

MSTC Limited is a Mini Ratna Category-I PSU under the Ministry of Steel, Govt. of India. The company is a leading service provider for e-commerce business in the country and also deals in import / export of industrial items and recycling. It has an annual volume of business of approximately Rs. 82000 crore and has a record of making profit for last 50 years. MSTC Limited intends to fill-up the following vacant posts through recruitment on regular basis through online process of applications :

Sl. No.	Office / Location	Post	UR	SC	OBC (NCL)	PWD	Ex-Service Man	Total
1.	Kolkata	JCA	6	2	3	1*	1*	11
		RCTO	1	-	-	-	-	1
		Stenographer	1	-	-	-	-	1
		Driver	1	-	-	-	-	1
		Peon	-	-	1(Backlog)	-	-	1
2.	Bhopal	JCA	1	-	-	-	-	1
3.	Jaipur	JCA	2	-	-	-	-	2
4.	Trivandrum	JCA	1	-	-	-	-	1
5.	Hyderabad	JCA	1	-	-	-	-	1
6.	Vadodara	JCA	1	-	-	-	-	1
7.	Lucknow	JCA	1	-	-	-	-	1
8.	Raipur	JCA	1	-	-	-	-	1
9.	Vadodara	JCA	1	-	-	-	-	1
10.	Ranchi	JCA	1	-	-	-	-	1
11.	Chennai	JCA	2	-	-	-	-	2

* Although all posts are identified for Persons with Disabilities (PWD) & ex-servicemen, 1(one) post of JCA, Kolkata, each is reserved for Persons with Disabilities (PWD) - VH/HH and ex-servicemen on interlocking basis with any category

Posts / Grade / Pay Scale (₹) / Minimum Essential Qualification	Minimum Essential Experience
Jr. Computer Assistant (JCA) / S-6 / ₹17,500-3%-30,070 / Graduate in any discipline from recognized University or equivalent. Must have at least 6 months Diploma in computer application. Special Requirement: Knowledge in software.	Experience in similar job in any organization of repute preferred. Selection Procedure : ● Written Test ● Skill Test
Receptionist-cum-telephone Operator (RCTO) / S-6 / ₹17,500-3%-30,070 / Graduate in any discipline from recognized University or equivalent with good communication skills. Must have diploma/certificate in a telephone operator's course.	Experience in similar job in any organization of repute preferred. Selection Procedure : ● Written Test ● Skill Test
Stenographer / S-6 / ₹17,500-3%-30,070 / Graduate in any discipline from recognized University or equivalent with English or Hindi as a subject, as the case may be. Must have diploma/certificate in a professional Secretarial Course. Proficiency in computer application is essential. Special Requirement: Stenography & Typing Speed – minimum 80 w.p.m. in stenography & 40 w.p.m. in Typing.	Experience in stenography job in any organization of repute preferred. Selection Procedure : ● Written test ● Skill test a) Stenography b) Computer application
Driver / S-4/ ₹17,100-3%-25,540 / Minimum Class X Pass	At least 2 yrs Experience in driving car with valid license and maintenance of Motor Transport. Candidates possessing light vehicle driving only may be considered. Selection Procedure : ● Skill Test
Peon / S-1 / ₹15,830-3%-22,150 / Minimum Class X Pass	Selection Procedure : ● Written Test

AGE LIMIT AND RELAXATION: Age limit for direct recruitment will be minimum 18 years and maximum 28 years and reckoned as on 21.10.2018. Upper age is relaxed in the case of Scheduled Caste/Tribe, OBC & PWD candidates, Ex-Defence personnel and other categories as per the presidential directives, administrative orders and rules of the Company. **PROBATION:** The candidates will be on probation for a period of 1(one) year which may be extended, if necessary. **APPLICATION FEE:** Non -refundable application fee of Rs.250/-(Rupees Two Hundred and fifty only) plus Bank Charges as applicable are required to be paid at the time of submission of online application form. Application fee once paid will not be refunded under any circumstances. **SC/ST/PWD category candidates are not required to pay any application fee.** **HOW TO APPLY:** Only online applications shall be accepted. Last date for application will be 21 days from the date of publication of this advertisement in Employment News/ Rozgar Samachar. Persons working in Govt. /PSU should apply through proper channel or submit NOC at the time of interview. **DISCLAIMER:** Candidates should refer to our website only for any changes/ modification/ addendum/ information. In case of any technical problem/ clarification, please send e-Mail to mstcrecruitment@mstcindia.co.in For full information refer to the advertisement on our corporate website www.mstcindia.co.in **IMPORTANT DATES are as under :**

Commencement of Online Application Form	29.09.2018
Last date of submission of application form online (Inclusive of payment of fee confirmation)	21.10.2018
Tentative date for written test/ skill test	11.11.2018