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MSTC LTD (<http://www.mstcindia.co.in>)

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**CAREER OPPORTUNITIES**

**MSTC LIMITED (A GOVT. OF INDIA UNDERTAKING)**  
**Registered and Corporate Office: Kolkata**  
**EMPLOYMENT NOTIFICATION No. 1/2018**

MSTC Limited is a Mini Ratna Category-I PSU under the Ministry of Steel, Government of India. The company has a wide spectrum of activities ranging from import/export of industrial items to acting as the leading service provider for e-commerce in the country. MSTC is also foraging into metal recycling sector. The Company has been awarded the Kolkata BEST EMPLOYER BRAND AWARD for 2016 & 2017. The Company is looking for experienced Indian nationals for recruitment in the following posts.

SLNO	POST	SCALE CODE	SCALE OF PAY	AGE LIMIT
1	ADDITIONAL GENERAL MANAGER (Addl. GM)	E-7	43,200-3%-66,000/- (Min. gross emoluments 1,30,000/- per month)	Below 45 years
2	DEPUTY GENERAL MANAGER (DGM)	E-6	43,200-3%-66,000/- (Min. gross emoluments 1,30,000/- per month)	Below 40 years(44 years for post of Company Secretary)
3	MANAGER(M)	E-3	29,100 -3%-54,500/- (Min. gross emoluments 87,000/- per month)	Below 34 years
4	DEPUTY MANAGER(DM)	E-2	24,900 -3%-50,500 /- (Min. gross emoluments 75000/- per month)	Below 32 years

**Pay due for revision in 3rd PRC**

**Age as on 31-01-2018** (Relaxable for SC/ST & OBC candidates & Ex-servicemen as per the rules of the Government of India)

**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 etc as per Company's rules.

**Note:** There is no reservation for Persons with Disabilities (PWD); however, all the above posts are indentified for PWD. PWDs shall be considered by standards prescribed for the respective categories of reservation

The details of the vacancies along with the functional area and posts are given under:

SL.NO	VACANCIES	MINIMUM QUALIFICATION	DESIRABLE	EXPERIENCE
1	Addl. GM (Marketing) - 1 POST(UR)	Masters degree in Science/ Commerce or Degree in Engineering/ MBA any other relevant discipline 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	18 years experience in the field of Import-Export/ Foreign Trading/ International Business, etc. of which at least 8 years Yrs In Senior Management position in Govt. Organization/ Public Sector Undertaking or private concern of repute. Experience in international trade & finance shall be preferable.
2	DGM(PERSONNEL AND ADMINISTRATION)-1 POST(UR)	Masters / MBA Degree in HRM / IR / Personnel Management from a recognized University/ Institution.	i)Degree In Law, ii)Knowledge of Computer Applications	16 years experience in the field of Personnel/ Human Resource/ Office Administration etc. of which at least 6 years Yrs In middle management position in Govt. Organization/ Public Sector Undertaking or private concern of repute.
3	DGM (SYSTEMS)-1 POST(UR)	Degree in Engineering in Electronics/ IT/ Comp. Application OR Masters degree in IT/Computer Science/ Computer Applications	i) PG Degree /Diploma in Management iii) Knowledge of e-Commerce Activities	16 yrs experience in the Information Technology/ IT enabled services of which at least 6 years Yrs In middle management position in Govt. Organization/ Public Sector Undertaking or private concern of repute.
4	DGM (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.	16 years post qualification experience in Secretarial matters, of which at least 6 years in a middle management position in a Government Organization / Public Sector Undertaking or Private Concern of repute
5	M (LAW)- 1 POST(UR)	Degree in Law from a recognized University/ Institution.	i) Knowledge of Commercial contracts.	8 years experience in the field of Law* of which at least 3 years should be in a supervisory capacity in Govt. Organization/ Public Sector Undertaking or private concern of repute AND/ OR 8 years of working/ practicing experience for practicing lawyers.
6	DM(HINDI)- 2 POSTS (UR)	(a) Masters Degree in Hindi or English with English or Hindi respectively as subject or as a medium of examination at degree level. OR Masters Degree in any subject with English or Hindi medium and Hindi or English respectively as compulsory or elective subject or as a medium of examination at degree level	i)One year Diploma/certificate course in translation from English to Hindi and vice-versa from an institute recognized by Govt. of India is desirable	5 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.

# the posts from sl. No.1-4 are located in Kolkata, sl. No 5 & 6(1post) in Mumbai and sl. no 6(1post) in Delhi, however, selected candidates can be posted/ transferred anywhere in India in future as per the requirement of the Company.

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.

The candidates working in Govt. /PSUs applying for above posts with requisite qualification and experience as mentioned above must be working in the immediate lower level/grade or equivalent for at least two years in the Govt. /PSUs. The pay scale immediate lower to the post advertised and operated in MSTC Ltd. is furnished in the table below:

NEXT BELOW PAY SCALE AND GRADE OF MSTC LTD. AS PER IDA - 2007	NEXT BELOW PAY SCALE AND GRADE OF MSTC LTD. AS PER IDA - 1997
E-6:36,600-3%-62,000	E-6:17500-400-22300/-
E-5:32,900-3%-58,000	E-5:16000-400-20800/-
E-2:24,900-3%-50,500	E-2:10750-300-16750/-
E-1:20,600-3%-46,500	E-1:8600-250-14600/-

**Selection procedure:**

Selection of candidates shall be based on the performance in the Interview. The names of shortlisted candidates for interview shall be displayed on the corporate website. e-Mails shall be sent to the shortlisted candidates for interview. Selected candidates shall be on probation for 6(six) months.

**For applying for the above posts** [CLICK HERE](#). (available w.e.f. 29.01.2018) Interested candidates may apply online at [www.mstcindia.co.in](http://www.mstcindia.co.in) (<http://www.mstcindia.co.in>), under careers. Application via any other mode/email shall not be accepted.

**Important Instructions**

1. Any change / notification will be updated in the corporate website.
2. The last date of application is 18.02.2018, i.e. 15 days of publication of this advertisement in Employment News.
3. The Candidate is required to mention only his/her own valid and working mobile number and e-mail ID during registration for application. All information/communication by MSTC will be sent on registered mobile number and e-Mail ID only.
4. The candidates must satisfy themselves regarding their eligibility for the post before applying.
5. The list of shortlisted candidates shall be published on the Corporate Website
6. Call Letter for interview will be sent to eligible candidates on their registered Email Id.
7. Supporting documents for caste and disability, Educational/Professional qualification, Date of Birth, Experience Certificate and Reporting structure in last Organization should be uploaded with the application.
8. Persons working in Govt/PSU should apply through proper channel
9. Persons working in Government/State Govt./PSU Autonomous Body is required to submit NOC before appearing for interview.
10. Incomplete application will be summarily rejected

Candidates should refer to our website only for any changes/ modification/ addendum/ information. In case of any technical problem/ clarification, please send e-Mail to [careers@mstcindia.co.in](mailto:careers@mstcindia.co.in) (<mailto:careers@mstcindia.co.in>)

This website is best viewed at a resolution of 1024 X 768, and Google Chrome.  
MSTC LTD.