



PEC LTD
(A Government of India Enterprise)

PEC invites applications for Professionals in Various Disciplines

PEC Ltd.(A schedule 'B' Mini Ratna company), is a Govt. of India Undertaking engaged in international marketing. The scope of PEC's business covers a growing range of activities - from marketing of projects to capital goods and engineering equipment, from defence stores to software and IT related services, from commodities and consumables to industrial raw materials and bullion. PEC Limited invites applications for the following posts on direct recruitment:

Post Code	Position & IDA scale of Pay in INR	No. of vacancies	UR/SC/ST/OBC	Maximum age (years) (as on 6 th May 2016)
01	Chief General Manager (Marketing) 51,300 - 73,000 (E-8)	01	01 - UR	53
02	General Manager (Marketing) 43,200 - 66,000 (E-7)	02	01 - UR, 01 - OBC(NCL)	50
03	General Manager (Finance & Accounts) 43,200 - 66,000 (E-7)	01	01 - UR	50
04	Joint General Manager (Marketing) 36,600 - 62,000 (E-6)	02	02 - UR	47
05	Joint General Manager (Finance & Accounts) 36,600 - 62,000 (E-6)	04	03 - UR, 01 - OBC(NCL)	47
06	Joint General Manager (P&A)/HR 36,600 - 62,000 (E-6)	02	02 - UR	47
07	Joint General Manager (Legal) 36,600 - 62,000 (E-6)	01	01 - UR	47
08	Senior Manager (IT) 29,100 - 54,500 (E4)	01	01 - UR	41
09	Manager (Corporate Communication) 24,900 - 50,500 (E3)	01	01 - UR	38
10	Manager (Rajbhasha) 24,900 - 50,500 (E3)	01	01 - UR	38
11	Deputy Manager - I (P&A)/HR 20,600 - 46,500 (E2)	02	02 - UR	35
12	Deputy Manager - I (Legal) 20,600 - 46,500 (E2)	01	01 - UR	35
13	Deputy Manager - I (IT) 20,600 - 46,500 (E2)	01	01 - UR	35

Post Code	No. of Vacancies	Name of The Post	Pay Scale
01	01 (General)	Chief General Manager (Marketing)	Rs 51,300-3%- 73,000 (I.D.A) (E-8) CTC = Rs.23.76 Lakhs Per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Bachelors Degree in Engineering in any discipline (full-time and regular) from university/institution recognized by UGC/AICTE. First Class (60%) or equivalent is required for Bachelors Degree in Engineering Desired- Preference will be given to candidates having 2 years regular full-time PG Diploma /Degree/ MBA or equivalent in Marketing or International Business or Foreign Trade.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.</p>		
Experience	<p>20 years' post qualification experience is required (excluding training period as MT/ET, etc.). 3 years' experience in Rs. 43200-3%-66000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). Condition of 3 years' experience in Rs. 43200-3%-66000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 20 years post qualification experience as above will not apply to candidates already working in Rs. 51300-3%-73000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 15 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 51300-3%-73000(IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>		
Age	Maximum- 53 years as on 06-05-2016		
Job Description	<p>Broadly: She or he will be required to assist in devising ways to boost international/domestic trade and formulate and execute Corporate policies, plans and strategies for international/domestic trade and operations. Including:</p> <ul style="list-style-type: none"> •Strategy to achieve business targets, •Operate teams/divisions on profit centre concept •Contract monitoring and execution <p>Further, to monitor stocks, to evaluate the effectiveness of her or his division(s), to ensure that all skills and resources necessary for the functioning of her or his division(s) are made available to the managers, to determine the reporting systems within her or his division(s), to determine the budgetary needs of her or his divisions(s), to direct long range planning of her or his division(s), to formulate strategic policies with respect to the products and regions and projects, to contribute to the promotion of PEC's image in India and abroad, to participate in the policy formulation for evaluating commercial and administrative policies of PEC, to cause the continuous evaluation of business within her/his division(s) and to provide leadership to the division(s) under her or his control, assess the manpower requirement of her or his division(s), to recommend collaborations to the</p>		

	<p>Management wherever feasible and relevant to PEC's interests.</p> <p>Knowledge of working on computers will be essential.</p>
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Post Code	No. of Vacancies	Name of The Post	Pay Scale
02	02 (01- General, 01- OBC-NCL)	General Manager (Marketing)	Rs 43200-3%-66,000 (I.D.A) (E-7) CTC = Rs.20.12 Lakhs Per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Bachelors Degree in Engineering in any discipline (full-time and regular) from university/institution recognized by UGC/AICTE.</p> <p>First Class (60%) or equivalent is required for Bachelors Degree in Engineering</p> <p>Desired- Preference will be given to candidates having 2 years regular full-time PG Diploma /Degree/ MBA or equivalent in Marketing or International Business or Foreign Trade.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.</p>		
Experience	<p>17 years' post qualification experience is required (excluding training period as MT/ET, etc.).</p> <p>3 years experience in Rs. 36600-3%-62000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 3 years' experience in Rs. 36600-3%-62000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 17 years post qualification experience as above will not apply to candidates already working 43200-3%-66000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 12 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 43200-3%-66000(IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>		
Age	Maximum- 50 years as on 06-05-2016		
Job Description	<p>Broadly: She or he will be required to assist in devising ways to boost international/domestic trade and formulate and execute Corporate policies, plans and strategies for international/domestic trade and operations.</p> <p>Including:</p> <ul style="list-style-type: none"> •Strategy to achieve business targets, •Operate teams/divisions on profit centre concept •Contract monitoring and execution <p>Further: to generate offers from manufacturing associates, to decide the terms, etc. with buyers and sellers, to appraise the effectiveness of the existing personnel working under her or him, to recommend business policies overcoming the competitive weakness of PEC, to maintain liaison with the Govt. agencies for</p>		

	<p>monitoring Govt. policies and trade plan agreements, to monitor stocks, to appoint agents and fix their service charges, to authorise offering of a bid-bond, to recommend to top management credit and other banking facilities where required for obtaining success in a contract, to determine manpower requirements within the Division, to operate the division in conformity with the corporate objectives and govt policies, to evaluate the competitor's strengths and weaknesses with a view to recommending modification of marketing strengths of PEC, to allocate work within the Division as per norms.</p> <p>Knowledge of working on computers will be essential.</p>
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Post Code	No. of Vacancies	Name of The Post	Pay Scale
03	01 (General)	General Manager (Finance and Accounts)	Rs 43,200-3%- 66,000 (I.D.A) (E-7) CTC = Rs.20.12 Lakhs Per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Bachelors Degree and 2 years regular full-time PG Diploma/Degree/MBA or equivalent in Finance OR CA or ICWA. Minimum 50% marks or equivalent for Bachelors Degree. 60% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation. Pass Class for CA/ICWA.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.</p>		
Experience	<p>17 years' post qualification experience is required (excluding training period as MT/ET, etc.). 3 years' experience in Rs. 36600-3%-62000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). Condition of 3 years' experience in Rs. 36600-3%-62000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 17 years post qualification experience as above will not apply to candidates already working in 43200-3%-66000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 12 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 43200-3%-66000(IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>		
Age	Maximum- 50 years as on 06-05-2016		
Job Description	<p>Broadly: She or he will be required to assist in various financial matters of the company related to international/domestic trade, Corporate policies, plans and strategies for international/domestic trade and operations.</p> <p>Including: to be Principal Staff Officer to the Management on all financial matters, to assist in meetings of the Board of Directors, to look after the management of</p>		

	<p>funds and cash flow and to determine financial resources required, to establish and maintain a system of financial control and to analyse financial results of all operations, to maintain liaison with financial institutions, to secure clearance for all deferred payment contracts, to review the performance reports submitted by Finance and Accounts Deptt., preparation of annual accounts and balance sheets, to carry out special studies with a view to reducing costs, improve efficiency and profitability.</p> <ol style="list-style-type: none"> 1. To provide necessary guidance for development of proper accounting system, maintenance of essential books of accounts and preparation, presentation and finalization of accounts in accordance with the provision of the Companies Act' 2013 so as to avoid any qualification by the statutory auditors. 2. To conduct risk-based audit and report to the management on quarterly basis the inefficient and weak areas, deficiency in internal control system with suggestion for remedial measures. 3. Preparation of Management Information System. 4. To report on financial impropriety and irregularities and system inadequacies that leads to such impropriety/irregularity with suggestion of measures for improvement of system on quarterly basis. 5. Report on any other matter of significance. <p>Knowledge of working on computers will be essential.</p>
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Post Code	No. of Vacancies	Name of The Post	Pay Scale
04	02 (General)	Joint General Manager (Marketing)	Rs 36600-3%- 62,000 (I.D.A) (E-6) CTC = Rs.17.10 Lakhs Per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Bachelors Degree in Engineering in any discipline (full-time and regular) from university/institution recognized by UGC/AICTE.</p> <p>First Class (60%) or equivalent is required for Bachelors Degree in Engineering</p> <p>Desired- Preference will be given to candidates having 2 years regular full-time PG Diploma /Degree/ MBA or equivalent in Marketing or International Business or Foreign Trade.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.</p>		
Experience	<p>14 years' post qualification experience is required (excluding training period as MT/ET, etc.).</p> <p>3 years' experience in Rs. 32900-3%-58000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 3 years' experience in Rs. 32900-3%-58000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for</p>		

	<p>private sector candidates) and 14 years post qualification experience as above will not apply to candidates already working in Rs 36600-3%-62000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 9 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 36600-3%-62000(IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>
Age	Maximum- 47 years as on 06-05-2016
Job Description	<p>Broadly: She or he will be required to assist in devising ways to boost international/domestic trade and formulate and execute Corporate policies, plans and strategies for international/domestic trade and operations.</p> <p>Including:</p> <ul style="list-style-type: none"> •Strategy to achieve business targets, •Operate teams/divisions on profit centre concept •Contract monitoring and execution <p>Further: to generate offers from manufacturing associates, to decide the terms, etc. with buyers and sellers, to appraise the effectiveness of the existing personnel working under her or him, to recommend business policies overcoming the competitive weakness of PEC, to maintain liaison with the Govt. agencies for monitoring Govt. policies and trade plan agreements, to monitor stocks, to appoint agents and fix their service charges, to authorise offering of a bid-bond, to recommend to top management credit and other banking facilities where required for obtaining success in a contract, to determine manpower requirements within the Division, to operate the division in conformity with the corporate objectives and govt policies, to evaluate the competitor's strengths and weaknesses with a view to recommending modification of marketing strengths of PEC, to allocate work within the Division as per norms.</p> <p>Knowledge of working on computers will be essential.</p>

Post Code	No. of Vacancies	Name of The Post	Pay Scale
05	04 (03- General. 01- OBC-NCL)	Joint General Manager(Finance and Accounts)	Rs.36,600-3%- 62,000 (I.D.A) (E-6) CTC = Rs.17.10 Lakhs per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Bachelors Degree and 2 years regular full-time PG Diploma/Degree/MBA or equivalent in Finance OR CA or ICWA. Minimum 50% marks or equivalent for Bachelors Degree. 60% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation. Pass Class for CA/ICWA.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years</p>		

	regular full-time.
Experience	<p>14 years' post qualification experience is required (excluding training period as MT/ET, etc.).</p> <p>3 years' experience in Rs. 32900-3%-58000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 3 years' experience in Rs. 32900-3%-58000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 14 years post qualification experience as above will not apply to candidates already working in Rs 36600-3%-62000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 9 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 36600-3%-62000(IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>
Age	Maximum- 47 years as on 06-05-2016
Job Description	<p>Broadly: She or he will be required to assist in various financial matters of the company related to international/domestic trade, Corporate policies, plans and strategies for international/domestic trade and operations.</p> <p>Including: to be Principal Staff Officer to the Management on all financial matters, to assist in meetings of the Board of Directors, to look after the management of funds and cash flow and to determine financial resources required, to establish and maintain a system of financial control and to analyse financial results of all operations, to maintain liaison with financial institutions, to secure clearance for all deferred payment contracts, to review the performance reports submitted by Finance and Accounts Deptt., preparation of annual accounts and balance sheets, to carry out special studies with a view to reducing costs, improve efficiency and profitability.</p> <ol style="list-style-type: none"> 1. To provide necessary guidance for development of proper accounting system, maintenance of essential books of accounts and preparation, presentation and finalization of accounts in accordance with the provision of the Companies Act' 2013 so as to avoid any qualification by the statutory auditors. 2. To conduct risk-based audit and report to the management on quarterly basis the inefficient and weak areas, deficiency in internal control system with suggestion for remedial measures. 3. Preparation of Management Information System. 4. To report on financial impropriety and irregularities and system inadequacies that leads to such impropriety/irregularity with suggestion of measures for improvement of system on quarterly basis. 5. Report on any other matter of significance. <p>Knowledge of working on computers will be essential.</p>

Post Code	No. of Vacancies	Name of The Post	Pay Scale
06	02 (General)	Joint General Manager (Personnel & Administration)/HR	Rs 36600-3%-62,000 (I.D.A) (E-6) CTC = 17.10 Lakhs per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	Bachelors Degree and 2 years regular full-time PG Diploma/Degree/MBA or equivalent with Specialization in Personnel Management/Industrial Relations Management/HRM/HRD/PM&IR/Labour Welfare. Minimum 50% marks or equivalent for Bachelors Degree is required. 60% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation is required. Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.		
Experience	14 years' post qualification experience is required (excluding training period as MT/ET, etc.). 3 years' experience in Rs. 32900-3%-58000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). Condition of 3 years' experience in Rs 32900-3%-58000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 14 years post qualification experience as above will not apply to candidates already working in Rs 36600-3%-62000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 9 years post qualification executive experience excluding training period as MT/ET shall be required. <u>Note:</u> Persons who are drawing a scale higher than Rs 36600-3%-62000(IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.		
Age	Maximum- 47 years as on 06-05-2016		
Job Description	Broadly: She or he will be required to assist in formulating and executing Corporate HR policies, plans and strategies related to Personnel/Human Resources. Including: short and long term manpower planning, to determine policies of welfare measure to be offered, to specify the personnel records to be maintained, to maintain liaison with Govt. Deptts., and to recommend policies regarding promotion, training, industrial relations, corporate social responsibility, appraisals and personnel development and to carry out general administrative function within the Corporation. Knowledge of working on computers will be essential.		

Post Code	No. of Vacancies	Name of The Post	Pay Scale
07	01 (General)	Joint General Manager (Legal)	Rs 36600-3%-62,000 (I.D.A) (E-6) CTC = 17.10 Lakhs per Annum approximately at the minimum of the scale

Essential/Desirable Qualifications	<p>Bachelors Degree in Law (Three [3] years regular course after graduation or five [5] years' integrated course after [10+2] and candidate should be eligible to get her/himself enrolled as an Advocate in Bar Council of India to do practice in Courts in India.</p> <p>50% marks or equivalent for Bachelors Degree in Law is required.</p> <p>50% marks or equivalent for graduation-Bachelors Degree is required.</p> <p>50% marks or equivalent for 5 years' integrated course after (10+2) is required.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE.</p>
Experience	<p>14 years' post qualification experience is required (excluding training period as MT/ET, etc.).</p> <p>3 years' experience in Rs. 32900-3%-58000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 3 years' experience in Rs. 32900-3%-58000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 14 years post qualification experience as above will not apply to candidates already working in Rs 36600-3%-62000(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 9 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 36600-3%-62000(IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>
Age	Maximum- 47 years as on 06-05-2016
Job Description	<p>Broadly: She or he will be required to assist in various legal matters of the company related to international/domestic trade, Corporate policies, plans and strategies for international/domestic trade and operations.</p> <p>Including: Responsible for various legal matters of the company; shall support legal and compliance processes of the organisation. She or he should have knowledge of laws relating to contract, sale of goods, negotiable instruments, carriage of goods, taxation laws such as value added tax, service tax, income tax and custom duties, rent and property laws, labour/service laws, civil/revenue laws/Banking laws/Trade Mark, recovery of dues etc. drafting legal documents,/notices/letters/agreements/internal guidelines and policies, etc. and experience of drafting/ vetting/ negotiating business/supply contracts/lease agreements.</p> <p>Knowledge of working on computers will be essential.</p> <p>*Note: - The candidates having engagement on retainership basis in Legal Firms must also produce experience certificate(s) from the Legal Firms. BAR COUNCIL ENROLMENT DETAILS to be furnished, as under (if applicable); -Date of Enrolment with Bar Council, Enrolment Number & Name of Bar Council</p>

Post Code	No. of Vacancies	Name of The Post	Pay Scale
08	01 (General)	Senior Manager (Information Technology)	Rs 29100-3%-54,500 (I.D.A) (E-4) CTC = 13.68 Lakhs per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Full-time regular Bachelors degree in Engineering in Computer Science/Computer Engineering/Information Technology/Electronics or a full time, regular Masters in Computer Applications (MCA)</p> <p>First Class (60%) or equivalent is required for Bachelors Degree in Engineering.</p> <p>60% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.</p>		
Experience	<p>8 years' post qualification experience is required (excluding training period as MT/ET, etc.).</p> <p>3 years' experience in Rs. 24900-3%-50500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 3 years' experience in Rs. 24900-3%-50500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 08 years post qualification experience as above will not apply to candidates already working in Rs 29100-3%-54500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 03 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 29100-3%-54500 (IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>		
Age	Maximum- 41 years as on 06-05-2016		
Job Description	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, E-Tendering, maintenance of IT infrastructure, etc.		

Post Code	No. of Vacancies	Name of The Post	Pay Scale
09	01 (General)	Manager (Corporate Communication)	Rs 24900-3%-50,500 (I.D.A) (E-3) CTC = 11.79 Lakhs per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	Bachelors Degree and 2 years regular full-time Post Graduate Degree/Diploma in		

	<p>Journalism/Mass Media/Mass Communication.</p> <p>Minimum 50% marks or equivalent for Bachelors Degree.</p> <p>Minimum 55% marks or equivalent in Post Graduate Degree / Diploma for Corporate Communication Discipline.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.</p>
Experience	<p>5 years' post qualification experience is required (excluding training period as MT/ET, etc.).</p> <p>3 years' experience in Rs. 20600-3%-46500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 3 years' experience in Rs. 20600-3%-46500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 05 years post qualification experience as above will not apply to candidates already working in Rs 24900-3%-50500(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 02 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 24900-3%-50500 (IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>
Age	Maximum- 38 years as on 06-05-2016
Job Description	<p>Responsible for Corporate Communications, advertising, formulation of Public Relations strategies, media, corporate image building, liaisoning with Government department and other agencies, Protocol and Travel Cell's work,etc.</p> <p>Knowledge of working on computers will be essential.</p>

Post Code	No. of Vacancies	Name of The Post	Pay Scale
10	01 (General)	Manager (RajBhasha)	Rs 24900-3%-50,500 (I.D.A) (E-3) CTC = 11.79 Lakhs per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Post Graduate in Hindi with English as one of the main subjects in Graduation or Post Graduation in English with Hindi as one of the main subjects in Graduation.</p> <p>Minimum 50% marks or equivalent for Bachelors Degree.</p> <p>Minimum 55% marks or equivalent in Post Graduate Degree / Diploma for Rajbhasha (Official Language) Discipline.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from</p>		

	university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.
Experience	<p>5 years' post qualification experience is required (excluding training period as MT/ET, etc.).</p> <p>3 years' experience in Rs. 20600-3%-46500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 3 years' experience in Rs. 20600-3%-46500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 05 years post qualification experience as above will not apply to candidates already working in Rs 24900-3%-50500(IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 02 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 24900-3%-50500 (IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>
Age	Maximum- 38 years as on 06-05-2016
Job Description	<p>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 in branch offices, translation work from English to Hindi or vice versa, translation and proof reading of in-house journals/annual reports, organising Hindi workshops/Hindi Pakhwara celebration, etc.</p> <p>Knowledge of working on computers will be essential.</p>

Post Code	No. of Vacancies	Name of The Post	Pay Scale
11	02 (General)	Deputy Manager-I (Personnel & Administration)/HR	Rs 20600-3%-46,500 (I.D.A) (E-2) CTC = 09.79 Lakhs per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Bachelors Degree and 2 years regular full-time PG Diploma/Degree/MBA or equivalent with Specialization in Personnel Management/Industrial Relations Management/HRM/HRD/PM&IR/Labour Welfare.</p> <p>Minimum 50% marks or equivalent for Bachelors Degree is required.</p> <p>60% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation is required.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.</p>		
Experience	2 years' post qualification experience is required (excluding training period as MT/ET, etc.).		

	<p>2 years' experience in Rs. 16400-3%-40500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 2 years' experience in Rs. 16400-3%-40500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 02 years post qualification experience as above will not apply to candidates already working in Rs 20600-3%-46500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 01 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 20600-3%-46500 (IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>
Age	Maximum- 35 years as on 06-05-2016
Job Description	<p>Broadly: She or he will be required to assist in formulating and executing Corporate HR policies, plans and strategies related to Personnel/Human Resources.</p> <p>Including: manpower planning, to process personnel requisitions, to process recruitment/selection of personnel of various categories, to organise training, to do Corporate Social Responsibility work, to look after establishment functions, to maintain liaison with Govt. Deptts., to administer welfare measures, to process and analyse the grievances of employees/Industrial Relations issues and recommend solutions, carry out any other job given by CPM/PM from time-to-time.</p> <p>Knowledge of working on computers will be essential.</p>

Post Code	No. of Vacancies	Name of The Post	Pay Scale
12	01 (General)	Deputy Manager-I (Legal)	Rs 20600-3%-46,500 (I.D.A) (E-2) CTC = 09.79 Lakhs per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Bachelors Degree in Law (Three [3] years regular course after graduation or five [5] years' integrated course after [10+2] and candidate should be eligible to get her/himself enrolled as an Advocate in Bar Council of India to do practice in Courts in India.</p> <p>50% marks or equivalent for Bachelors Degree in Law is required.</p> <p>50% marks or equivalent for graduation-Bachelors Degree is required.</p> <p>50% marks or equivalent for 5 years' integrated course after (10+2) is required.</p> <p>Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE.</p>		
Experience	2 years' post qualification experience is required (excluding training period as MT/ET, etc.).		

	<p>2 years' experience in Rs. 16400-3%-40500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 2 years' experience in Rs. 16400-3%-40500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 02 years post qualification experience as above will not apply to candidates already working in Rs 20600-3%-46500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 01 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 20600-3%-46500 (IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>
Age	Maximum- 35 years as on 06-05-2016
Job Description	<p>Broadly: She or he will be required to assist in various legal matters of the company related to international/domestic trade, Corporate policies, plans and strategies for international/domestic trade and operations.</p> <p>Including: Responsible for various legal matters of the company; shall support legal and compliance processes of the organisation. She or he should have knowledge of laws relating to contract, sale of goods, negotiable instruments, carriage of goods, taxation laws such as value added tax, service tax, income tax and custom duties, rent and property laws, labour/service laws, civil/revenue laws/Banking laws/Trade Mark, etc. drafting legal documents,/notices/letters/agreements/internal guidelines and policies, etc. and experience of drafting/ vetting/ negotiating business/supply contracts/lease agreements.</p> <p>Knowledge of working on computers will be essential.</p> <p>*Note: - The candidates having engagement on retainership basis in Legal Firms must also produce experience certificate(s) from the Legal Firms. BAR COUNCIL ENROLMENT DETAILS to be furnished, as under (if applicable); -Date of Enrolment with Bar Council, Enrolment Number & Name of Bar Council</p>

Post Code	No. of Vacancies	Name of The Post	Pay Scale
13	01 (General)	Deputy Manager-I (Information Technology)	Rs 20600-3%-46,500 (I.D.A) (E-2) CTC = 09.79 Lakhs per Annum approximately at the minimum of the scale
Essential/Desirable Qualifications	<p>Full-time regular Bachelors degree in Engineering in Computer Science/Computer Engineering/Information Technology/Electronics or a full time, regular Masters in Computer Applications (MCA)</p> <p>First Class (60%) or equivalent is required for Bachelors Degree in Engineering.</p> <p>60% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation</p>		

	Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.
Experience	<p>2 years' post qualification experience is required (excluding training period as MT/ET, etc.).</p> <p>2 years' experience in Rs. 16400-3%-40500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates).</p> <p>Condition of 2 years' experience in Rs. 16400-3%-40500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) and 02 years post qualification experience as above will not apply to candidates already working in Rs 20600-3%-46500 (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates). However, a minimum of 01 years post qualification executive experience excluding training period as MT/ET shall be required.</p> <p><u>Note:</u> Persons who are drawing a scale higher than Rs 20600-3%-46500 (IDA) / equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates) as revised from time-to-time will not be considered.</p>
Age	Maximum- 35 years as on 06-05-2016
Job Description	<p>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, E-Tendering, maintenance of IT infrastructure, etc.</p> <p>Knowledge of working on computers will be essential.</p>