



# भारतीय कंटेनर निगम लिमिटेड

## CONTAINER CORPORATION OF INDIA LTD.

(A Government of India Undertaking, Ministry of Railways)

CONCOR Bhawan, C-3, Mathura Road, New Delhi - 110076

Advt. No. CON/HR/216/6/24.03.2012

### A Blue Chip Miniratna PSU Requires the Following Professionals

Container Corporation of India Ltd. (CONCOR), a Blue-chip Miniratna Public Sector Undertaking under the administrative control of Ministry of Railways is the leader in the field of Containerized Multimodal Logistics Services in India. The company plays a major role in developing multimodal transport and logistics infrastructure to support India's growing domestic and international trade. CONCOR also provides facilities for cargo storage, customs clearance and other value added services like bonded warehousing, bonded trucking, LCL consolidation etc., through vast network of container terminals (ICDs/DCTs/CFSS/PSC/TS). In the financial year 2010-11, CONCOR has achieved a total income of ₹ 4,030.18 Crores with net profit of ₹ 1,058.27 Crores (NPBT). With its aggressive growth plans the company is looking for talented professionals in the below mentioned areas.

**Last Date for Applying Online : 16.04.2012**

**Last Date for Receiving Application by Post/Registration Slip : 20.04.2012**

| S. No. | Post Code | Name of Post                                               | Job Specification (applicable as on 01.03.2012)                                       |                                                                                                                                                                                            |            | Job Description                                                                                                                                                                                                                                                                                                                                                                     | Region/ Location | Number of Posts |     |     |      |      |       |
|--------|-----------|------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----|-----|------|------|-------|
|        |           |                                                            | Age                                                                                   | Educational Qualification                                                                                                                                                                  | Experience |                                                                                                                                                                                                                                                                                                                                                                                     |                  | SC              | ST  | OBC | UR   | PwD  | Total |
| 1      | SA/ C&O   | Sr. Assistant. (C&O)<br><br>Pay-Scale: ₹ 9120-3% - ₹ 20500 | 28 Years (should have born on or after 01.03.1984 if no age relaxation is applicable) | Graduate with minimum 50% marks.<br><br>Candidate should be conversant working in a computerized environment                                                                               | Nil        | Will be required to provide assistance in the working of CONCOR ICDs/ DCTs/ CFSS/ PSC/TS/ Air Cargo Complexes. Job profile includes assistance in export - import documentation, movement and handling of containers, rail operations, maintenance of transit and bonded warehouses, air cargo operations, assistance in commercial contracts, and operation of logistics software. | NR/NCR           | 4               | 5   | 11  | 16   | 1(*) | 36    |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | NWR              | 2               | --  | 6   | 14   | --   | 22    |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | CR               | --              | --  | --  | 6    | 1(*) | 6     |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | WR               | 3               | 5   | 7   | 17   | 1(*) | 32    |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | SCR              | 3               | --  | 1   | 4    | --   | 8     |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | SR               | 2               | 2   | --  | 4    | --   | 8     |
| Total  |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | 14               | 12              | 25  | 61  | 3(*) | 112  |       |
| 2      | HT        | Hindi Translator<br><br>Pay-Scale: ₹ 10280-3% - ₹ 23300    | 30 Years (should have born on or after 01.03.1982 if no age relaxation is applicable) | Graduate with 50% marks in Hindi as an elective and English as a main subject at degree level or graduate with English as a main subject and a degree or diploma equivalent to BA in Hindi | 1 year     | Required to implement Official Language policy. Translate official correspondence / literature from English to Hindi and vice versa. Required to do office work in Hindi computer software.                                                                                                                                                                                         | CO               | ---             | --- | --- | 1    | ---  | 1     |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | NCR              | ---             | --- | --- | 1    | ---  | 1     |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | CR               | ---             | --- | --- | 1    | ---  | 1     |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | WR               | ---             | --- | --- | 1    | ---  | 1     |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | SCR              | ---             | --- | --- | 1    | ---  | 1     |
|        |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | SR               | ---             | --- | --- | 1    | ---  | 1     |
| Total  |           |                                                            |                                                                                       |                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                     | ---              | --              | --- | 2   | ---  | 2    |       |

(\*) Person with Disabilities (PwDs): Nature of Disability - Locomotive Disability / Cerebral Palsy

#### Abbreviations:

CO: Corporate Office; NR/NCR: Northern Region/ North Central Region  
CR: Central Region; WR: Western Region  
SC: Schedule Caste; ST: Schedule Tribe

NWR: North West Region  
SCR: South Central Region  
OBC: Other Backward Class

SR: Southern Region  
C&O: Commercial & Operation  
PwD: Person with Disability  
UR: Unreserved

#### GENERAL INSTRUCTIONS FOR ELIGIBILITY CRITERIA

- Age, qualification and experience may be relaxed for deserving departmental/internal candidates and for others as per CONCOR Recruitment Rules and Procedures at the discretion of the CONCOR Management.
- Reservation for SC/ST/OBC/Minority/Ex-Servicemen/Persons with Disabilities (PwDs) will be made as per Govt. of India rules applicable to the corporation.
- Age will be relaxable in case of Ex-servicemen/ Persons with Disabilities (PwDs) / SC / ST / OBC/ as per Govt. of India rules applicable to the corporation. Age is relaxable for internal candidates as per CONCOR Recruitment Rules and Procedures.
- Persons with disability of 40% or more only will be considered for relaxation applicable for Persons with Disabilities (PwDs). It is necessary to have a valid Disability Certificate with the PwD candidates.
- If the marks secured by the candidate in the qualifying examination are in CGPA terms, it should not be lower than 7 point in the CGPA scale of 10 or equivalent percentage which should not be less than prescribed percentage of marks for the category applied for and it should be indicated in the application as per norms adopted by the university / institute.
- Wherever, experience requirement is mentioned it should be in any of the areas specified in the job-description of the concerned post.
- Mere fulfillment of eligibility conditions will not entitle an applicant to be called for written test/interview. If more than adequate numbers of eligible applications are received, CONCOR reserves the right to shortlist the candidates for written test/interview to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.
- The candidates who qualify for interview after written test will be required to produce all certificates/ testimonials in original and NOC- No Objection Certificate (for candidates from Govt. / Semi Govt./PSUs). Candidates who fail to submit these documents and/or not found eligible for the post may be liable to be rejected.
- Candidates should be conversant with working in a computerized environment.
- There will be no separate experience requirement for Ex-Servicemen candidates apart from service in armed forces.
- In case of doubt regarding interpretation of advertised eligibility criteria and terms and conditions, the decision of the CONCOR Management shall be final and binding.

#### GENERAL TERMS AND CONDITIONS

- Selected candidates are liable to be posted at any office/ terminal/ unit of the company at any location at the sole discretion of CONCOR. They are also liable to be transferred anywhere after initial appointment at any location of the company.
- Selection Procedure may consist of written test /interview. No correspondence will be entertained for non-calling of the candidate for the written test/ interview or for non-selection.
- Canvassing in any form will disqualify the candidate.
- Candidates may submit their choice of test centers. However, the final decision of test centers allotted to shortlisted candidates will be made by CONCOR and no query pertaining to change of Test Centers will be entertained. No traveling expenses will be paid to the candidates for appearing in the written test. However, candidates appearing for interview will get reimbursement of traveling expenses as per CONCOR TA/DA rules.
- Number and location of posts may vary.
- Application Fees is non-refundable.
- There will be no application fee for SC / ST, Ex-Servicemen and PwD Candidates.
- Management has the right to cancel the recruitment at any point of time without any notice.
- Appointment to the post is subject to the candidate being medically fit as per rules and standards of CONCOR. Appointment of selected candidates may also be subject to reference checks/ police verification.
- CONCOR takes no responsibility for any delay in receipt or loss in postal transit of application or communication.
- Candidates are required to regularly visit CONCOR website www.concorindia.com at the 'Career Section' - 'Recruitment Notices' Sub-Section for all updates including list of candidates called for written Examination/Interview and interview and for the Syllabus, Date & Venue for Written Examination/Interview and other information/ notices.
- In case any ambiguity arises on account of interpretations in versions other than English, the English version will prevail.

#### APPLICATION PROCEDURE

- Before applying the candidates should ensure that they are eligible to apply for the post(s) and ready to comply with the requirements and terms and conditions mentioned in this advertisement.
- Candidates are required to submit their application through online mode through CONCOR website www.concorindia.com at the 'Career Section' - 'Recruitment Notices' Sub-Section as per the instructions provided on the website. Last date for Applying online is 16.04.2012. On submission of online application format, a 'Registration Slip' with your unique registration number will appear. Take print of 'Registration Slip' and note your Registration Number which will be required for taking re-print of 'Registration Slip' later from the link provided for the purpose at CONCOR website. Send printed Registration Slip after pasting attested recent colored passport size photograph along with all the documents and application fees specified at S.No. 3 of

Application Procedure so as to reach CONCOR latest by 20.04.2012. The application should be addressed to:

Group General Manager (HR),  
Container Corporation of India Ltd. (CONCOR),  
CONCOR Bhawan, C-3, Mathura Road, New Delhi - 110076

(Note: It is mandatory for candidates applying through online mode to send Registration Slip along with the documents specified at S.No.3 at the specified CONCOR address otherwise their online application will not be considered).

- The registration slip/ application should be accompanied by the following (duly attested by a Gazetted Officer):
  - Two recent coloured passport-size photographs.
  - Copy of Caste Certificate for SC/ST/OBC candidates, physically handicapped/ Disability certificate for Persons with Disabilities (PwD), Armed Forces Service Certificate or Proof for Ex-Servicemen candidates in the format prescribed by Govt. of India (if applicable).
  - Candidates applying for posts reserved for OBCs should submit copy of non-creamy layer certificates in the format prescribed by Central Govt.
  - Copy of Testimonials relating to age, minimum educational/ professional qualification with mark-sheet (including proof that Degree/ Diploma/ Certificate Program is an accredited course of approved/recognized institution by Govt. / AICTE.), experience proof (through appointment letter and experience certificate/first and last salary slip/any other relevant document), etc.
  - Application fee (except for SC, ST, PwD and Ex-Servicemen candidates) in the form of crossed demand draft in favour of "Container Corporation of India Ltd." drawn at New Delhi amounting to (a) ₹ 150/- for the post of Sr. Asst. (C&O) and (b) ₹ 150/- for the post of Hindi Translator (Note: Payment of Application Fee by any other mode is not accepted and the application may liable to be rejected).
- Applicants for the post of Sr. Assistant (C&O) may submit their choice of Location as A or B or C for final posting. However, their final posting within these locations will be decided by CONCOR. Candidates who do not want to submit any specific choice of Location may choose option 'D'. The Regions covered in Location A, B and C are as follows:

| Location | Regions For Final Posting                             |
|----------|-------------------------------------------------------|
| A        | Corporate Office/Northern Region/North Central Region |
| B        | Western Region/ North West Region/ Central Region     |
| C        | Southern Region/ South Central Region                 |
| D        | Any Region                                            |

There is no choice of final posting available to applicants for the post of Hindi Translator.

- Applicants for the post of Sr. Assistant (C&O) may submit their choice of Examination Centers at - 'Delhi' or 'Ahmedabad' or 'Hyderabad' or 'Chennai'. No query pertaining to change of Test Centers will be entertained by CONCOR later. The Examination Center of shortlisted candidates for the post of Hindi Translator will be at Delhi only.
- Envelope containing the application should be superscripted with the name of the post applied for, name of candidate, and date of birth. These details should also be mentioned on the back side of Demand Draft.
- Candidates desirous of applying for both the posts i.e. Sr. Assistant (C&O) and Hindi Translator must send separate application for each post and separate application fee wherever applicable.
- Internal candidates should apply through proper channel.
- Applicants serving in Government/ Semi Govt./ PSUs should apply through proper channel.
- Candidates must strictly observe that the details furnished by them are true to the best of their knowledge and they are eligible to apply for the concerned post. At any stage (even after appointment) if it came to the knowledge of the management that the candidate has furnished wrong information or they are not eligible as per advertised eligibility criteria their candidature/ services may be cancelled/terminated without assigning any reason.
- Candidates should ensure that particulars submitted in the application are complete and correct in all respects. The application particulars should be legible and address of communication should be complete along with postal pin-code.
- Incomplete applications, applications which are not legible, applications without application fee (wherever required) & applications without attested copies of certificates/ testimonials may be liable to be rejected.
- Candidates unable to submit their applications online can submit their application by post in the annexed application format by duly filling up all the required and applicable details. The application format is also uploaded in the CONCOR website www.concorindia.com at the 'Career Section' - 'Recruitment Notices' Sub-Section. The application duly filled should be accompanied with the documents and application fees specified at S.No. 3 of Application Procedure so as to reach CONCOR latest by 20.04.2012. The application should be addressed to Group General Manager (HR), Container Corporation of India Ltd. (CONCOR), CONCOR Bhawan, C-3, Mathura Road, New Delhi - 110076.
- Candidates may submit their applications in Hindi in offline mode by post.