



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

ADVT. NO. STC/PERS/RECT/2014/1

REQUIREMENT OF EXPERIENCED PROFESSIONALS

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. **STC invites applications from talented and experienced professionals for the following positions:-**

Post Code	Designation / Grade & Scale of pay (IDA)	No. of Vacancies	Location(s)
01	General Manager (Personnel) (E-7) ₹ 43,200-66,000	01 UR	Corporate Office, New Delhi
02	General Manager (Finance) (E-7) ₹ 43,200-66,000	01 OBC	Corporate Office, New Delhi
03	Chief Manager (Corporate Communication and Public relations) (E-4) ₹ 29,100-54,500	01 UR	Corporate Office, New Delhi/ Any Branch Office
04	Chief Manager (Official Language) (E-4) ₹ 29,100-54,500	01 UR	Corporate Office, New Delhi/ Any Branch Office
05	Assistant Company Secretary (E-2) ₹ 20,600-46,500	01 OBC	Corporate Office, New Delhi
06	Assistant Manager (Systems) (E-1) ₹ 16,400-40,500	01 UR 01 SC	Corporate Office, New Delhi/ Any Branch Office
07	Assistant Manager (Economist) (E-1) ₹ 16,400-40,500	02 UR	Corporate Office, New Delhi/ Any Branch Offices
08	Assistant Manager (Statistician) (E-1) ₹ 16,400-40,500	01 UR(HH)*	Corporate Office, New Delhi/ Any Branch Office
09	Assistant Manager (Programmer) (E-1) ₹ 16,400-40,500	01 OBC	Corporate Office, New Delhi/ Any Branch Office

(Legend: UR - Unreserved, OBC - Other backward Classes (non-creamy layer), SC - Scheduled Caste, ST - Scheduled Tribe, and HH - hearing handicapped).

Relaxations for SC/ST/OBC (NCL)/PwD/Ex Servicemen will be as per Government of India guidelines.

* Post at Sl. No. 08 is identified suitable for Hearing Handicapped (HH). The physical requirement/standards for post reserved for Persons with Disabilities: HH is Standing, Sitting, Walking, Bending, Reading, Writing & Seeing.

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 posts reserved for OBCs.

Eligibility & Experience required as on 30.09.2014

<u>Post Code 01</u>	General Manager (Personnel) (E-7) ₹ 43,200-66,000
UPPER AGE LIMIT (IN YEARS)	50 years
ESSENTIAL QUALIFICATION	MBA/PGDM with specialization in HR/Personnel Management or its equivalent or Master in Social Work, of two years duration from a recognized Institute/ University. L.L.B Degree will be an added advantage.
EXPERIENCE REQUIRED	<ol style="list-style-type: none"> 1. Minimum 15 years (as on 30.09.2014) of relevant post-qualification experience in Human Resource Management / Personnel Management / Industrial Relations, in any CPSE. 2. Out of 15 years of experience, minimum two years experience in the pay scale of ₹ 36,600-62,000 (IDA) or its equivalent CDA scale of pay as on 30.09.2014. 3. The condition of minimum 15 years of experience will not be applicable to candidates presently working in the pay scale of ₹ 43,200-66,000 (IDA) or its equivalent CDA scale of pay in any CPSE. However, they must possess relevant post-qualification experience in Human Resource Management / Personnel Management / Industrial Relations in any CPSE. 4. The incumbent will be responsible for formulation of Personnel policies and other strategies at the corporate level to achieve the Organizational goals. He / She will also be responsible for updation and implementing Personnel Policies, Industrial Relations, HRD, Establishment matters, Disciplinary cases, Recruitments and Talent management, etc. The post of General Manager (Personnel) is a senior level position which requires hands on experience at corporate level in implementation of Policies and guidelines issued by Department of Public Enterprises, high level of managerial / leadership competencies. Knowledge of service regulations / rules of the Government of India will be an added advantage.
<u>Post Code 02</u>	General Manager (Finance) (E-7) ₹ 43,200-66,000
UPPER AGE LIMIT (IN YEARS)	50 years
ESSENTIAL QUALIFICATION	Chartered Accountant / Cost Accountant / MBA with specialization in Finance from a recognized Institute / University.
EXPERIENCE REQUIRED	<ol style="list-style-type: none"> 1. Minimum 15 years (as on 30.09.2014) of relevant post qualification experience in corporate financial management and accounts including cost and budgetary control, international trade finance, working capital management, implementation of financial policies, taxation matters, Internal audit, sensitivity and risk analysis, financial due diligence etc. in any CPSE. 2. Out of 15 years of experience, minimum two years experience in the pay scale of ₹ 36,600-62,000 (IDA) or its equivalent CDA scale of pay as on 30.09.2014. 3. The condition of minimum 15 years of experience will not be applicable to candidates presently working in the pay scale of ₹ 43,200-66,000 (IDA) or its equivalent CDA scale of pay in any CPSE. However, they must possess relevant post-qualification experience in corporate financial management and accounts including cost and budgetary control, international trade finance, working capital management, implementation of financial policies, taxation matters, Internal audit, sensitivity and risk analysis, financial due diligence etc. in any CPSE.

	<p>4. The incumbent will be responsible for matters relating to corporate financial management, finance and accounts work including corporate & financial Planning, assisting the Management in implementing financial policies and procedures, design, develop and implement accounting systems, financial appraisals of Trade, evaluation of risks, finalization of accounts, Internal Audits etc. Besides above he / she will be associated in 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. The post of General Manager (Finance) is a senior level position which requires hands on experience at corporate level in implementation of Policies and guidelines issued by Department of Public Enterprises and high level of managerial / leadership competencies.</p>
<u>Post Code 03</u>	Chief Manager (Corporate Communication & Public relations)(E-4) ₹ 29,100-54,500
UPPER AGE LIMIT (IN YEARS)	40 years
ESSENTIAL QUALIFICATION	Master's Degree in Mass Communication or Post Graduate Degree/ Diploma, of two years duration in Advertising and Communication Management/ Public Relations/ Mass Communication/ Journalism etc from a recognized Institute/ University.
EXPERIENCE REQUIRED	<ol style="list-style-type: none"> 1. Minimum 08 years (as on 30.09.2014) of relevant post-qualification experience in Public relations including designing and execution of media planning , news media, online media, print media, Corporate Communications, Advertising, corporate image building etc in any CPSE. 2. Out of 08 years of experience, minimum two years experience in the pay scale of ₹ 24,900-50,500 (IDA) or its equivalent CDA scale of pay as on 30.09.2014. 3. The condition of minimum 08 years of experience will not be applicable to candidates presently working in the pay scale of ₹ 29,100-54,500 (IDA) or its equivalent CDA scale of pay in any CPSE. However, they must possess relevant post qualification experience in Public relations including designing and execution of media planning, news media, online media, print media, Corporate Communications, Advertising, corporate image building etc in any CPSE. 4. The incumbent will be responsible for Corporate Communications, advertising, formulation of Public Relation strategies, Media, corporate image building, Liaisoning with Government Department and other agencies etc. It is a middle level position which requires high level of integrity, attention to detail, result orientation, managerial capability, exceptional communications skills, creative skills, excellent noting/drafting skills, ability to work with deadlines and being proactive etc.
<u>Post Code 04</u>	Chief Manager (Official Language) (E-4) ₹ 29,100-54,500
UPPER AGE LIMIT (IN YEARS)	40 years
ESSENTIAL QUALIFICATION	Master's Degree / Post Graduate degree in Hindi with English as a subject at the Bachelor's degree level or Master's Degree / Post Graduate degree in English with Hindi as a subject at the Bachelor's degree level from a recognized Institute / University.
EXPERIENCE REQUIRED	<ol style="list-style-type: none"> 1. Minimum 08 years (as on 30.09.2014) of relevant post-qualification experience in work related to official language, using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, etc., in any CPSE. 2. Out of 08 years of experience, minimum two years experience in the pay scale of ₹ 24,900-50,500 (IDA) or its equivalent CDA scale of pay as on 30.09.2014.

	<p>3. The condition of minimum 08 years of experience will not be applicable to candidates presently working in the pay scale of ₹ 29,100-54,500 (IDA) or its equivalent CDA scale of pay in any CPSE. However, they must possess relevant post qualification experience in work related to official language, using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, in any CPSE.</p> <p>4. The incumbent will be responsible for work related to official language, implementation of Government instructions regarding use of Hindi, inspection of work being done on official language in corporate office as well as branches of STC, translation work from English to Hindi or vice versa, translation and proof reading of In-house journal/annual reports, organizing Hindi workshops/ Hindi Pakhwara celebration, etc. It is a middle level position which requires high level of integrity, excellent communications skills, result orientation, attention to detail, managerial capability, ability to deal with translation of documents, etc.</p>
<u>Post Code 05</u>	Assistant Company Secretary (E-2) ₹ 20,600-46,500
UPPER AGE LIMIT (IN YEARS)	35 years
ESSENTIAL QUALIFICATION	Graduate from a recognised Institute/University and should be an Associate Member of the Institute of Company Secretaries of India with 60% aggregate marks. Those possessing additional qualifications of LLB/CA/ICWA/MBA (Finance) will have an added advantage.
EXPERIENCE REQUIRED	<p>1. Minimum 04 years (as on 30.09.2014) of relevant post-qualification experience in secretarial work, handling matters such as convene Board Meetings, Annual General Meeting, Audit Committee Meetings, other Committee Meeting, preparation of agenda, minutes, co-ordination etc; filing returns, correspondence with Ministry of Corporate Affairs, Liaise/ follow up with Registrar of Companies / Ministry of Corporate Affairs or other Government departments to ensure statutory compliance, in a Public sector/ Private sector.</p> <p>2. The incumbent will be responsible for work related to compliance with all statutory and legal compliances applicable to the Company, Sound knowledge of Indian Companies Act 2013 and related legal regulations like Income Tax Act, Service Tax, VAT, Labour laws, SEBI, Foreign Exchange Management Act etc, assisting in the preparation of Board and Shareholder meetings agenda, notice and related papers/ documents, Board and Shareholders meeting minutes and proceedings reports, all statutory books, registers, forms, certificates, records etc. as required under various Acts and regulations, preparing, checking and filing all required forms/ applications (including e-filings) as per statutory requirements with MCA, RBI, DPE, handling of shareholder's grievances, etc. The incumbent will be responsible for various secretarial matters of the Company and shall support the Board to operate more effectively. The post requires maintaining high standard work practices and ensuring integrity, confidentiality, attention to detail, result orientation, excellent communications skills, excellent noting/drafting skills, ability to deal with complex documents, analytical skills, etc.</p>
<u>Post Code 06</u>	Assistant Manager (Systems) (E-1) ₹ 16,400-40,500
UPPER AGE LIMIT (IN YEARS)	30 years
ESSENTIAL QUALIFICATION	B.E. / B.Tech/ MCA/ M.Sc in Computer Science/IT/Systems from a recognized Institute/ University with 60% aggregate marks or equivalent CGPA.
EXPERIENCE REQUIRED	1. Minimum 02 years (as on 30.09.2014) of relevant post qualification experience in implementation of IT applications, software development, infrastructure management and data centre management, etc, in a Public sector / Private sector.

	2. The incumbent will be responsible for configuration and management of servers, networks and databases, implementation and management of security and backup procedures, modifying and testing applications, software development, trouble shooting, etc. The post requires maintaining high standard work practices and ensuring integrity, confidentiality, excellent analytical and interpretation skills, logical reasoning, result orientation, ability to handle complex data integration, etc. Knowledge of Java, JSP, web interface apps shall be of added advantage.
<u>Post Code 07</u>	Assistant Manager (Economist) (E-1) ₹ 16,400-40,500
UPPER AGE LIMIT (IN YEARS)	35 years
ESSENTIAL QUALIFICATION	Master's Degree in Economics or Business Economics from a recognized Institute/ University with 60% aggregate marks or equivalent CGPA. PhD Degree will be an added advantage.
EXPERIENCE REQUIRED	<ol style="list-style-type: none"> 1. Minimum 2 years (as on 30.09.2014) of relevant post qualification experience in trade and commodity related research, economic market research, formulation of business plans, identification of new opportunities, retrieval and dissemination of market intelligence etc, in a Public sector/ Private sector/Academic Institution/Research Institute. 2. The incumbent will be responsible for carrying out trade/commodity/market research, identifying, analysing and summarising economic/industry trends to generate in-depth research reports, etc., identifying potential business opportunities and preparing reports for the management, preparation of corporate/business plans, retrieval and dissemination of market intelligence, The post requires maintaining high standard work practices and ensuring integrity, confidentiality, excellent analytical and interpretational skills, logical reasoning, awareness of international trade scenario, outstanding communication skills, proficiency in computers and ability to understand and analyse complex trading documents, etc.
<u>Post Code 08</u>	Assistant Manager (Statistician) (E-1) ₹ 16,400-40,500
UPPER AGE LIMIT (IN YEARS)	30 years
ESSENTIAL QUALIFICATION	Master's Degree/ Post graduate degree in Statistics/Applied Statistics/Econometrics from a recognized Institute/ University with 60% aggregate marks or equivalent CGPA.
EXPERIENCE REQUIRED	<ol style="list-style-type: none"> 1. Minimum 2 years (as on 30.09.2014) of relevant post qualification experience in statistical compilation and analysis of data, preparation of statements/charts/reports, dissemination of MIS, etc, in a Public sector/ Private sector. 2. The incumbent will be responsible for assisting in collection, compilation and analysis of data, preparation of statements/charts/reports, dissemination of MIS, etc. The post requires maintaining high standard work practices and ensuring integrity, confidentiality, strong analytical and interpretation skills, logical reasoning, problem solving approach and proficiency in computers, etc.
<u>Post Code 09</u>	Assistant Manager (Programmer) (E-1) ₹ 16,400-40,500
UPPER AGE LIMIT (IN YEARS)	30 years
ESSENTIAL QUALIFICATION	B.E./ B.Tech/ MCA/ M.Sc in Computer Science/IT/Systems from a recognized Institute/ University with 60% aggregate marks or equivalent CGPA.

EXPERIENCE REQUIRED	<ol style="list-style-type: none"> 1. Minimum 2 years (as on 30.09.2014) of relevant post qualification experience in Dot Net Technologies and Framework, Java and Database Management, etc. in a Public sector/Private sector. 2. The incumbent will be responsible to write, test, deploy and modify codes on Dot Net, Java Framework alongwith SQL/My SQL. The post requires maintaining high standard work practices and ensuring integrity, confidentiality, analytical and interpretation skills, logical reasoning, result orientation, excellent computer proficiency, ability to deal with complex applications, etc.
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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/or 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. 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.
9. 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.
10. SC/ST certificate: Reservation of posts for SC/ST will be as per Government directives. 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.

11. OBC Certificate: The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid certificate at the time of interview in support of their belonging to OBC community (non-creamy layer) issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to 'Creamy Layer' of the OBCs. 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 belongs 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.
12. PWD Certificate: Reservation of posts for PWD will be as per Government directives. Candidates belonging to PWD category should submit an attested copy of Disability certificate issued by the Competent Authority at the time of interview. The original certificate shall also be produced for verification.
13. 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.
14. 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.
15. The decision of the STC about the mode of selection, number of post, eligibility conditions, shortlisting 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.
16. 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.
17. 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.
18. Outstation candidates called for interview for Post Codes 01 to 09 will be reimbursed single to and fro Second A.C rail fare by shortest route on production of original tickets/copy of E-tickets.
19. The cutoff date for considering the age and experience of candidates will be taken as 30.09.2014.
20. The candidates must meet the upper age criterion for all the posts as given above against post codes 01 to 09.
21. Eligible persons may apply in the enclosed format as given at Appendix – 1 below.
22. Only Indian nationals are eligible to apply.
23. In case any ambiguity/ dispute that arises on account of interpretation in versions other than English, English version will prevail.
24. 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 shall 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) ;

'Business beyond Boundaries'

- 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 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-231134, The Times of India, Bahadur Shah Zafar Marg, New Delhi – 110103 latest by 17th October, 2014.** 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@stc.gov.in, from candidate's same email id as mentioned in the hard copy of application being sent by him/her by post, **latest by 17th October, 2014.** 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 who have sent hard copy of their application at the prescribed address 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 **17th October, 2014, 00:00 hrs.**

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



THE STATE TRADING CORPORATION OF INDIA LIMITED
 (A Govt. of India Enterprise)

PLEASE NOTE: The application is liable for rejection if not clearly filled in the prescribed Proforma (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
2. FATHER'S / HUSBAND'S NAME (as applicable)		
3. DATE OF BIRTH		
4. AGE (AS ON 30.09.2014)	_____ YEARS _____ MONTHS _____ DAYS	
5. GENDER (MALE / FEMALE)		
6. NATIONALITY		
7. Whether SC / ST / OBC / PWD / Ex-Serviceman:	(Also attach copy of certificate if applicable)	
8. (i) Nature of present employment (whether Government/PSU/Private/ Autonomous organization), 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 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	Post Held	Period of service			Scale of Pay
		From	To	Total Service	
TOTAL POST QUALIFICATION EXPERIENCE TILL 30.09.2014				Total:	

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

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
30.09.2014	
30.09.2013	
30.09.2012	

** 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 1 PAGE – BOTH SIDES). 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)