



भारतीय कंटेनर निगम लिमिटेड  
**CONTAINER CORPORATION OF INDIA LTD**  
(A Govt. of India Enterprise)  
CONCOR Bhawan, C-3, Mathura Road, New Delhi - 110076

Vacancy Advt. No. CON/HR/216/6/301109

**Container Corporation of India Ltd. (CONCOR)**, a professionally managed Blue-chip Miniratna Public Sector Undertaking under Ministry of Railways, provides multi modal logistics solution to promote business and trade. CONCOR also provides facilities for storage, Customs Clearance and other value added services like Bonded Warehousing, Bonded Trucking, LCL Consolidation etc. through vast network of terminals. In the financial year 2008-09, CONCOR has achieved a total turnover of Rs. 3628 crores with net profit of Rs. 791 crores. With its aggressive growth plans the company is looking for talented professionals for the following post:

Sl. No	Post/ Pay Scale	Region	No. of post						Upper Age limit as on 01.12.09	Minimum Educational/ professional Qualification
			SC	ST	OBC	UR	PH	Total		
1	Stenographer Grade - I Rs. 9120-20500	Corporate office	--	--	02	02	--	04	28 years	Graduate with minimum 50% marks. Should have done Stenography / Secretarial Practice course/ exam with a speed of 80 WPM in Shorthand and 40 WPM in typing.  Knowledge in computers essential.  Additional qualification: Hindi stenography is desirable.
		North/ North Central Region	01	--	01	01	01#	03		
		Western Region	--	--	--	02	01#	02		
		North Western Region	--	--	--	01	--	01		
		Eastern Region	--	--	--	01	--	01		
		Southern Region	--	--	--	01	--	01		

# Physically Handicapped – Low Vision

### **JOB DESCRIPTION**

The applicant will be required to handle daily office correspondence work like drafting of office documents, maintenance of confidential files and records, writing minutes of official meetings, and dictations. He/she is also required to handle telephone calls and attend visitors/ customers.

**GENERAL:** (i) Age, Qualification and Experience may be relaxed for deserving departmental candidates or for others at the discretion of the management (ii) Age is

relaxable in case of Ex-servicemen/ Physically Handicapped / SC / ST / OBC as per Govt. of India rules. (iii) Selected candidates are liable to be posted anywhere in the region/India. (iv) No correspondence will be entertained for non-calling of the candidate for the written test/interview or for non-selection (v) 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, the Company 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. (vi) Canvassing in any form will disqualify the candidate (vii) 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 prescribed rules of corporation (viii) Number of posts may vary (ix) Application Fees is non-refundable (x) There will be no application fee for SC / ST, Ex-Servicemen and physically handicapped candidates. (xi) Management has the right to cancel the recruitment at any point of time without any notice.

**Application Fee** : The candidates (except those belong to SC/ST, PH and Ex-servicemen category) are required to pay application of fee of Rs. 150/- in the form of Demand Draft in favour of "Container Corporation of India Ltd." payable at New Delhi. The payment of application fee through any other mode is not accepted and the application may liable to be rejected.

**How to Apply:-** 1) The application should be in the format as prescribed below. 2) Applicants in Govt./Semi Govt./PSU's should apply through proper channel. 3) Caste certificate /Physically Handicapped certificate in format prescribed by Govt. of India should be attached with application. Candidates applying for posts reserved for OBC's should submit copy of non- creamy layer certificate on the proforma prescribed by Central Govt. 4) In the application format, applicant may choose the Region against SN.02, however, their final posting will be decided by CONCOR 5) The eligible applicant may apply in the prescribed application format along with the attested copies of all the relevant certificates/testimonials relating to age, minimum educational/professional qualification including mark sheet, experienced and caste including proof and one recent passport size photograph(in addition to one pasted on Application form) along with crossed demand draft of Rs. 150/- (wherever applicable) so as to reach at following addresses:

**Sr. General Manager (HR),  
Container Corporation of India Ltd.,  
C-3 ,Mathura Road, Opp. Apollo Hospital,  
New Delhi-110076.**

The application complete in all respect should reach in the above mentioned address latest by **04.01.2010**. The envelope should be super scribed with the name of the post applied for **with the Region chosen**. Candidates may also send their applications in Hindi.

INCOMPLETE APPLICATIONS AND APPLICATIONS WITHOUT ATTESTED COPIES OF CERTIFICATES/TESTIMONIALS SHALL BE LIABLE TO BE SUMMARILY REJECTED

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**CONTAINER CORPORATION OF INDIA LTD.**

**APPLICATION FORMAT FOR RECRUITMENT)  
(S.No. 2, 11 & 13 TO BE FILLED IN BLOCK LETTERS)**

Affix recent  
Passport size  
Photograph

Application No. (For official use only)

1. NAME & S.NO. OF POST APPLIED FOR

2. NAME OF APPLICANT

3. Sex (Male=M)  (Female=F)

4. Date of Birth (In Christian era) Date -- Month  Year

5. Age as on 01.12.2009 (In completed years)

6. Caste/Category : SC=1; ST=2; OBC=3; Gen.=4 Code

7. Whether Physically handicapped = 1 ; Ex Servicemen=2

8. Whether CONCOR Employees (Yes =Y)  (No = N)

9. Educational Qualification :

Examination Passed/Degree	Name of University/Institute	Year of passing	Marks obtained/total marks & percentage	Subjects

10. Experience (starting from the present job (indicate Post Qualification Experience only)

Name of Organisation	Date		Designation	Nature of work
	From	To		

Total Post Qualification Experience in completed years

11. Father's Name/Husband's Name

12. Religion

13. Present Address with Pin code

14. Demand Draft Details : Bank Name DD No. Date Amount

DECLARATION: I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/appointment is liable to be cancelled/terminated. I hereby agree that any legal proceedings in respect of any matter (s) or claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only in N.C.T. of Delhi.

**(SIGNATURE OF CANDIDATE)**

Place :  
Date :