

## A Miniratna Category-1 CPSE

Invites Applications from Indian Citizens for manning following Positions:

PROJECTED VACANCIES						RESERVATION STATUS						
						VERTICAL					HORIZONTAL	
Sr. No	Name of the post/ Level	No of Posts	Scale of Pay	Mode of Recruitment	Max. Age Limit	UR	SC	ST	OBC	OBC (M)	PH	ExSM
1	Junior Hindi Translator S-1 Level	01	₹ 12300-25400 (IDA)	Written Test & Interview	30	1	0	0	0	0	0	0
2	Canteen Manager W-4 Level	01	₹ 5200-20200 + ₹ 2400 Grade Pay	Written Test & Interview	28	1	0	0	0	0	0	5
3	Junior Bullion Accountant W-3 Level	02	₹ 5200-20200 + ₹ 2000 Grade Pay	Written Test, Typing Test & Interview	28	1	0	0	1	0	0	
4	Junior Data Entry Operator cum Office Assistant W-3 Level	05	₹ 5200-20200 + ₹ 2000 Grade Pay	Written Test, Typing Test & Interview	28	3	1	0	1	0	0	
5	Assistant Grade-III (Fitter) W-1 Level	05	₹ 5200-20200 + ₹ 1800 Grade Pay	Written Test & Interview	25	1	2	1	0	1	2 (OA/ PD)	
6	Assistant Grade-III (Heat Treatment) W-1 Level	02	₹ 5200-20200 + ₹ 1800 Grade Pay	Written Test & Interview	25	0	0	1	0	1		
<b>Total</b>						<b>7</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>5</b>

**Selected candidate in the level of Supervisor is liable to be posted in any Unit of the Company.**

### QUALIFICATION & EXPERIENCE

#### JUNIOR HINDI TRANSLATOR:

**Essential:** Master's degree from a recognized University in Hindi or English with English/Hindi subject at Graduation level (i.e. Hindi in case the Candidate is Post-graduate in English and vice versa).

**AND** One year experience in translation from Hindi to English and vice versa.

**Desirable:** 1) Knowledge of Sanskrit and/or any other modern Indian language. 2) Proficiency in working on Computers in Hindi languages.

#### CANTEEN MANAGER:

**Essential:** Diploma in Catering.

**Desirable:** Two years' experience of running Canteen in any Industrial or Commercial Undertaking.

#### JUNIOR BULLION ACCOUNTANT:

**Essential:** Graduate with at least 55% marks & computer knowledge with typing speed in English @ 40 wpm / Hindi @ 30 wpm

**Desirable:** Proficiency in Accounting field.

#### JUNIOR DATA ENTRY OPERATOR CUM OFFICE ASSISTANT:

**Essential:** Graduate with at least 55% marks and computer knowledge with typing speed in English @ 40 wpm / Hindi

@ 30 wpm.

**Desirable:** Proficiency in Clerical field.

**ASSISTANT GRADE-III (Fitter):**

**Essential:** Full time ITI certificate in the trade of Fitter.

**Desirable:** Diploma in Engineering.

**ASSISTANT GRADE-III (Heat Treatment):**

**Essential:** Full time ITI certificate in the trade of Heat Treatment.

**Desirable:** Diploma in Engineering.

**ABBREVIATIONS (LEGENDS)**

<b>UR</b> = Un-Reserved	<b>SC</b> = Scheduled Caste	<b>ST</b> = Scheduled Tribe
<b>OBC</b> = Other Backward Class	<b>Ex-SM</b> = Ex-Serviceman	<b>PH</b> = Physically Handicapped
<b>OBC (M)</b> = Other Backward Class (Minorities)	<b>OA</b> = One Arm Affected	<b>PD</b> = Partially Deaf
<b>S-1</b> = Supervisor Level 1	<b>W 1, 3 &amp; 4</b> = Workman Level 1, 3 & 4	

**NOTE:**

1. Posts reserved for Physically Handicapped and Ex-servicemen will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/General to which they belong.
2. Degree of disability in case of PH should not be less than 40%.

**SELECTION PROCESS**

The details of Venue, Admit Card, Schedule of Written Test, Typing Test and Interview will be uploaded on the website link <http://jobapply.in/miniratna/cpse> Candidates are required to visit the said website for updates.

There shall be writtentest in the relevant field including General Knowledge, Maths, English, Hindi and relevant Trade/TypingTest (wherever necessary). The medium of question papers for written test shall be English/Hindi. The Decision of the management in all matters regarding eligibility, conduct of written examination, typing test (as applicable), Interview and selection will be final and binding on the candidates and no correspondence will be entertained in this regard.

The written test, typing test (as applicable) and interview will be conducted in **Delhi/National Capital Region only**. On the basis of the performance in the written test and typing test (as applicable) candidates will be shortlisted for the interview.

**ADMIT CARDS**

The admit cards of written test, call letter for typing test/interview of the provisionally eligible/shortlisted candidates will be uploaded only on the website link <http://jobapply.in/miniratna/cpse> Candidates are requested to download the same from the website as per the schedule mentioned.

**RELAXATIONS FOR AGE LIMIT**

- (1) Crucial date for computation of age, qualification, experience etc. shall be 19.01.2013. The applicant should have attained minimum 18 years of age on 19.01.2013 but should not have exceeded the maximum age limit prescribed for concerned post.
- (2) The upper age is relaxable for different categories as under:
  - a) Upto a maximum of 5 years for SC/ST candidates.
  - b) Upto a maximum of 3 years for candidates belonging to OBC (Non-Creamy Layer) and OBC (Minorities).
  - c) Upto a maximum of 10 years if the candidate is a physically handicapped person.
  - d) For candidates belonging to SC/ST who are physically handicapped, the maximum age relaxation is 15 years.
  - e) For candidates belonging to OBC who are physically handicapped, the maximum age relaxation is 13 years.

- f) In case of Ex-servicemen who have put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than 3 years the maximum age limit prescribed for the posts/services for which a candidate seeks appointment, he/she be deemed to satisfy the conditions regarding the age limit.
- g) For any other category, the age relaxation as per Govt. rules as promulgated from time to time.

## **HOW TO APPLY**

### **1. Candidates can submit their applications either by OFFLINE MODE or ONLINE MODE as per details given below:**

→ **Offline Application** In the prescribed format (downloaded) completed in all respects, is to be sent in an envelope superscripted "Application for the post of ....."

→ **Online Application** can be submitted on the website <http://jobapply.in/miniratna/cpse>  
Detailed instructions are given on the website. Candidates applying online are required to take print out of auto generated filled in application format, paste their photograph at the appropriate places, put their signature at all pages and send it to **Post Box No. 3076, Lodhi Road, New Delhi - 110003** along with prescribed Application Fee and copies of Testimonials, through **ordinary post only**. The application complete in all respect should reach the above post box on or before the prescribed closing date for receipt of applications.

2. Candidates belonging to General, OBC, OBC(Minorities) categories are required to pay a non-refundable application fee of Rs.100/- (Rs. Hundred only) by Demand Draft drawn in favour of **All India Management Association** payable at **New Delhi**. Name of the candidate should be neatly indicated on the reverse of the demand draft. The application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/selection. SC/ST/Ex-SM/PH candidates are exempted from payment of above fees provided they attach a self-attested copy of SC/ST/Ex-SM/PH certificate as applicable, issued by the Competent Authority at the time of submitting hard copy of the application form.
3. The application complete in all respect alongwith the required Demand Draft and self-attested copies of the testimonials/documents in support of educational qualification, age and experience etc. should be sent by ordinary post to Post Box No.3076, Lodi Road, New Delhi-110003 so as to reach **on or before 19.01.2013** in a sealed envelope super scribed "Application for the Post....." on the top left hand corner. In respect of candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K state, Lahaul & Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andman & Nicobar Islands or Lakshadweep, the last date for receipt of **application is 25.01.2013**.
4. Candidates belonging to SC/ST/OBC/OBC(M) should furnish the self-attested copy of the caste certificates issued by the Competent Authority to that effect. Candidates belonging to OBC and OBC(M) category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government of India, issued by Competent Authority for appointment to the posts under Government of India or for Central Government PSU.
5. Please note that the candidature of candidate shall be cancelled if he/she submits more than one application forms for the same post.
6. Application can be submitted by a candidate only once and against only one of the posts, which means that a candidate can apply for any one post only. Hence, you are advised to apply for the post most suitable to your Qualification, Experience, etc.
7. Application received late/incomplete will be rejected. The management will not be responsible for any postal delay/loss of document during the transit. No correspondence in this regard will be entertained. The Management will also not take responsibility to connect any certificate/remittance sent without application form. Any deviation from the prescribed format will result in rejection of the application.

## **GENERAL INFORMATION AND INSTRUCTION**

1. The scales of pay for the posts at Sl. No. 2,3,4,5 & 6 are presently on CDA pattern of pay scales but shall be changed to IDA pattern of pay scales soon.
2. Candidates called for interview will be entitled reimbursement of train fare (to and fro) from the place of their mailing address to the place of interview by sleeper class.
3. The management reserves the right to call only those candidates, who according to his decision suitable for the post and mere eligibility will not entitle any candidate for being called for interview or selection. In case large numbers of applications are received, the management reserves the right to restrict/short list the candidates to be called for written test/typing test/interview based on merit in particular trade/qualification.
4. The post notified shall be increased or decreased as per the need/requirement. The recruitment process for the posts or any particular post(s) can be cancelled/suspended/terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.

5. Those already working in Central Government/State Government PSU/Corporation must apply through proper channel in the prescribed form. At the time of joining, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the candidate.
6. Application that are not in conformity with the requirements indicated in this advertisement, incomplete application and those received after the last date as also applications not accompanied with requisite demand draft will not be entertained.
7. The selected candidates are required to perform the duties as per directions of their superiors and have to perform the duties of any Section/Sub Section in the organization as directed.
8. Management reserves the right to call for any additional documentary evidence in support of educational qualification & experience of the applicant.
9. Canvassing in any form will be a disqualification.
10. For any disputes the jurisdiction shall be Delhi/NCR.
11. Person who has been dismissed from the service of any Govt./PSU/CPSE organization need not apply.
12. Before applying for the posts, the candidate must ensure that he/she is eligible according to the eligibility criteria as stipulated above. If the candidate found not eligible, his/her candidature will be cancelled at any stage of the recruitment. Please note that even if the candidate qualify in the written examination/typing test/interview and subsequently it is found that he/she do not fulfill the eligibility criteria, his/her candidature will be cancelled.

#### **Documents to be attached with application (self-attested photocopies)**

1. Self-attested copies of testimonials/certificates.
2. Self-attested copy of Matric/10<sup>th</sup> Class certificate should be enclosed as a proof of age.
3. Self-attested caste/tribe certificate (for SC/ST/OBC/OBC(M), as applicable).
4. Self-attested copy of disability certificate (in case of PH candidate) in the prescribed format issued by the Competent Authority and Ex-serviceman Certificate issued by the Competent Authority.
5. All self-attested copy of certificates/testimonials in respect of qualification (all semesters) year-wise marks sheet and degree certificate starting from matriculation onward.
6. Experience certificate document, if any, issued by the employer in support of experience details mentioned in the application form.
7. Candidate serving in Government/Semi Government/public Sector/Corporation should submit their application through proper channel.
8. Demand Draft of ₹ 100/- (Non- refundable) in favour of **All India Management Association** payable at **New Delhi**.
9. Recent passport size colored self-attested photographs (three). One should be firmly pasted on the application form and two should be attached with it. The candidates are advised not to change their appearance till the recruitment process is complete, failure to produce the same photograph at the time of interview, may lead to disqualification.

#### **SCHEDULE OF ACTIVITIES**

Application Form Available Online	05.01.2013 to 19.01.2013
Last Date of Receipt of duly completed Filled Online Application Form along with relevant documents at " <b>Post Box No 3076, Lodhi Road, New Delhi - 110003</b> " and Demand Draft (wherever applicable)	19.01.2013 (In respect of candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K state, Lahaul & Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, Andman & Nicobar Islands or Lakshadweep the last date for receipt of application is 25.01.2013)
Uploading of Admit Cards on website	06.02.2013 at 1400 hours
Tentative date of skill test (typing test on computer)	16/17.02.2013
<b>Date of Written Test</b>	<b>17.02.2013 (Sunday)</b>
Written test result (2 days from date of Test)	19.02.2013
Uploading of Interview Call Letters on website	20.02.2013
Conduct of Interview	02.03.2012
Uploading of Final Merit List on website	05.03.2012