

No. 4(7)/2012 SD-I (Vol.II)
Government of India
Ministry of Steel

- | | |
|---|-----------------------|
| 1. Name of Organisation
(Constituted by Govt of India) | Joint Plant Committee |
| 2. Name of Post | Executive Secretary |
| 3. No of Vacancy | One |
| 4. Place of Posting | Delhi |
| 5. Mode of Recruitment | Deputation |
| 6. Scale of Pay | E-8 (120000-280000) |
| 7. Profile of the Organisation | |

Joint Plant Committee is an institution established by the Government of India in 1964 to collect data on the Indian Steel Industry for creation and maintenance of a complete data bank on the this industry.

JPC is headquartered at **Delhi** with four regional offices in Kolkata, Mumbai and Chennai and Delhi and two extension offices in Bhubaneswar and Raipur. JPC is headed by Additional Secretary/Joint Secretary to the Government of India, Ministry of Steel as its Chairman and has representatives from SAIL, RINL, Tata Steel, Railway Board and some other Government organization as well as private steel associations as its Members.

8. Job Description and Responsibilities.

Executive Secretary, JPC looks after day-to-day activities in various spheres of functional operation of the organization ranging from data collection to data dissemination and provides overall guidance as well as supervision/monitoring of the progress of each activity. The post is full-time, Delhi based and not in the form of additional charge.

9. Eligibility Conditions as on closing date of application.

- Officers from Public Sector Undertakings/Organizations under the Ministry of Steel or the Joint Plant Committee with 3 years' service in the pay scale of E-7/ E-8 or 5 years' service in the scale of E-6 as the case may be;

OR

- Officers in the grade of Director/Deputy Secretary having 2 years' experience in the Ministry of Steel, Government of India.

10. Qualifications

a. Essential qualification and experience

B.Tech. / B.E. / Master's in Economics or Statistics with at least two years' experience in the steel / metal industry.

b. General Qualifications

- Should have working knowledge of the Indian Steel Industry - Its structure and basics.
- Conversant with Government rules, regulations and practices.
- Analytical ability and communication skills.

- Ability to deal with and conversant with laws and practices of trade unions.

c. Preference will be given to those having:

- Statistical Knowledge.
- Managerial/Executive background.

11. Upper Age Limit for applying as on closing date of application : 55 years.

12. PERIOD OF DEPUTATION

The deputation will be initially for a period of three years which can be further extended by **up** to two years depending on requirements. The maximum period of deputation shall not exceed **five** years. The other terms and conditions of the deputation will be governed by the Government of India Rules on the subject.

13. Eligible and willing officers who can be spared immediately in the event of their selection may apply (in duplicate) in the proforma given (**Annexure-I**) through proper channel. The forwarding authority should verify that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them. Integrity certificate and a certificate regarding penalties, if any, imposed on them during the past service should also be furnished.
14. The application may be forwarded to Section Officer, JPC, Room No.73, Ground Floor, Ministry of Steel, Udyog Bhawan, New Delhi 110011, **and also** through email at Mail ID- d1@steel.nic.in, with ACRs/APARs for the last five years and other certificates/documents within **three weeks** from the date of publication of this advertisement in the Employment News. Applications received after the last date or found incomplete will not be considered.

ANNEXURE – I

Application Form for the post of Executive Secretary in Joint Plant Committee

1. Name of the Applicant in full (in Block letters) Paste here Recent Photograph
2. Father's Name
3. Present Designation
4. Office Address
5. Address for communication
6. Tel No Office Residence Mobile No. Email-Id
7. Date of Birth
8. Nationality
9. Aadhar No.
10. (a) Educational Qualifications in chronological order (Graduation onwards) :-

Name of the Examination Passed	Subject Studied	Name of the College/ Board/University	Year of Passing	Percentage of Marks obtained

10. (b) Work Experience in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Name & address of Employer	Post Held	Pay scale	Period of Service		Total Length of Service in the post	Nature of work & level of responsibilities
			From	To		

11. In case the candidate is holding the present post on lien/deputation basis:
 - a) Name of the organisation in which the lien is held
 - b) The date from which the lien is held
 - c) Date from which candidate is on deputation

12 (a) Whether any penalty awarded to the applicant during the last 10 years, if yes, the details thereof

Yes/No

12 (b) Whether any disciplinary action or inquiry is going against the applicant as far as his knowledge goes, if yes, the details thereof

Yes/No

I certify that the details furnished by me in Cols 1-12 are true and I am eligible for the post. I further submit my willingness to join the post, if selected.

(Name and signature of the applicant)

Date

(To be filled by the Ministry/Department/PSU/Organisation Concerned)

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 Forwarding Authority
With Tele No & Office Seal.