

No. 4(7)/2012-SD-1  
Government of India  
Ministry of Steel  
(SD I)

- |                         |   |
|-------------------------|---|
| 1. Name of Organisation | Joint Plant Committee<br>(Constituted by Govt. of India). |
| 2. Name of the Post     | Executive Secretary                                       |
| 3. No. of vacancy       | One   |
| 4. Place of posting     | Kolkata   |
| 5. Mode of Recruitment  | Deputation  |
| 6. Scale of pay         | E-8 (Rs. 51300-73000) / E-7 (Rs. 43,200-66,000)           |

**7. Profile of the organisation**

Joint Plant Committee (JPC) 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 databank on this industry.

Joint Plant Committee is headquartered at Kolkata with four regional offices in New Delhi, Kolkata, Mumbai and Chennai. An Economic Research Unit (ERU) at New Delhi serves as a wing of JPC to carry out techno-economic studies and policy analysis. JPC is headed by Additional Secretary to the Government of India, Ministry of Steel, as its Chairman and has representatives from SAIL, RINL, Tata Steel and Railway Board 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 organisation ranging from data collection to fund management and provides overall guidance as well as supervision/monitoring of the progress of each activity. The post is full time, Kolkata based and not in the form of additional charge.

**9. Eligibility Conditions as on 01.01.2018:**

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

- (2) Officers in the grade of Director/Deputy Secretary within the ministry of Steel; or
- (3) Officers within the organisation (JPC) having at least 10 years experience in the steel Industry.

**10. Qualifications:**

**a) Essential Educational qualifications**

B.Tech Degree (Metals & Metallurgy/Mechanical Engineering) or Master's degree in Economics/Statistics with at least three years' experience in the steel/metal industry.

**b) General Qualifications:**

- (i) Should have working knowledge of the Indian Steel industry – its structure and basics
- (ii) Conversant with Government rules, regulations and practices
- (iii) Analytical ability and communication skills
- (iv) Ability to deal with and conversant with laws and practices of trade unions.

**(C) Preference will be given to those having:-**

- (i) Statistical Knowledge
- (ii) Managerial / Executive background

11. Upper Age Limit : 55 years

12. PERIOD OF DEPUTATION:-

The deputation will be normally for a period of three years which can be further extended 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 performa attached (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. The applications may be forwarded to Section Officer, SD I, Ministry of Steel, Udyog Bhawan, New Delhi 110107 with ACRs/APRs for the last five years and other certificates/documents within 30 days 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.

**Application form**

1. Name of the post applied for :
2. Name :
3. Designation of the Applicant (In full) :
4. Office Address :
5. Address for communication :
6. Tel. No. Office: Residence: Fax No.  
Mobile No.: E Mail address
7. Date of Birth :

**8. Eligibility Criteria:**

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualification (alongwith the name of Institution)			
Pay Scale			
Length of service in eligible pay scale			

**9. Positions held during the preceding ten years:-**

S.No.	Designation, and place of posting	Organisation	From	To	Pay scale

10. Nature and duration of experience relevant for the advertised post and job description

Sl.No.	Designation and place of posting	Organisation	From	To	Pay scale

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 punishment awarded to the applicant during the last 10 Years, if yes, the details there of

Y	No
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12 (b) whether any disciplinary action or inquiry is going on against him as far as his knowledge goes. If yes, the details thereof.

Y	No
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I certify that the details furnished by me in Cols. 1 t 12 are true and I am eligible for the post. I further submit my willingness that I will join the post, if selected.

Date

(Name and signature of the applicant)

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

It is certified that the particulars furnished above have been scrutinised and found to be correct as per official records.

Signature & Designation of the  
Competent Forwarding Authority  
with Tele. No. & office Seal