



THE STATE TRADING CORPORATION OF INDIA LIMITED
(A Government of India Undertaking)

Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi 110 001

ADVTG NO. STC/PERS/RECT(M) / 1/2009

The S.T.C, 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 operating in competition with national and global companies both among Private and Public sector. **STC invites applications from talented and professional persons in General category for the following positions for posting in Corporate Office/Offices of the company anywhere in India.**

Sr. No.	Post Code	Name of the post	Pay scale	Essential/Desirable Qualifications	Experience
1.	01	Chief General Manager (Finance)	Rs. 51300–73000 CTC = Rs. 14 Lakhs p.a approximately at the minimum of the scale.	CA/ICWA with Graduation OR MBA (Finance) from a recognized University/Institute preferably with CAIIB.	Minimum 15 years as on 31.03.2010 of post qualification experience in Finance & Accounts in managerial cadre in any Government/ Public sector/Autonomous body/ MNCs or organization of repute. - For those working in PSUs/Govt. minimum three years experience in the pay scale of Rs. 43200 – 66000 (I.D.A) or its equivalent grades. - For candidates from MNCs/ Private organizations should have minimum three years experience at minimum CTC of Rs. 12 Lakhs (approx.) per annum
2.	02	General Manager (Marketing)	Rs. 43200–66000 CTC = Rs. 12 Lakhs p.a approximately at the minimum of the scale.	MBA/ PG degree/diploma with specialization in Marketing / International Business from a recognized University/Institute. In case of Distance Education/part time course, the duration must be of three years.	Minimum 12 years as on 31.03.2010 experience in managerial cadre out of which 8-10 years preferably in Marketing/International Trading in any Government/ Public sector/ Autonomous Body/ MNCs or organization of repute. - For those working in PSUs/Govt minimum three years experience in the pay scale of Rs. 32900 – 58000 (I.D.A) OR two years experience in the pay scale of Rs. 36600 – 62000 (I.D.A) or its equivalent grades. - For candidates from MNCs/ Private organizations should have minimum three years experience at minimum CTC of Rs. 9.5 Lakhs (approx.) per annum.

Sr. No.	Post Code	Name of the post	Pay scale	Essential/Desirable Qualifications	Experience
3.	03	Deputy General Manager (Marketing)	Rs. 32900–58000 CTC = Rs. 9.5 Lakhs p.a approximately at the minimum of the scale	MBA/ PG degree/diploma with specialization in Marketing / International Business from a recognized University/Institute. In case of Distance Education/part time course, the duration must be of three years.	<p>Minimum 10 years as on 31.03.2010 of experience in managerial cadre out of which 5-7 years preferably in Marketing/International Trading in any Government/ Public sector/Autonomous Body/ MNCs or organization of repute.</p> <p>- For those working in PSUs/Govt minimum three years experience in the pay scale of Rs. 29100 – 54500 (I.D.A) or its equivalent grades.</p> <p>- For candidates from MNCs/ Private organizations should have minimum three years experience at minimum CTC of Rs. 8.0 Lakhs (approx.) per annum.</p>
4.	04	Company Secretary (Deputy General Manager scale of pay)	Rs. 32900–58000 CTC = Rs. 9.5 Lakhs p.a approximately at the minimum of the scale	ACS/FCS. Degree in law, CA/ICWA will be an added advantage.	<p>Minimum 10 years as on 31.03.2010 of post qualification experience as Assistant Secretary or/and Deputy Secretary or/and Secretary in practice in any Government/ Public sector/ Autonomous Body/ MNCs or organization of repute.</p> <p>- For those working in PSUs/Govt. minimum three years experience in the pay scale of Rs. 29100 – 54500 (I.D.A) or its equivalent grades.</p> <p>The job involves compliance of Company Law, Listing Agreements etc.</p> <p>- For candidates from MNCs/ Private organizations should have minimum three years experience at minimum CTC of Rs. 8.0 Lakhs (approx.) per annum.</p>

Sr. No.	Post Code	Name of the post	Pay scale	Essential/Desirable Qualifications	Experience
5.	05	Deputy General Manager (Law)	Rs. 32900–58000 CTC = Rs. 9.5 Lakhs p.a approximately at the minimum of the scale	A Graduate Degree in Law (professional) with minimum 60% marks. Those possessing an additional Post Graduation in Law (i.e L.L.M) will have an added advantage.	<p>Minimum 10 years as on 31.03.2010 of post qualification executive experience should be in :</p> <ul style="list-style-type: none"> - The Legal department of Public sector/Government organization with minimum three years experience in the pay scale of Rs. 29100 – 54500 (I.D.A) or its equivalent grades OR - A Solicitor's/advocate firm of repute. Experience in the Solicitor's/advocate firm of repute will be reckoned after the date of declaration/notification of result of qualifying Graduate Law degree and enrolment with the Bar Council OR - The legal department of such private company having minimum annual turnover of Rs. 50 crore. (The candidate will submit documentary proof with application to establish that the company has an annual turnover of at lest Rs. 50 crore). <p>Those candidates working in Solicitor's/advocate firm of repute / MNCs/ Private organizations should have minimum three years experience at minimum CTC of Rs. 8.0 Lakhs (approx.) per annum.</p> <p>The candidates should be well versed with Commercial laws, Labour Law, Tax Laws and Corporate Laws. The job involves handling legal functions such as drafting of legal documents, advising Trade/Services Divisions on legal matters and coordination with SG/ASG/Senior Counsels on legal issues etc .</p>

Sr. No.	Post Code	Name of the post	Pay scale	Essential/Desirable Qualifications	Experience
6.	06	Manager (Law)	Rs. 24900–50500 CTC = Rs. 7 Lakhs p.a approximately at the minimum of the scale	A Graduate Degree in Law (professional) with minimum 60% marks. Those possessing an additional Post Graduation in Law (i.e L.L.M) will have an added advantage.	<p>Minimum 5 years as on 31.03.2010 of post qualification executive experience should be in :</p> <ul style="list-style-type: none"> - The Legal department of Public sector/Government organization with minimum three years experience in the pay scale of Rs. 20600 – 46500 (I.D.A) or its equivalent grades OR - A Solicitor’s/advocate firm of repute. Experience in the Solicitor’s/advocate firm of repute will be reckoned after the date of declaration/notification of result of qualifying Graduate Law degree and enrolment with the Bar Council OR - The legal department of such private company having minimum annual turnover of Rs. 50 crore. (The candidate will submit documentary proof with application to establish that the company has an annual turnover of at lest Rs. 50 crore). <p>Those candidates working in Solicitor’s/advocate firm of repute / MNCs/ Private organizations should have minimum three years experience at minimum CTC of Rs. 6 Lakhs (approx.) per annum.</p> <p>The candidates should be well versed with Commercial laws, Labour Law, Tax Laws and Corporate Laws. The job involves handling legal functions such as drafting of legal documents, advising Trade/Services Divisions on legal matters and coordination with SG/ASG/Senior Counsels on legal issues etc .</p>

In addition to payscale, the above posts (Post code 01,02, 03, 04,05 & 06) carry benefits such as HRA, Leave Encashment, Leave Travel Concession (LTC/ALTC), Medical Facilities, Provident Fund, Gratuity and reimbursement charges for Conveyance, Newspapers, Entertainment, Telephone, Performance related pay etc as per rules of the Company.

AGE LIMIT AS ON 31.03.2010

Post Code	Upper Age Limit
01	52
02	50
03,04 & 05	45
06	40

GENERAL CONDITIONS/INSTRUCTIONS:

1. Selected candidate will be on probation for a period of one year.
2. Candidates working in Govt./Semi-Govt./Public Undertaking **must apply through proper channel**. No action would be taken on applications from candidates working in Govt./ Semi- Govt./Public Undertaking unless it comes through proper channel only.
3. Selected candidates will be required to serve in any office of the Corporation or its subsidiaries or successor.
4. A Candidate's single application should be sent in one envelope. Multiple applications in one envelope shall be rejected and no correspondence in this respect shall be entertained.
5. Incomplete applications and applications not in prescribed form and applications not Conforming to the eligibility requirements and applications received after the last date prescribed and applications unsigned will be summarily rejected. If the candidates do not fulfill any of the conditions given in the Employment Notice his/her candidature will be cancelled at any stage on scrutiny whenever the discrepancy is noticed.
6. The vacancies shown above are provisional and liable to be increased or decreased or may even be reduced to nil in which case STC is not liable to compensate the applicant for the consequential damages if any.
7. Applicants should give clear and complete postal address for correspondence. 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 every care to avoid errors in the conduct of all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.
8. In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management.
9. Those who have qualifications equivalent to any of the prescribed qualifications should produce certificate from the concerned University certifying that the said Degree/ Diploma is equivalent to the particular Degree of the University. Applications without the authoritative equivalency certificate as said above will not be considered.

10. Outstation candidates called for interview for Post code 01 will be reimbursed single to and fro economy class airfare by shortest route and for Post codes 02, 03, 04, 05 & 06 will be reimbursed single to and fro Second A.C rail fare by shortest route on production of original tickets/copy of E-tickets.

11. Eligible persons may apply in the enclosed format at **ANNEXURE-I**.

Mode of Application

1. The format of application is to be downloaded from STC website www.stc.gov.in

2. Check-List of enclosures

- a. Filled in application form with signature of candidate.
- b. One passport size photo pasted on the space provided on the format of application.
- c. Proof of Date of Birth (Matric Certificate).
- d. Pass certificate & Mark sheet (all years) for Eligibility Qualifications.
- e. Experience certificate(s) showing relevant post qualification experience.

3. Filled in Application form along with enclosures as mentioned above addressed to Deputy General Manager (Personnel), **Box No. DEL 227410, The Times of India, Bahadur Shah Zafar Marg, New Delhi-110002**, should reach on or before **07.01.2010** by ordinary post only. **Applications received by speed post or registered post or through courier will not be accepted.** The envelope containing the application form must be clearly superscribed with the name of the post applied for and Code No. of the post. Eg.- **“APPLICATION FOR THE POST OF CHIEF GENERAL MANAGER (FINANCE)- 01” as the case may be.** Incomplete applications or applications received after the last date will not be considered. STC will not be responsible for any postal delay, wrong delivery or whatsoever in matters of correspondence. No communication in this regard will be made with the applicants.

**THE STATE TRADING CORPORATION OF INDIA LIMITED:
NEW DELHI**

To

Deputy General Manager (Personnel.)
STC OF INDIA LTD
Tolstoy Marg,
Jawahar Vyapar Bhawan,
New Delhi-110001

Paste your recent
passport size
photograph here

Sir,

Sub: Application for the post of _____

Post Code: _____

BIO DATA

1. Name in full (In Block Letters) : _____
2. Father's / Husband's Name : _____
3. Age and Date of Birth : _____
(Enclose Self attested copy)
4. Sex : Male / Female
5. Religion and Nationality : _____
6. Mention whether SC/ST/OBC
PH/Ex-Servicemen
(if yes, Attach copy of certificate) : _____
7. Educational Qualification (Begin with highest qualification):

Name of Examination Degree	Board/University / Institute	Specialization/Branch	Month and Year of passing	% of Marks

(Please enclose Self attested copies of original degree/diploma certificates)

(Please attach separate sheets if necessary)

8. Experience (Beginning with current employment):

Name of Organisation	Post Held	Period of Service		Scale of Pay or CTC	Work Profile/Field of experience
		From	To		

(Please attach Self attested copies of experience certificates and proof of current CTC)
(Please attach separate sheets of work profile/Field of experience if necessary)

9. a) Permanent Address : _____

b) Present Address : _____

10. Phone Number : Mobile _____ Land Line _____

11. E-mail address : _____

12. Have you previously applied for a position in STC? _____

If yes give details _____

13. Any other relevant information/Achievements: _____

The application is liable for rejection if not filled in the prescribed Performa with full details of experience and also if not furnished the copies of certificates and testimonials in support of qualification , experience, age, caste (for SC/ST/OBC/PH) etc.

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)