

THE STATE TRADING CORPORATION OF INDIA LIMITED: NEW DELHI
(A Govt. of India Enterprise under Ministry of Commerce & Industry)
Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110 001

STC was incorporated in 1956 as CPSE under the Indian Companies Act, 1956. It is functioning under the administrative control of Ministry of Commerce & Industry. STC had been in international trade for over six decades. Till 1990, the basket of STC's trade predominantly comprised bulk agro products, such as, rice, wheat, castor oils, sugar, edible oils, etc. However, to meet the challenges posed by liberalisation and globalisation of trade policies, STC diversified into new areas of trade over last two decades which included bullion, hydrocarbons, metals, minerals, ores, fertilisers and petro-chemicals. Recently, STC has stopped undertaking any new business activity and is currently continuing as a non-operative company for the time being.

STC Limited invites applications for the post of Company Secretary on "Fixed Term Contract" basis.

- 1) **Name of Position:** Company Secretary
- 2) **Age Limit** : 50 years
- 3) **Qualification:** Should have Membership of Institute of Company Secretaries of India.
- 4) **Experience:** 05 years post qualification experience in relevant field. Experience of working in computerized environment is desirable.
- 5) **Job-Profile:**
 - Ensure compliance of Companies Act, 2013, guidelines on Corporate Government norms, SEBI Rules & Regulations and other Corporate Laws applicable to the Company.
 - Convene Board Meeting, Audit Committee meeting, other Committee meetings, Annual General Meeting etc. including preparation of agenda, minutes, coordination etc.
 - Maintain books, registers, and records etc. as per the applicable laws including filing of returns etc. with concerned authorities.
 - Compliances of various other statutory obligations.
 - Liaise/ follow-up with various Government Department to ensure statutory compliance.
 - Filing of returns with registrar of companies.
 - To look after function of company secretary not limited to stated above.
 - To look after any other assigned matters of the Company.
- 6) **Remuneration:** The selected candidate will get monthly remuneration of Rs.70,000/- (all inclusive).

- 7) **Tenure of Appointment:** The initial continuous tenure of Company Secretary would be 1 year. The tenure can be extended by STC depending upon the performance.
- 8) **Leave:** He / She shall be eligible for 12 days' leave in a calendar year on pro-rata basis. Therefore, he / she shall not draw any remuneration in case of his / her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- 9) **Annual Increment:** He/she shall be entitled to Rs.5000/- annual increment in remuneration.
- 10) **TA/DA:** No TA/DA shall be admissible for joining the assignment or on completion of the assignment.
- 11) **Other allowances:** No other facilities like DA, accommodation, telephone, conveyance/transport, LTC etc. would be admissible.
- 12) The appointment of Company Secretary will be on a temporary basis and can be cancelled at any time without assigning any reason.
- 13) STC reserves the right not to fill the above position without assigning any reasons.

Instructions

- 1) Applications (**format enclosed at Annexure-I**) giving full particulars along with self-attested copies of Certificates/testimonials and a recent passport size photograph (non-returnable) should reach Joint General Manager (P&A), STC of India Limited, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001 by ordinary post only by 30.04.2023 or scan copy of the signed application in the prescribed format only should be sent by email to: personnel-co@stclimited.co.in latest by 30.04.2023, 23:59 hrs. Please super scribe the envelope with the post applied for.
- 2) Outstation candidates called for interview will be given AC-III tier train fare (Mail/Express) from the place of residence/place of posting to place of interview by shortest route subject to production of Rail ticket.
- 3) Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview. More stringent criteria may be applied for short-listing the candidates to be called for interview.
- 4) Applications which do not meet the criteria given in this advertisement &/or incomplete application are liable to be summarily rejected.
- 5) No correspondence will be entertained with the candidates not short listed for interview.

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

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

Paste your recent
passport size
photograph here
(or a scan copy if
sending by email)

Sub: Application for the post of _____

Post Code: _____

1. Name in Full (In Block Letters) : _____

2. Father's / Husband's Name : _____

3. Date of Birth & Age (as on 14.04.2023) : _____

4. Sex (Male / Female) : _____

5. Religion and Nationality : _____

6. Are you a SC/ST/OBC/PH/Ex-Serviceman: _____

(In case you are please mention)

7. Mailing Address : _____

8. Phone Number : Mobile _____ Land Line _____

9. E-mail address(es): _____

(Please retain the mobile number & Email id for at least 1 year after last date of application)

10. Have you previously applied for a position in STC? (YES / NO) _____

If yes give details: _____

(Any other relevant Information/Achievements, please attach a separate sheet)

11. **Educational Qualification:**

Begin with highest qualification, up to Class 10th; **please attach a separate sheet giving details (max. 1 page) in the following format:**

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

12. **Work Experience:**

Beginning with most recent employment; **Please attach separate sheet(s) mentioning all your work experience in the following format:**

Name of the Company/ Organization	Post Held	Period of Service		Scale of Pay / CTC	Nature of Duties
		From	To		

Also, please attach separate sheets – ***subject to a max. limit of 2 PAGES*** – of a detailed work-profile of your experience that you mentioned in the above format.

Please Note: The application is liable for rejection if not clearly filled in the prescribed Performa with full details of experience and qualification. **Please note:** No correspondence will be entertained from candidates who are not called for the Interview

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)
(Scan copy of the signature if sent by email)