repute.
3.	AM(Hindi)-2 Posts (UR)	Masters degree from a recognized university or equivalent in Hindi with English as a subject at degree level. OR Masters degree from a recognized university or equivalent in any subject with Hindi and English as subject at degree level. OR Masters degree of a recognized university or equivalent in any subject with English medium & Hindi as a subject at degree.	One year Diploma/certificate course in translation from English to Hindi and vice-versa from an institute recognized by Govt. of India is desirable	2 years experience in implementation and promotion of Hindi language, translation from Hindi to English and vice-versa in an organization of which at least 2 yr should be in a supervisory capacity in Govt. Organization/ Public Sector Undertaking or private concern of repute.

*Backlog vacancy.

The pay scale immediate lower to the post advertised and operated in MSTC Ltd. along with the selection procedure, place of posting shall be as per the table below:

SL.NO	VACANCIES	NEXT BELOW PAY SCALE & GRADE OF MSTC		Selection Procedure (<i>subject to fulfill the eligibility criteria</i>)	Initial Place of Posting#
		AS PER IDA – 2017	AS PER IDA – 2007		
1.	DGM(Law)	E-5: ₹1,00,000-3%-2,60,000/-	E-5: ₹ 43,200-3%-66,000/-	Interview only	Registered office: Kolkata
2.	DM (Company Secretary)	E-1: ₹50,000-3%-1,60,000/-	E-1: ₹20,600-3%-46,500/-	Interview only	
3	AM(Hindi)	E-0: ₹ 40,000-3%-1,40,000/-	E-0: ₹ 16,400-3%-40,500/-	All India based online Selection Test further be shortlisted for Interview. Final Selection will be based on consolidated merit of All India based online Selection Test and Interview	Delhi and Mumbai

The posts from sl. No.1&2 are located in Kolkata, sl. No 3 in Mumbai (1post) and in Delhi (1post), however, selected candidates can be posted/ transferred anywhere in India in future as per the requirement of the Company.

The names of shortlisted candidates for CBT/ Interview shall be displayed on the corporate website. Selected candidates shall be on probation for 1(one) year.

NOTE:

- i) Age and all other eligibility criteria shall be reckoned as on 30.09.2019. Age relaxation for Post at Sl.no.2 reserved for OBC as per government guidelines.
- ii) There is no reservation for Persons with Disabilities (PWD); however, all the above posts are identified for PWD. PWDs shall be considered by standards prescribed for the respective categories of reservation.
- iii) Teaching experience shall not be counted as work experience for the above posts.
- iv) The degree offered by Institutions/ Universities should be approved/ recognized by the necessary statutory bodies for employment to posts and services under the Central Government like Association of Indian Universities (AIU)/UGC/AICTE etc. Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the application. Calculation of percentage of marks in the qualifying degree shall be as per university/ institution rules. Please obtain a certificate to this effect from the Univ. / Instt, for submission at the time of interview. If university/Institute does not have the provision for conversion CGPA/ OGPA/ CPI/ DGPA or letter grade into percentage than the equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.
- v) Final acceptance of the candidature is subject to subsequent verification of certificates, testimonials, medical fitness etc.
- vi) Management reserves the right to cancel/ restrict/enlarge/modify/alter the vacancy/recruitment/selection process, if need arises, without issuing any further notice or assigning any reason thereof.
- vii) Candidates are required to submit application in online mode only. No other application, other than those submitted through online mode will be accepted or entertained.
- viii) The candidate must ascertain the correctness of each information/details before filling the online application form and final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/ provided in his online application form.
- ix) ELIGIBILITY: Fresher's who are awaiting their results need not apply.
- x) Departmental candidates will be eligible to apply against the above posts provided they have the given qualifications and experience and hold regular post in the next below scale at least for one year. The age shall be, however, relaxed for such departmental candidates as per the rules of the Company.
- xi) External candidates (for posts at sl.nos. 1 & 2) shall be eligible to apply provided they have held regular post in the next below scale/ equivalent pay for at least two years.
- xii) Reservation of posts: For getting the benefit of reservation under OBC category, the name of caste and community of the candidate must appear in the Central list of Other Backward Classes" available on National Commission for

Backward Classes (NCBC), Government of India website www.ncbc.nic.in. The candidates must not belong to creamy layer. Candidates seeking reservation as SC/ST/OBC, will have to submit caste certificate at the time of verification, ONLY in the prescribed proforma meant for appointment to posts under the government of India from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidates is ordinarily a resident of.

- xiii) **BOND:** Selected candidates in the post of Assistant Manager will be required to execute a Bond for Rs.1, 00,000/- in favor of MSTC Ltd. to serve the Company for a period of at least 5 years.
- xiv) Candidates for the post of AM shall be required to appear for the Online Selection Test on the date, time and venue, which will be mentioned in the online admit card. Reimbursement of Second Class rail fair by the shortest route shall be given to outstation PWD/ SC/ ST candidates for appearing in Test wherever distance travelled is more than 80 KMs each way.

HOW TO APPLY

Applications from interested candidates for the above posts will be accepted only through the online mode. The candidates should have valid email ID & mobile no. which should be kept active till the declaration of result for receiving important notifications issued by the company. Candidates applying for the above posts are required to pay a non-refundable application fee of Rs 500/- (except those belonging to SC/ST/ PWD categories). Log on to www.mstcindia.co.in for full details of the application procedure for all the posts. Last date for application will be 15 days from the date of publication of this advertisement in Employment News/ Rozgar Samachar. Persons working in Govt. /PSU should apply through proper channel or submit NOC at the time of interview.

Important Dates

Commencement of online application	05.10.2019
Last date of submission of application form online (Inclusive of payment of fee confirmation)	19.10.2019
Tentative date for Online Selection Test(CBT)	03.11.2019

Disclaimer:

Candidates should refer to our website only for any changes/ modification/ addendum/ information. In case of any technical problem/ clarification, please send eMail to mstcrecruitment@mstcindia.co.in .

(भारत सरकार का उपक्रम)

MSTC

(A Govt. of India Enterprise)