



**THE STATE TRADING CORPORATION OF INDIA LIMITED**  
**(A Government of India Enterprise)**  
(CIN: L74899DL1956 GOI 002674)

**ADVT. NO. STC/PERS/RECT/2016/2**

**SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES**

The S.T.C. of India Limited, a premier International Trading Company under the administrative control of Ministry of Commerce and Industry, Department of Commerce, is engaged in exports, imports and domestic trading operations in a wide variety of commodities. With the vision to be a leading world class trading organization, continuously diversifying and delivering excellence in all areas of its operations thereby enhancing stakeholders' value, STC strives for employee growth along with the organizational growth. Having an immense presence in the trading sector, STC has offices in 17 locations across India- New Delhi, Ahmedabad, Agra, Bangalore, Bhopal, Chennai, Hyderabad, Jalandhar, Kolkata, Mumbai, Coimbatore, Cochin, Gandhidham, Guntur, Kanpur, Silvassa and Puducherry. STC is headquartered in New Delhi. **STC will conduct Special Recruitment Drive for Persons With Disabilities (PWD) for filling up the following positions:-**

Post Code	Post / Grade & Scale of pay (IDA)	No. of Vacancies	Location(s)
SRD 01	<b>Assistant Managers in Marketing, Personnel &amp; Administration, Law and Finance Disciplines at E-1 Grade</b> ₹16,400-40,500	Reserved for 02 VH & 02 HH category*	Corporate Office, New Delhi/ Any Branch Office

\* The posts may be filled under any discipline depending on the availability of eligible candidates and suitability to be assessed in the selection process. The applications are invited from UR/SC/ST/OBC (NCL) categories for the above reserved vacancies. All the Posts are identified suitable for either Hearing Handicapped (HH) or Visually Handicapped (VH). The physical requirement/standards for post reserved for Persons with Disabilities: HH is Standing, Sitting, Walking, Bending, Reading, Writing & Seeing and VH is Standing, Sitting, Walking, Bending, Listening.

**Note:** i) The above mentioned vacancies include backlog vacancies also. (ii) Number of vacancies is liable to change. (iii) Only those OBCs belonging to non-creamy layer of OBC, which are included in the central lists of OBC are eligible for the relaxation to be provided to OBCs. (iv) In case PWD candidates only such person would be eligible for reservation in service/post who suffer from not less than 40% of relevant disability. (v) Relaxations for SC/ST/OBC (NCL)/Ex-Servicemen will be as per Government of India guidelines.

**Eligibility & Experience required as on 01.04.2016**

<b>Post Code 01</b>	<b>Assistant Manager (Finance) (E-1)</b> ₹ 16,400-40,500
<b>UPPER AGE LIMIT (IN YEARS)</b>	<b>35 years (as on 01.04.2016) for UR, 38 years (as on 01.04.2016) for OBC (NCL), 40 years (as on 01.04.2016) for SC/ST</b>
<b>ESSENTIAL QUALIFICATION</b>	Qualified Chartered Accountant / Cost Accountant.
<b>EXPERIENCE REQUIRED</b>	Minimum 1 year (as on 01.04.2016) of relevant post qualification experience in Finance & Accounts in any CPSE/State PSEs/Government Organizations/Autonomous Bodies/Nationalized Banks or Private sector.
<b>JOB DESCRIPTION</b>	The incumbent will assist the Management in implementing Financial policies and procedures; Design, develop and implement accounting systems; Administrative and Establishment matters; Financial appraisals of Trade; Fund Management and Tax matters; Finalization of Accounts; Internal Audits etc.; Preparation of accounts and budget and other accounting functions, direct / indirect taxes and related activities, financial vetting of proposals, Treasury and Fund Management, coordination with statutory/ Govt. Auditors, Bank related work, Internal Audit, Bank guarantee.

<b>Post Code 02</b>	<b>Assistant Manager (Marketing) (E-1)</b> ₹ 16,400-40,500
<b>UPPER AGE LIMIT (IN YEARS)</b>	<b>35 years (as on 01.04.2016) for UR, 38 years (as on 01.04.2016) for OBC (NCL), 40 years (as on 01.04.2016) for SC/ST</b>
<b>ESSENTIAL QUALIFICATION</b>	Full time MBA degree/Post Graduate Diploma in Management with specialization in International Business, of two years duration from a recognized Indian Institute/ University with 60% aggregate marks or equivalent CGPA.
<b>EXPERIENCE REQUIRED</b>	Minimum 1 year (as on 01.04.2016) of relevant post qualification experience in Marketing/International Trading in any CPSE/State PSEs/Government Organizations/Autonomous Bodies/ Nationalized Banks or Private sector.
<b>JOB DESCRIPTION</b>	The incumbent is required to prepare and review all trade documents associated with imports, exports and domestic trade, assist in the Business Operations of various commodities. He/she will also be required to assist in devising ways to boost International trade and formulate and execute Corporate policies, plans and strategies for International trade and operations.
<b>Post Code 03</b>	<b>Assistant Manager (Personnel &amp; Administration) (E-1)</b> ₹ 16,400-40,500
<b>UPPER AGE LIMIT (IN YEARS)</b>	<b>35 years (as on 01.04.2016) for UR, 38 years (as on 01.04.2016) for OBC (NCL), 40 years (as on 01.04.2016) for SC/ST</b>
<b>ESSENTIAL QUALIFICATION</b>	Two year Full time Master's degree/Diploma in Management with specialization in HR/Personnel Management or its equivalent or Two year Full time Master's degree in Social Work, from a recognized Indian Institute/ University with 60% aggregate marks or equivalent CGPA. L.L.B Degree will be an added advantage.
<b>EXPERIENCE REQUIRED</b>	Minimum 1 year (as on 01.04.2016) of relevant post-qualification experience in Human Resource Management / Personnel Management / Industrial Relations/Training & Development, in any CPSE/State PSEs/Government Organizations/Autonomous Bodies/ Nationalized Banks or Private sector.
<b>JOB DESCRIPTION</b>	The incumbent will be responsible to assist in formulation of Personnel & HR Policies/ implementing Personnel Policies & Processes/ Industrial Relations/ HRD/ Establishment matters/Compliance of Labour & Industrial Laws/ Disciplinary cases/ Recruitment and Talent management, etc. The post requires high level of integrity, excellent communications skills, result orientation, attention to detail etc. Knowledge of service regulations / rules of the Government of India will be an added advantage.
<b>Post Code 04</b>	<b>Assistant Manager (Law) (E-1)</b> ₹ 16,400-40,500
<b>UPPER AGE LIMIT (IN YEARS)</b>	<b>35 years (as on 01.04.2016) for UR, 38 years (as on 01.04.2016) for OBC (NCL), 40 years (as on 01.04.2016) for SC/ST</b>
<b>ESSENTIAL QUALIFICATION</b>	Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrollment as an Advocate with a minimum of 60% marks or equivalent in the aggregate of all semesters/years . L.L.M Degree will be an added advantage.
<b>EXPERIENCE REQUIRED</b>	Minimum 1 year (as on 01.04.2016) of relevant post qualification experience is required in any CPSE/State PSEs/Government Organizations/Autonomous Bodies/ Nationalized Banks/MNCs or Private Corporate organization / legal Firm * .  * Note: The candidates engaged in Legal Firms on retainership basis must produce experience certificate(s) from the Legal Firms.
<b>JOB DESCRIPTION</b>	The incumbent will be responsible for various legal matters of the Company and shall support Legal & Compliance processes of the organization. The incumbent should have knowledge of Laws relating to contract, sale of goods, negotiable instruments, carriage of goods, taxation laws such as value added tax, service tax, income tax and custom duties, Rent & Property Laws, Labour/service laws, Civil/ Revenue Laws/ Banking Laws/ Trade Mark, etc., drafting legal documents/ notices/ letters/ agreements/ internal guidelines & policies, etc. and experience of drafting/vetting/negotiating business/supply contracts/ Lease agreements. The post requires maintaining high standard work practices and ensuring integrity, respect and confidentiality, result orientation, excellent noting/drafting skills, ability to deal with complex legal documents, analytical skills, etc. Working knowledge of Marathi/Bengali will be an added advantage.

## **RESERVATIONS AND RELAXATIONS:**

1. Reservations and relaxations for SC, ST, OBC (non creamy layer), XSM and PWD (degree of relevant disability 40% or above) candidates will be provided as per Government guidelines.
2. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR).
3. The upper age limit is relaxed by 5 years for SC & ST category, 3 years for OBC-NCL category, 05 years for PWD from UR category, 08 years for PWD from OBC-NCL category and 10 years for PWD from SC/ST category, as applicable.
4. For SC/ST/OBC candidates, there will be a relaxation of 5% marks in aggregate admissible on last qualifying marks (if applicable) in minimum eligibility requirements in comparison to general candidates.
5. The period of experience will be relaxed at the discretion of the Competent Authority in the case of SC/ ST candidates.
6. SC/ST certificate: Candidates belonging to SC/ST category should submit an attested copy of Caste/Tribe certificate issued by the Competent Authority at the time of interview. The original certificate shall also be produced for verification.
7. OBC Certificate: The OBC-NCL (OBC-Non Creamy layer) candidates will be required to submit a valid Caste certificate not more than one year old as on 31.12.2015 in the revised format applicable for the purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DoPT OM No. 36036/2/2013-Esstt (Res.) dated May 30, 2014 from a Competent Authority. A declaration shall also be submitted by the candidate when he/she reports to STC for his/her pre-appointment formalities stating that he/she does not belong to the creamy layer of OBC. Further, the caste to which the candidate belongs should be the one included in the central list of OBC issued by the Government of India.
8. Reservation of posts for PWD will be as per Government directives. Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of relevant disability. Candidates belonging to PWD category should submit an attested copy of Disability certificate issued by the Competent Authority/Medical Board duly constituted by Central or State Government at the time of interview. The original certificate shall also be produced for verification.
9. If the SC/ST/OBC/PWD certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self certified translated copy of the same in either English or Hindi.
10. Upper age is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989 subject to production of relevant certificate from concerned Authority.
11. Reservation and Relaxation for Ex-Servicemen will be as per extant Govt. Rules.

## **GENERAL CONDITIONS / INSTRUCTIONS:**

1. Selected candidates will be placed on probation for a period of one year from the date of joining STC. The period of probation shall be regulated as per extant rules / instructions issued from time to time.
2. Candidates working in Public Sector/Government Institution must apply through proper channel. In the event the application is not sent through proper channel, the candidate would be required to produce the NOC from his/her employer, if short-listed for the interview, at the time of the interview, failing which the candidate will not be allowed to appear for the interview & his/her TA/DA would not be reimbursed.
3. On final selection, candidates working in Public sector / Government Institution/ Private sector, should produce the document conveying the acceptance of his/her resignation from service of his last employer. In the absence of such document, he/she shall not be allowed to join STC service.
4. Place of Posting: Selected candidates will be required to serve in any office of the Corporation or its subsidiaries or successor, and not necessarily at the places mentioned against the posts above.
5. The appointment will be made at the minimum of scale of pay plus dearness allowance (IDA) from time to time. Other benefits like HRA, medical benefits, EPF, gratuity, leave encashment, performance related pay etc. shall be as per extant rules of STC.

6. A Candidate's single application should be sent in one envelope. Applications by a single candidate for more than one post must be sent in separately-marked envelopes. Multiple applications in one envelope shall be rejected and no correspondence in this respect shall be entertained. Accordingly, a multiple/separate email (which is the second mandatory mode of sending application) has to be sent for multiple/separate posts.
7. Applications in the following cases shall be summarily rejected: -
  - I. Incomplete applications;
  - II. application not made in prescribed format;
  - III. applications not conforming to the eligibility criteria;
  - IV. applications received by Post after the prescribed last date and scanned copy of application form by email received after the prescribed last date;
  - V. unsigned applications; and
  - VI. applications sent without Self-Attested Photocopies of all Certificates.
8. All qualifications must be from UGC recognized Indian University/UGC recognized Indian Deemed University OR AICTE approved courses from Autonomous Indian Institutions/concerned Statutory Council (whichever applicable).
9. Verification of documents: The candidates called for interview shall be required to produce original documents relating to educational qualifications, experience, caste, disability certificates etc. for verification and also to submit self-attested photocopies thereof at the time of interview. Such documents shall be listed in the interview call letter. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found ineligible for the post applied for or any other claim made in his/her application if found to be incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated as cancelled.
10. Background check: In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the Central Govt./PSUs.
11. If the candidate does not fulfill any of the conditions given in the detailed Advertisement, his/her candidature will be cancelled at any stage on scrutiny whenever the discrepancy is noticed.
12. The vacancies shown above are provisional and liable to be increased or decreased or may even be reduced to nil. STC is not liable to compensate the applicant for the consequential damages if any. STC reserves the right to cancel the selection process, if deemed necessary in the interest of the Corporation.
13. The decision of the STC about the mode of selection, number of post, eligibility conditions, short-listing of candidates for interview etc. shall be final and binding. No correspondence will be entertained in this regard. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
14. Applicants should give clear and complete postal address, email-id and phone number for correspondence and they shall be valid for at least two years after issuance of this advertisement. STC will not be responsible for any postal delay / wrong delivery / non-delivery of any communication at any stage of the recruitment process. While STC will exercise due care to avoid errors in the conduct in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.
15. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the interview. STC reserves the right to shortlist the candidates based on the nature of past relevant experience acquired post prescribed qualification.
16. STC, reserves the right to decide the place of interviews in any of the locations in India at its discretion depending upon the response, administrative feasibility, etc.
17. Outstation candidates called for interview will be reimbursed single to and fro Second A.C rail fare (normal train) by shortest route on production of original tickets/copy of E-tickets.
18. The cutoff date for considering the age and experience of candidates will be taken as 01.04.2016.
19. The candidates must meet the upper age criterion for all the posts as given above against each post.
20. Eligible persons may apply in the enclosed format as given at Appendix – 1 below.

21. Only Indian nationals are eligible to apply.

22. In case any ambiguity/ dispute that arises on account of interpretation in versions other than English, English version will prevail.

23. Court of jurisdiction for any dispute will be at Delhi.

### **CHECKLIST OF ENCLOSURES:**

a) Filled-in application strictly in conformity with the applicable format (as given at Appendix – 1 below) signed by the candidate and duly affixed with signed latest passport size photograph along with relevant self attested attachments as mentioned in the application form. Application not in the prescribed Format/incomplete/without signature and signed photograph can be rejected.

b) Self-Attested Photocopies of all Certificates/enclosures are to be provided with the Application Form being sent by post and shall include:-

- i. Certificate in proof of Date of Birth;
- ii. Educational/ Professional Certificates (right from class 10<sup>th</sup> to the latest) ;
- iii. Experience: -
  - a) Experience Certificates (including Appointment & Relieving letters of all previous employers)
  - b) A brief description of duties & responsibilities in all your jobs, attached in a separate sheet
- iv. Certificate of Ex-Servicemen(if applicable) ;
- v. Copy of last salary certificate;
- vi. Caste Certificate, if applicable, as per prescribed format of Govt. of India etc.;
- vii. Relevant grade-equivalency documents (if applicable).
- viii. Disability Certificate, if applicable, issued by Competent Authority.
- ix. The candidates having engagement on retainership basis must also produce experience certificate(s) from the Legal Firms. (applicable only to those candidates applying against AM (Law) post.

**PLEASE NOTE:** All necessary enclosures must be clearly marked/ numbered and must be attached to the application form being sent by post.

### **MODE OF APPLICATION:**

1) The candidate must send the filled-in application form with their photo pasted in the space provided, and with the signature at the end of the application form by hard copy by **ORDINARY POST ONLY** alongwith all necessary enclosures/ certificates addressed to: **Post Box No. DEL 231327, The Times of India, Bahadur Shah Zafar Marg, New Delhi – 110103 latest by 31.08.2016, 23:59 hrs.** Applications received by speed post or registered post or through courier will not be accepted. STC will not be responsible for any postal delay, wrong delivery etc. Applications received after the last date mentioned in the advertisement would not be considered. The envelope containing the application form must be clearly super-scribed with the name of the post applied for and Code No. of the post.

E.g. - “**APPLICATION FOR THE POST OF \_\_\_\_\_ (POST CODE)**”

**AND**

2) The candidate should also send an email with a scanned copy of the signed application in the prescribed format to: [careers@stclimited.co.in](mailto:careers@stclimited.co.in), from candidate's same email id as mentioned in the hard copy of application being sent by him/her by post, **latest by 31.01.2016**. The email's subject line must contain the name of the post applied for and Code No. of the post.

E.g. - “**APPLICATION FOR THE POST OF \_\_\_\_\_ (POST CODE)**”

- a) Only emails from candidates whose hard copy of application is received before the last date shall be entertained.
- b) Please note that candidate will have to send the scanned copy of the application format only and no other certificates/enclosures are required to be sent by email.

- c) The email should be sent from the same email id as mentioned in the hard copy of his/her application format sent by ordinary post. In case a candidate sends it from a different email id, his/her candidature is liable to be cancelled.
- d) No email/ communication shall be entertained relating to status/queries relating to the said recruitment.
- e) Please note that the email should reach before the prescribed last date. The maximum prescribed time for the email to be sent is 31.08.2016, 23:59 hrs.

Incomplete applications or applications received after the last date by Email and Post will not be considered.

**The Hindi version of the advertisement will follow.**





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**PLEASE NOTE:** The application is liable for rejection if not clearly filled in the prescribed format (or if incomplete) with full details of experience and qualification. No correspondence will be entertained from candidates who are not called for the Interview.

POST APPLIED FOR & (POST CODE) \_\_\_\_\_

1. FULL NAME (IN CAPITAL LETTERS)		Paste your recent passport size photograph here & sign across
2. FATHER'S / HUSBAND'S NAME (as applicable)		
3. DATE OF BIRTH		
4. AGE (AS ON 01.04.2016)	_____ YEARS _____ MONTHS _____ DAYS	
5. GENDER (MALE / FEMALE)		
6. NATIONALITY		
7. Whether SC / ST / OBC / PWD / Ex-Serviceman:	<b>(Also attach copy of certificate if applicable)</b>	
8. (i) Nature of present employment (whether CPSE/State PSE/ Government organization/Autonomous Body/Nationalized Bank/Private Sector), and (ii) on Regular or contract basis	(i)  (ii)	
9. FULL MAILING ADDRESS (IN BLOCK LETTERS)		
10. CURRENT LOCATION		
11. PREFERRED LOCATION		
12. MOBILE NUMBER(S)		
13. EMAIL ID(s)		
14. LANDLINE (IF ANY)		

**(Please retain the mobile number & Email id for at least two years after last date of application)**

15. Have you previously applied for a position in STC? (YES / NO) <b>If YES, then give the following details:</b>	
NAME OF POST / YEAR	
WERE YOU CALLED FOR THE INTERVIEW? (YES / NO)	





**17. WORK EXPERIENCE** (Begin with most recent employment; **Mention all post-qualification employment**)

Name of Organization	Post Held	Period of service			Scale of Pay**
		From	To	Total Service	
<b>TOTAL POST QUALIFICATION EXPERIENCE TILL 01.04.2016</b>				<b>Total:</b>	

\*\* In case of candidates from Public Sector following Central Dearness Allowance (CDA) pay scale, the Pay scale including Grade pay should be clearly indicated for each post held.

**PLEASE NOTE:** In case of additional work-experience, please attach separate sheet giving details in the same format.

**18. SCALE OF PAY (in case of candidates from Public sector/Government Institutions)**

Date	Scale of Pay**
01/04/16	
01/04/15	
01/04/14	

\*\* In case of candidates from Public Sector following Central Dearness Allowance (CDA) pay scale, the Pay scale including Grade pay should be clearly indicated.

**19. PLEASE ATTACH A SEPARATE SHEET GIVING A BRIEF ABOUT YOUR DUTIES & RESPONSIBILITIES IN ALL YOUR JOBS (NOT EXCEEDING ONE PAGE). YOUR APPLICATION WILL NOT BE CONSIDERED IF THIS SHEET IS NOT ATTACHED.**

**Declaration**

I certify that the above information is correct and true to the best of my knowledge and belief. In the event of any information being found false or incorrect, action can be taken against me. Further declare that I have never been arrested/prosecuted and convicted by a Criminal Court or involved in any other case registered by the Police.

Yours faithfully,

Place:

Date:

(Signature of the candidate)