

# PROMISING CAREER AVENUES IN A PREMIER MINI RATNA PSU

On Behalf of a Premier Schedule-A Mini-Ratna Public Sector Undertaking, providing Warehousing Facilities and Logistic support to Agriculture sector and other Notified commodities, All India Management Association (AIMA) invites applications from Indian Nationals, who fulfill the prescribed qualification, experience and age etc. for the posts indicated below:

Post Code	Name of the post	Approx. Number of Vacancies	Scale of Pay (IDA)	Gross Emoluments (Minimum Pay + DA) (Rs/month)	Maximum Age Limit as on 1 <sup>st</sup> April 2010
01	Management Trainee (General)	14	20600-46500	27000 Consolidated	28 years*
02	Management Trainee (Accounts)	04	20600-46500	27000 Consolidated	28 years*
03	Accountant	20	16400-40500	21460 + Perks & Allowances	30 years*
04	Jr. Technical Assistant	51	10500-26400	13745 + Perks & Allowances	28 years*

\*Reservation and Age Relaxation for SC/ST/OBC/PH as per Government Guidelines

Organization's own employees will be entitled to age relaxation of 5 years.

## QUALIFICATION & EXPERIENCE:

**POST CODE - 01:** Management Trainees (General): - Essential Qualification: Degree with 1st class MBA, specialization in Personnel Management or Human Resource or Industrial Relation or Marketing Management or Supply Chain Management from recognized University / Institution.

**POST CODE - 02:** Management Trainees (Accounts): - Essential Qualification: Degree with 1st class MBA in Finance or A pass in final examinations of Institute of Chartered Accountants of India or Institute of Cost & Works Accountants of India or Pass in ACS (Associate Company Secretary) from recognized institution.

**POST CODE-03:** Accountant: - Essential Qualification – B.Com or BA (Commerce) or Chartered Accountant or Cost and Works Accountant or SAS Accountants of the Indian Audit and Accounts Department, with about three years experience in maintaining and auditing of Accounts in Industrial / Commercial/ Departmental Undertakings.

**POST CODE - 04:** Jr. Technical Assistant: - Essential Qualification: Degree in Agriculture or a degree with Zoology, Chemistry or Bio-Chemistry as one of the subjects.

**WORKING KNOWLEDGE OF COMPUTER FOR ALL THE POSTS WILL BE AN ADDED ADVANTAGE.**

## APPLICATION FEE:

Gen / OBC Applicants shall submit their application along with a Demand Draft for Rs. 300/- (Rupees Three Hundred only) drawn in favour of "All India Management Association", payable at New Delhi (Cheque/IPO shall not be accepted). No Fee for SC/ST/PH candidates.

## SELECTION PROCEDURE:

On All India basis through Objective type written test on respective subjects and aptitude followed by Personal Interview. On qualifying the Written Test and Interview, selected candidates for post code nos. 01, 02 will be appointed as "Management Trainees" in their respective fields.

The selected Accountants and JTAs under Post Code No. 03 & 04 will be appointed in the Pay Scale of Rs. 16400-40500 (IDA) and Rs. 10500-26400 (IDA) respectively.

## HOW TO APPLY:

- Applications should be submitted 'ONLINE' by logging on to <http://specialtest.in/mrpsu> Applications will not be accepted through any other mode.
- Employees of the Central / State Govt. / Public Sector Undertaking should also get a copy of their application submitted online, alongwith printout of application form having auto generated application number downloaded from Website and route through proper channel to reach AIMA on or before the last date prescribed. Direct applications shall not be entertained.
- The last date for submission of application is 12 July 2010. The website will be kept open till 2400 hrs. of 12 July 2010 for this purpose.
- Application, once submitted, cannot be altered under any circumstance.
- Candidates are required to possess a valid e-mail ID, which is to be entered in the Application Form ONLINE, so that intimation regarding Written Test / Interview can be sent to candidates through email. AIMA will not be responsible for bouncing of any e-mail sent to the candidates.
- Admit card (provisional) for the written test of the candidates who meet the qualifying criteria will be available on the Website <http://specialtest.in/mrpsu> candidates may download their admit card by entering auto generated application no. Please note that admit card will not be sent through email.
- Necessary Information, if any, will be hosted on the Website <http://specialtest.in/mrpsu> from time to time. Candidates are advised to keep visiting the said site.
- The Candidates, other than SC/ST/PH, are required to furnish the details of Demand Draft in order to register their application Online. On submission and acceptance of application, the system will generate a unique Application Number and it shall appear on the printout version of the application form generated by the system. The Candidate is required to take the printout of the Application form having auto generated Application Number, attach the requisite documents, write his/her Name and the Application Number allotted, on the reverse side of the Demand Draft (if applicable). All the documents alongwith Demand Draft, wherever applicable, should be sent to: Mini Ratna PSU, Post Box No. 3076, Lodhi Road, New Delhi-110003.

## GENERAL CONDITIONS

- Mere submission of application and fulfilling the eligibility conditions gives no right to any person to appear for test/interview etc.
- The number of vacancies mentioned above is subject to vary depending upon administrative exigencies.
- Self attested Photostat copies of documents in proof of Age; Qualifications, Caste etc. should be attached with the printout of Application Form having auto generated Application Number. Application / Original certificates will, however, be scrutinized / verified at the time of interview.
- No correspondence will be entertained about the outcome of the application.
- Age Limit:** (i) The prescribed qualifications, experience and age limit shall be reckoned as on 01-04-2010. The maximum age limit can be relaxed for 5 years in case of SC/ST candidates, 3 years for OBC and 10 years for PH candidates (15 years for PH-SC/ST candidates and 13 yrs for PH-OBC candidates) (ii) Age is also relaxable by 5 years to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989. Any person intending to avail the relaxation under this category shall submit a certificate from (a) The District Magistrate in the Kashmir Division within whose jurisdiction he had resided or (b) any other authority designated in this behalf by the Govt. of J&K to the effect that he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989.
- The written test shall be of objective type in General Aptitude and shall also be related to the subject knowledge for the post applied for. On qualifying the written test the shortlisted candidates shall be called for interview.
- On qualifying the Written test and Interview, selected candidates will be appointed as "Management Trainees" (for post code nos. 01 & 02) in their respective fields for a period of one year on a fixed consolidated pay of Rs. 27000/- per month.
- "Accountants" (Post Code No. 03), and "Jr. Technical Assistant" (Post Code no. 04) on qualifying the Written test and Interview, shall be appointed in their prescribed Pay Scales, initially under probation for one year.
- Selected Management Trainees shall be given one year training on operation of Warehouses, CFS, ICDs, RWCs and general management technique, Preservation of Stocks by giving treatment of fumigation, spraying and other Disinfestation measures, Maintenance of Accounts of Warehouses, CFS, ICDs, RWCs and Financial Management Techniques of the Corporate Sector. On completion of one year training successfully, they shall be absorbed in the Corporation on regular pay scale of Senior Asst. Manager in their respective fields i.e. General/Accounts. Selected Management trainees shall have to furnish a bond of Rs. 50,000/- at the time of joining. In case the trainees leave the Corporation during the training period, they shall have to deposit the bond amount before leaving the Corporation. Seniority of the Management Trainee shall be counted from the date of absorption in the regular pay scale as per rules.
- Selected Accountants and Jr. Technical Assistants shall have to furnish a Bond of Rs. 20,000/- at the time of joining. In case they leave the Corporation during Probation Period, they shall have to deposit the Bond Amount before leaving.
- All the posts carry IDA pattern pay scales and usual allowances thereon such as HRA and Leave Travel facilities etc. These scales carry DA on percentage basis.
- All appointments will be subject to the Rules and Regulations of the Corporation in-force from time to time. Other benefits like CPF, Gratuity, Leave travel concessions, Leave encashment, Medical facilities, Perks / Perquisites etc. shall be applicable as per the rules of the Corporation as amended from time-to-time.
- No Traveling Allowance will be provided for written test. However, for attending interview, candidates will be given 2<sup>nd</sup> Class Rail / Bus Fare "To and Fro" by the shortest route subject to production of Railway/Bus Ticket.
- Candidates should satisfy themselves that they fulfill required qualifications, experience and age etc. before applying for the post.
- In case it is found that information furnished by a candidate is defective in any manner, the candidature will be summarily rejected as and when it comes to the notice of the Management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished.
- Any attempt to influence in any manner would disqualify the candidate.
- Nature of disability for which reserved: VH (Visually Handicapped), HH (Hearing Handicapped). The person with a degree of disability 40% and above shall be eligible for applying against the PH Category.**