

**Government of India
Ministry of Commerce & Industry
Department of Commerce**

NAME OF THE CPSE : The State Trading Corporation of India Limited (STC Ltd.)
NAME OF THE POST : DIRECTOR (Finance)
DATE OF VACANCY : 01.01.2017
SCHEDULE OF THE POST : Schedule "A"
SCALE OF THE POST : Rs.75000-100000

I. COMPANY PROFILE :

The State Trading Corporation of India Limited (STC Ltd.) was incorporated under the Companies Act, 1956 with the Primary objective to undertake foreign trade on behalf of the Government and to supplement the efforts of private trade and industry in developing exports from the company. Currently, the Corporation imports and exports a large number of bulk agro and non-agro commodities to/from throughout the world. STC is a Schedule 'A' Mini Ratna Category-I CPSE and is a premier international trading company functioning under the administrative control of Department of Commerce.

The Company employed 591 regular employees(Executives 402 & Non-executives 189 as on 31.3.2018)

Its registered and corporate office are in New Delhi.

The authorized and paid up capital of the Company were Rs.200 crores and Rs.60 crores respectively as on 31.3.2018.

The shareholding of the Government of India in the company is 90%.

II. JOB DESCRIPTION AND RESPONSIBILITIES :

Director (Finance) is a member of Board of Directors and reports to Chairman and Managing Director. He is overall incharge of finance and accounts of the

organisation and is responsible for evolving and formulating policies relating to finance and accounts as well as implementation thereof.

III. ELIGIBILITY

I. AGE: On the date of occurrence of vacancy (DOV) :

Age of Superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45	2 years of residual service as on the date of vacancy w.r.f. the date of superannuation	45	3 years of residual service as on the date of vacancy w.r.f. the date of superannuation

2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and not in a contractual/ad-hoc capacity – in one of the followings:-

- a. Central Public Sector Enterprise(CPSE)(including a full-time functional Director in the Board of a CPSE)
- b. Central Government including the Armed Forces of the Union and All India Services;
- c. State Public Sector Enterprises (SPSE) where the annual turnover is ***Rs.2,000 crore or more.**
- d. Private Sector in company where the annual turnover is **Rs.2,000 crore or more. Preference would be given to candidates from listed Companies.**

*(*The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)*

3. QUALIFICATION:

(i)The applicant should be a Chartered Accountant or Cost Accountant or a full time MBA/PGDM course with good academic record from a recognised University/Institution.

(ii) Officers of Organised Group 'A' Accounts Services [i.e. Indian Audit and Accounts Service, Indian Defence Accounts Service, Indian Railway Accounts Service, Indian Civil Accounts Service, Indian P&T Accounts & Finance Service and Indian Cost Accounts Service] working in the appropriate level are exempted from these educational qualifications.

(iii) Further, applicants from the Central Govt./Armed Forces of the Union/All India Services, will also be exempted from the educational qualifications as per (i) above provided the applicants have 'the relevant experience' as mentioned in Para 4(iii) below.

In respect of applicants from Organised Group 'A' Accounts Services/Central Government/Armed Forces of the Union/All India Services, Chartered Accountant/Cost Accountant/MBA/PGDM will be a desirable educational qualification.

4. **EXPERIENCE:**

(i) The applicant should have at least five years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management and Accounts in an organization of repute.

(ii) Applicants from Organised Group 'A' Accounts Services should have at least five years cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/Accounts.

(iii) 'The relevant experience' in respect of applicants from Central Government/Armed Forces of the Union/All India Services would include at least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/Accounts.

5. **PAY SCALE/ RANK/ LEVEL:**

The minimum length of service required in the eligible scale/rank/level will be one year for internal candidates, and two years for others as on the date of vacancy.

(a) **Applicants from CPSEs** should be working in the following or a higher pay scale:

Eligible Scale of Pay

1. Rs. 7250-8250 (IDA) Pre 01/01/1992
2. Rs. 9500-11500 (IDA) Post 01/11/1992
3. Rs. 20500-26500 (IDA) Post 01/01/1997
4. Rs. 51300-73000 (IDA) Post 01/01/2007
5. Rs. 18400-22400 (CDA) Pre-revised
6. Rs. 37400-67900 + GP 10000 (CDA)

(b) (i) **Applicants from Central Govt. / All India Services** should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay.

(ii) **Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force.

(c) **Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position or at least a post of the level immediately below the Board level.

6. CONDITION OF APPOINTMENT FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration on deputation basis.

IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS

All applicants should send their applications as per the format at **Annexure**.

1. The applicants should submit their applications through proper channel as follows:

- (a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority.
- (b) CMOs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
- (c) Below Board level in CPSE: through the concerned CPSE,
- (d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government.
- (e) Below Board level in SPSE: through the concerned SPSE.
- (f) Private Sector: directly to the Department of Commerce, Ministry of Commerce & Industry

2. Applicants from Private Sector must submit the following documents along with the application form:

- (a) Annual Reports of Company for the last 3 years preceding the calendar year in which the post was advertised (**please provide URL or attach/enclose**);
- (b) Whether the company is listed or not; if yes, the documentary proof (**please provide URL or attach/enclose**);
- (c) Evidence of working at Board level or at least a post of the level immediately below the Board level;
- (d) Self-attested copies of documents in support of age and qualifications;
- (e) The relevant Jobs handled in the past with details.

VI. UNDERTAKING BY THE APPLICANT

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. For candidates from Central Government/Armed Forces of the Union/ All India Services

- (a) The appointment is on deputation basis.
- (b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

2. For candidates from CPSE

- (a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of

interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

(b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/Private Sector

(a) if a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

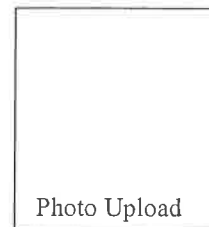
Last date of receipt of completed application, duly forwarded to the Department of Commerce, is within sixty days from the date of publication of this vacancy in the 'Times of India (All editions) AND 'The Hindustan Times' (All editions). No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED. This Department reserves the right to shortlist applicants for interview.

Applications, along with cadre clearance, vigilance clearance, integrity certificate and ACRs for the last 10 years, may be sent to Shri G. B. Upadhyay, Director, Department of Commerce, Room No.224-A, Udyog Bhawan, Maulana Azad Road, New Delhi-110011.

**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/PRIVATE SECTOR
(Through Proper Channel, except candidates from the Private Sector)**

Please refer to the Job Description for the post and the Guidelines for processing cases of Board level appointments in Central Public Sector Enterprises at PESB website(www.pesb.gov.in)

1. Name of the post applied for _____
2. (a) Applicant's Name (as per official records Mr./Mrs./Ms.) _____
- (b) Designation of the Applicant (in full) _____
- (c) Name of the company _____
- (d) Category as per Employment Status :- Officer of a CPSE/Central Government./Armed
(Please tick as applicable) Forces of the Union/All India Services/SPSE/Private Sector
- (e) Office Address: _____
- (f) Address for communication _____
3. Telephone No: Office _____ Residence _____ Mobile No. _____
- E-Mail id _____
4. Date of Birth (DD/MM/YY) ____ ____ Age as on date of vacancy (Years/Months/Days) _____



5(i) Educational/Professional Qualifications:

Sl. No.	Qualification*	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self Declaration Whether meets the eligibility qualification requirement		
			From	To	Part time	Full time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other
1	2	3	4	5	6	7							

* Should be exactly as per Degree/ Certificate issued by the university.

(ii) Positions held during the last ten years, from the date of uploading the vacancy circular on the PESB website.

Sl. No.	Complete Designation & Place of posting *	Name of the Organization	Pay scale**	Period		Reporting to Designation*	Self Declaration Whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
				From	To		Yes	No	
1	2	3	4	5	6	7	8		

* Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE/employer.

** Private Sector-CTC/remuneration/emoluments drawn.

NB : The positions should be indicated in order of the most recent assignments.

Note: 1. Please attach a write-up, **not exceeding 3500 characters**, in support of your candidature, for reference at the time of interview. The Full form of all abbreviations used must be given in the prescribed limit of characters

6. (a) Do you hold lien in any organisation other than where currently working?

Yes	No
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If yes:

- i. Name of the organisation in which the lien is held :
- ii. Date from which the lien is held :

(b) Are you on deputation?

Yes	No
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If yes :

- i. Name of parent organisation :
- ii. Date from which on deputation :

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof

- i) Civil / Criminal
- ii) Departmental Inquiry

Yes	No
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(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof.

- i) Civil / Criminal
- ii) Departmental Inquiry

Yes	No
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I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the **Company in which currently working** for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)

(j) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) _____

(b) CIN(Corporate Identity Number) _____

(ii) I certify that I am

(a) Working at Board level

Yes	No
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 position

If yes: Please provide your DIN (Director Identification Number) _____

(a) Holding a post at the level immediately below the Board.

Yes	No
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I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

PRIVATE SECTOR

8. Year wise Audited Annual Turnover (ATO) of the **Company in which currently working** for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in calendar year 2017).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)*

* If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the PESB website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) _____

(b) CIN (Corporate Identity Number) _____

(ii) I certify that I am

(b) Working at Board level

Yes	No
-----	----

 position

If yes: Please provide your DIN (Director Identification Number) _____

(c) Holding a post at the level immediately below the Board.

Yes	No
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(iii) Whether the Company in which I am working is listed on the stock exchange.

Stock Exchange _____

Proof of listing may be accessed over _____ (please provide URL)

Yes	No
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(iv) Self certified copies for proof of age and educational qualifications (enclosed)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

I.....Son/Daughter of.....here by certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)**For candidates from Central Government/Armed Forces of the Union/All India Services/SPSE**

The appointment is on deputation basis. I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

For candidates from CPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name and Signature of the applicant)

Date:

For candidates from Private Sector

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the
Competent Authority
with Telephone No.& e-mail address