



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

ADVT. NO. STC/PERS/RECT/2018/2

REQUIREMENT OF ASSISTANT COMPANY SECRETARY

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 operating in competition with national and global companies both among Private and Public Sector. **STC invites applications from talented and professional persons for the following position for posting at Corporate Office, New Delhi. The detailed requirements of the post are as under:-**

Post Code	Designation / Grade & Scale of pay (IDA)	No. of Vacancies*	Location(s)
01	Assistant Company Secretary, (E-2) ₹ 20,600-46,500/-	01 UR	Corporate Office, New Delhi

Note: The candidates though eligible but not possessing the relevant full time post qualification experience as required in the advertisement will not be called for interview. Thus only those candidates having relevant full time post qualification experience as indicated against the post to apply.

Eligibility & Experience required as on 01.06.2018

<u>Post Code 01</u>	Assistant Company Secretary (E-2) ₹ 20,600-46,500/-
UPPER AGE LIMIT (IN YEARS)	33 years
NO. OF VACANCIES	1 (UR)
ESSENTIAL QUALIFICATION	Qualified Company Secretary (ACS) and should be an Associate/Fellow Member of ICSI. Possessing L.L.B. degree will be an added advantage.
EXPERIENCE REQUIRED	Minimum 02 years (as on 01.06.2018) post qualification experience as an executive. a. Experience in drafting of Agenda, Minutes, conducting Board Meetings, Committee Meetings, General Body Meetings, complying with statutory requirements under Companies Act, SEBI guidelines, Listing Agreement and other allied Acts, liaison with Statutory bodies viz SEBI, RoC, DPE and others, b. The incumbent will be responsible for work related to compliance of new Companies Act 2013, SEBI guidelines and listing agreement; assisting in the preparation of board and shareholders meeting agenda, notice, other related papers and minutes thereof; maintaining statutory registers, preparing various forms, reports under Companies Act, 2013, SEBI guidelines/DPE guidelines etc.

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 clear NOC (should not be conditional) 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 and relieving from service of his last employer. In the absence of such document, he/she shall not be allowed to join STC service.
4. Selected candidates will be required to serve in any office of the Corporation or its subsidiaries or successor, and not necessarily at the place mentioned against the post 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.
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;
 - 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 vacancy shown above is provisional and liable to be increased 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, place of posting, 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 and period of past relevant experience, if it is not satisfying the requirement of STC as indicated in the advertisement.

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 for Post Code 01 will be reimbursed single to and fro second AC normal train fare 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 01.06.2018.

19. The candidates must meet the upper age criterion for the post as given above against post code 01.

20. Eligible persons only to apply in the enclosed prescribed 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 unsigned 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 10th 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.

PLEASE NOTE: All necessary enclosures must be clearly marked/ numbered and must be attached to the application.

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 **SPEED POST ONLY** along with all necessary enclosures/ certificates addressed to: **General Manager (Pers.), The STC of India Ltd, Jawahar Vyapar Bhawan, 5th Floor, Tolstoy Marg, New Delhi – 110001 for receiving latest by 06.07.2018, 23:59 hrs. Applications received by courier or any other mode 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, from candidate's same email id as mentioned in the hard copy of application being sent by him/her by post, **latest by 06.07.2018**. 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 those emails from candidates, whose hard copy of application is received before the last date, shall be considered for recruitment.
- 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 **06.07.2018, 23:59** hrs.

Incomplete applications or applications received after the last date will not be considered.



Application No. _____ (TO BE FILLED BY STC)
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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 01.06.2018)	____ YEARS ____ MONTHS ____ DAYS	
5. GENDER (MALE / FEMALE)		
6. NATIONALITY		
7. Whether UR/SC/ST/OBC/PWD/Ex-Serviceman:	(Also attach copy of certificate if applicable)	
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) If YES, then give the following details:	
NAME OF POST / YEAR	
WERE YOU CALLED FOR THE INTERVIEW? (YES / NO)	

16. EDUCATIONAL QUALIFICATIONS (Begin with highest qualification, up to Class 10 th)						
Name of Course / (Degree / Diploma) (Full-time / Part-time)	University/ Institute/ Board	Whether it is a recognized Indian Institute/University#	Speciali- zation	Duration of course (From-To)	Month and year of passing	%age marks obtained*

*If CGPA please convert into percentage marks

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)

PLEASE NOTE:

1) %age marks obtained refers to the aggregate average %age of marks of all the years of the duration of the course

2) In case of additional degrees, please attach separate sheet giving details in the same format.

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

Name of Organization	Nature of employment (Whether CPSE/State PSE/Government organization/ Autonomous Body/ Nationalized Bank/ Private Sector)	Post Held	Period of service			Scale of Pay**
			From	To	Total Service (In years/ Months)	
		TOTAL POST QUALIFICATION EXPERIENCE TILL 01.06.2018				

** 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**
01.06.2018	
01.06.2017	
01.06.2016	

** 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)