MSTC Limited (A Government of India Public Sector Undertaking)

MSTC Limited is a mini-ratna Category-I CPSE with over 20 years of experience in digitizing commercial transactions, with specialization in e-Auctions, e-Tenders and other facets of e-commerce. MSTC Limited is a trusted partner for the Indian government and private sector, offering secure and innovative e-commerce solutions across various sectors including coal, power, minerals, real estate, telecom, scrap, forest produce and Government projects. Key strengths of MSTC:

- Security & Transparency: State-of-the-art data centre, ISO certifications, in-house software development.
- Customization: Development of customized solutions for specific needs.
- Government Trust: Nomination basis for many projects, handling sensitive government data.
- Innovation: Development of unique solutions like UDAN (swiss challenge), fly ash monetization, E-Bikray portal (Pioneering e-auctions for non-performing assets of PSU banks) etc.

MSTC Ltd. is looking for young, energetic, and motivated persons for 1(one) post in E-8 or E-7 as mentioned below, to achieve its ambitious plans of significantly expanding its business activities. The company offers excellent opportunities for learning and growth to the right candidates.

SL. NO.	NO. OF POSTS	PAYSCALE	MINIMUM QUALIFICATION	MINIMUM EXPERIENCE	PREFERABLE	AGE**
1	GENERAL MANAGER (SYSTEMS)- 1 POST (UR)	E-8: Rs. 1,20,000 - 3%- 2,80,000	Bachelor's Degree in Engineering/ IT/ Computer Science / Electronics/ Computer Application or any other relevant discipline from a recognized University/ Institution.	16 Years' experience in the field of IT/ E-commerce/Computer applications, etc. in Govt. Organizations/ Public Sector Undertakings or private concerns of repute. Out of the total experience of 16 years, the applicants from a Government Organization/ Public Sector Undertakings shall be required to have a minimum of 8 years' experience in a Middle Management position i.e. E4* level and above in Government organizations/ Public Sector Undertaking. Out of the total experience of 08 years at the middle management level as mentioned above, the candidate should have at least 2(two) years' experience in one level below position i.e. E7*. For candidates applying from organizations in the Private sector the CTC of the applicant for the last two years should be equivalent to Rs. 31 lacs p.a.#	Master's Degree in Engineering/ IT/ Computer Science / Electronics/ Computer Application or any other relevant discipline from a recognized University/ Institution. Hands on experience in handling servers, Linux OS, Database, Network, Certification related to Security and Quality and E-commerce related project etc.	Below 50 Years (Relaxable for PWD and ex-servicemen as per notification of Govt. of India.)
	ADDITIONAL GENERAL MANAGER (SYSTEMS) – 1 POST (UR)	E-7: Rs. 1,20,000- 3%- 2,80,000		14 Years' experience in the field of IT/ E-commerce/ Computer applications, etc. in Govt. Organizations/ Public Sector Undertakings or private concerns of repute. Out of the total experience of 14 years, the applicants from a Government Organization/ Public Sector Undertakings shall be required to have a minimum of 8 years' experience in a Middle Management position i.e. E4* level and above in Government organizations/ Public Sector Undertaking. Out of the total experience of 08 years at the middle management level as mentioned above, the candidate should have at least 2(two) years' experience in one level below position i.e. E6*. For candidates applying from organizations in the Private sector the CTC of the applicant for the last two years should be equivalent to Rs. 27 lacs p.a.#		

IDA Pay Scale as defined vide DPE OM W-02/0028/2017-DPE(WC)-GL-XIII/17 dated 03-08-2017 or equivalent CDA scale of pay

#Comprising *Basic (minimum of the next below scale of pay as per DPE OM dated 03-08-2017), DA, HRA, Perks, and Performance Related Pay* **.**

**The age of retirement from service is 60 years hence all applicants above the age of 60 years shall not be eligible to apply.

The cut-off date for all eligibility criteria mentioned above shall be reckoned as on 31.05.2024. **Applicants may apply for any of the post mentioned above or may apply for both posts depending upon fulfillment of the eligibility criteria mentioned above. The selection process for the post of General Manager (System- E 8 level) shall be conducted & finalized first and only in case no suitable candidate is selected for the post at General Manager (System- E 8 level), then the applications called for the post of Addl. General Manager (System E-7 level) above will be processed.**
NOTE: Only Indian Nationals are eligible to apply. The above posts are identified suitable for PwBD : a) D, HH, b) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, c) SLD, MI, d) MD involving (a) to (c) above.

B. WORK EXPERIENCE:

i.   The work experience shall be in a full-time job on a monthly salary basis and in relevant areas as stipulated against respective posts. Entrepreneurial experience will not be considered for ascertaining the required number of years of experience.
ii. Period of on-the-job training undertaken by the candidates as Management Trainee (MT) / Executive Trainee (ET)/ Graduate Trainee (GT) in PSUs shall be considered for determining work experience.
iii. Articleship / Internship / Apprenticeship / Academic Project experience shall not be considered as Experience. Also, Teaching / Faculty/ Research experience shall not be considered as Experience.
iv. Candidates working in PSUs on consolidated pay and/or contractual engagement will be considered in line with Private Sector Organizations.
v.   In support of Work experience, certificate(s) evidencing the required experience is to be presented for document verification.

D. RESERVATION:

i.   Disability should not be less than 40% to be eligible for the benefit of reservation under Persons with Benchmark Disabilities (PwBD).
ii. Candidates belonging to SC/ST/OBC(Non-Creamy Layer)/EWS, will have to submit valid and updated caste certificate at the time of verification, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC(NCL) and the Village/Town the candidates is ordinarily a resident of.
iii. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC(NCL)/EWS/Ex-servicemen/PWD/ General category but subsequently writes to the MSTC to change his/her category, such request shall not be entertained by the MSTC.

E. REMUNERATION:

The approximate remuneration for E-8 shall be Rs. 48.51 lacs p.a. and For E7 shall be Rs. 47.43 lacs p.a. at the minimum of pay in the pay scale mentioned in the table above. Besides Basic pay, candidates will also be entitled to Dearness Allowance, HRA, perquisites and allowances under the cafeteria approach, and other allowances including medical reimbursement, and Performance Related Pay (PRP) as applicable for the post.

F. CAREER PATH

The person appointed will be kept on probation for a period of 1 year after which the incumbent will be confirmed in the appointed post in the said grade of pay. The incumbent shall have the following Key Responsibility Areas: (only for reference of applicants)

•   To ensure providing seamless e-commerce services to all our stake holders like Principals, Bidders/Vendors & Admin users on 24x7x365 basis.
•   To monitor different certifications like ISO 27001, ISO 9001 & Security Certifications of applications along with VA/PT
•   To monitor administrative jobs like regular Server health checkup/File system status/Database HADR related jobs
•   To monitor & guide new developments/maintenance of existing modules as per requirements from the Regions/Branches through our eCommerce department.
•   To make proper planning for renewal of existing hardware/software and/or procurement of the same as per requirement & liaison with top management
•   To provide training to the systems personnel time to time both in-house/external for enrichment of their knowledge for better output

- To ensure compliance for licensing of Software in use.

The above is only indicative and not exhaustive.

G.POSTING:

The above posts are for the Head Office, Kolkata, hence the selected candidate shall be posted in Kolkata. However, he/she shall be transferred/posted in any of the offices/Joint Ventures across India as per the requirement of the Company. Only candidates willing to serve anywhere in India should apply.

H. SELECTION PROCESS:

1. The applications for the post shall be shortlisted as per the eligibility criteria mentioned in the advertisement and such shortlisted candidates will have to appear for Document Verification(DV). The candidates who successfully complete document verification shall be allowed to appear for the Personal Interview. The candidates screened for DV/interview shall be called for the same via online call letters. The list of candidates shall also be displayed on the corporate website, besides email/ online call letters, for information.

2. Since only those candidates who successfully complete document verification shall be allowed to appear for the Personal Interview, applicants are required to ensure the presentation of original and valid documents along with a copy, towards caste, age, qualification, and experience as detailed in the website, at the time of DV.

3. Shortlisting and selection will be based on the details provided by the candidates; hence applicants must furnish, accurate, full, and correct information. Furnishing incomplete, wrong/false information will be a disqualification and MSTC will NOT be responsible for any consequences arising out of furnishing such incomplete/wrong/false information. Further, if any of the documents uploaded are not legible, the application shall be liable to be rejected without any reference to the candidate. Hence candidates are required to ensure optimum resize and check the readability before uploading. If at any stage during the recruitment and selection process or after joining, if selected, it is found that the candidate has furnished false or wrong information, his/her candidature/ appointment will be canceled/ terminated at any stage.

4. Reimbursement of Second-Class AC rail fare by the shortest route shall be given to outstation candidates for appearing in the Interview wherever the distance traveled is more than 80 km each way, subject to submitting proof of travel.

I. OTHER INFORMATION:

1. Persons working in Govt./Semi-Govt /PSU/Autonomous Body should fill up the Application Form online only against this advertisement on the website of MSTC as given hereunder, take a printout and forward their application through the proper channel, which should reach us within the date of stipulated for this purpose, failing which their application will be liable to be rejected. Forwarded applications are to be addressed to the HOD(P&A), MSTC Limited, Plot no.CF-18/2, Street No.175, Action Area 1C, New Town, Kolkata – 700156. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications received after the stipulated date shall be REJECTED. The Company shall not be responsible for any postal delay.

2. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted. Final acceptance of the candidature is subject to subsequent verification of certificates, testimonials, medical fitness, etc. Management reserves the right to cancel /modify the vacancy/recruitment/selection process, if the need arises, without issuing any further notice or assigning any reason thereof. The candidate must ascertain the correctness of each information/detail before filling out the online application form and final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/ provided in his online application form. If any information provided by the candidate is found to be false or incorrect or is not in conformity with the eligibility criteria, then his / her candidature is liable to be rejected at any stage of the recruitment process or even after recruitment or joining.

3. In case of any dispute arising about the admissibility of any particular qualification the decision of the CMD, MSTC Limited shall be final and binding.

4. The candidature at any stage is only provisional hence candidates are advised to go through the requirements of essential qualification, age, etc., and satisfy themselves that they are eligible for the post. When scrutiny is undertaken, if any claim made in the application is not found to be substantiated, the candidature is liable to be canceled and the decision of MSTC shall be final.

5. Canvassing by a candidate in any form shall disqualify his/her candidature.

6. Any dispute concerning recruitment against the above advertisement will be settled within the jurisdiction of courts in Kolkata only.

7. Submission of more than 1(one) application by a candidate against any of the two posts mentioned in this advertisement will not be considered.

J. HOW TO APPLY

Applications from interested candidates for the above posts will be accepted only through online mode. Only online applications through designated source will be accepted or entertained. The candidates should have valid email ID and mobile no. which should be kept active till the declaration of result for receiving important notifications issued by the company. Candidates applying for the above posts are required to pay a non-refundable application fee of Rs 590/- (except those belonging to SC/ST/ PWD categories). Log on to Careers at www.mstcindia.co.in for full details of the application procedure for all the posts. Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

Candidates should take utmost care to furnish the correct details while filling in the on-line application. Documents in support of qualification, experience, CTC/ pay document, etc. as stipulated in the advertisement is required to be uploaded during submission of the online application.

Disclaimer:

Candidates should refer only to our website only for any changes/modifications/ addendum/ information. In case of any technical problem/ clarification, candidates may raise queries using the following link: https://cgrs.ibps.in/

Important Dates:

Commencement of online application form	08th June, 2024
Last date of submission of application form online (Inclusive of payment of fee confirmation)	24th June, 2024
Last date of receipt of forwarded applications to MSTC	24th June, 2024

DETAILED INFORMATION

1. Document Verification:

    a. In case the candidate is called for the document verification process, he/she has to bring all ORIGINAL DOCUMENTS [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTOCOPY of all documents duly SELF-ATTESTED (in the same order) at the time of document verification process, failing which he/ she will not be permitted to appear in the further Selection Process:

       i. Valid ID Proof as per Sl. No. 4 below.

      ii. Document in support of Date of Birth proof – Date of Birth Certificate/ Matriculation/ Class-X Certificate/Class X Mark Sheet.

     iii. Valid caste/ category certificate [for SC/ ST/ OBC (NCL) category candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by the Government of India, Disability certificate [in case of PwBD category candidates] in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates). OBC (Non-Creamy Layer)/EWS category candidates are required to submit latest caste/category certificate.

     iv. QUALIFICATION:

- The degree offered by Institutions/ Universities should be approved/ recognized by the necessary statutory bodies for employment to posts and services under the Central Government like the Association of Indian Universities (AIU)/UGCs/AICTE etc.
- Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the application. Calculation of the percentage of marks in the qualifying degree shall be as per university/ institution rules. Please obtain a certificate to this effect from the Univ. / Institution, for submission at the time of the interview. If the university/Institute does not have the provision for conversion of CGPA/ OGPA/ CPI/ DGPA or letter grade into percentages then the equivalence will be established by dividing the candidate's relative grade with the maximum possible corresponding scale and multiplying the result with 10.
- All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheets, Degree & Diploma certificates starting from matriculation onwards) Documentary proof/

certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.

v. Forwarding Letter from the employer in case the candidate is currently employed in the Central/ State Government Department, Central/ State PSU, or Semi Government organization, except for persons working in a contractual capacity. For which the appointment letter/ experience letter as applicable should indicate whether the person is working in a contractual capacity/or tenured.

vi. WORK EXPERIENCE:
  - Complete and Proper Experience certificates/ Documents issued by the Employer as mentioned by the candidate in the online Application Form, in support of required experience.
  - Only the following types of documentary proofs of experience will be considered:
    a. **For Past Employment:**
       Experience letter/ Service Certificate/ any certificate issued by the organization indicating Name, Designation, date of joining including date of relieving the organization by the employee concerned and preferably any document mentioning the roles and responsibilities in the organization
       AND
       Last pay slip/salary slip/ salary certificate in support of the CTC /pay drawn for the last two years as declared by the candidate in the online application.

    b. **For Current Employment:**
       Experience letter issued by the organization indicating the designation and date of joining the organization/ Offer Letter/ Appointment letter mentioning the date of joining the organization along with the Terms and Conditions of Employment along with the Latest Pay slip/Salary slip and preferably any document mentioning the roles and responsibilities in the organization
       AND
       Last pay slip/salary slip/ salary certificate in support of the CTC / pay drawn for the last two years as declared by the candidate in online application.

In the event of absence of aforementioned documents as mentioned under clause v and vi above, candidature of such candidates shall be liable to be rejected. Hence, the Candidate needs to ensure that the Experience letter/ Certificate in respect of Private Sector, issued by HR or any other Competent Authority is duly signed with the name and designation of the signing authority mentioned in the letter.

vii. Candidates should ensure that they bring all the documents as mentioned above to the venue of document verification. In the event of failure of candidate to submit any of the required documents as mentioned above, candidature of such candidate shall be liable to be rejected.

viii. In case of any doubt/ clarification pertaining to the document(s) submitted/eligibility of the candidate, MSTC reserves the right to ask for additional documents to be produced which the candidate needs to submit. Failure to submit the same may result in cancellation of the candidature.

2. Before applying for the post, candidates should ensure that he/ she fulfills the eligibility criteria and other conditions mentioned in this advertisement. MSTC reserves the right to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post for which he/ she has applied. The application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

3. <u>DOWNLOAD OF CALL LETTER</u>

Candidates will have to visit the **MSTC Corporate** website for downloading call letters for selection process. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can

access the window for call letter for download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to upload recent recognizable photograph for the call letter and appear at the stipulated venue with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (8) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

4. **IDENTITY VERIFICATION**

In the document verification as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the further selection process.

Ration Card and Learner's Driving License are **not** valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with the Interview Call Letter while attending the interview respectively, without which they will not be allowed to take up the interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post-marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the process. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

5. **HOW TO APPLY**
DETAILED GUIDELINES/PROCEDURES FOR
- A.   APPLICATION REGISTRATION
- B.   PAYMENT OF FEES
- C.   DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 08-06-2024 to 24-06-2024 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-
(i) **scan their :**
- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)- ensuring that all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.
(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
(iv) The text for the hand written declaration is as follows –
"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."
(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. MSTC may send intimation to download call letters for the interview, etc. through the registered e-mail ID.

In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 08-06-2024 to 24-06-2024. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

10. **Application Registration**

1. Candidates to go to the **MSTC Limited** website www.mstcindia.co.in click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

11. **PAYMENT OF FEES**
ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**
10. Guidelines for scanning and Upload of Documents
    Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.
    - Photograph Image: (4.5cm × 3.5cm)
        o Photograph must be a recent passport style colour picture.
        o Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
        o Look straight at the camera with a relaxed face

- o If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- o If you have to use flash, ensure there's no "red-eye"
- o If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- o Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- o Dimensions 200 x 230 pixels (preferred)
- o Size of file should be between 20kb–50 kb
- o Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

- Signature, left thumb impression and hand-written declaration Image:
- The applicant has to sign on white paper with Black Ink pen.
  - o Dimensions 140 x 60 pixels (preferred)
  - o Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - o Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - o File type: jpg / jpeg
  - o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - o File Size: 20 KB – 50 KB

- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - o File type: jpg / jpeg
  - o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - o File Size: 50 KB – 100 KB

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the online application, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

12. Scanning the documents:
   - o Set the scanner resolution to a minimum of 200 dpi (dots per inch)
   - o Set Colour to True Colour
   - o File Size as specified above
   - o Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
   - o The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
   - o Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

- Education and experience Document file type/ size:
  - o All Documents must be in PDF format. Applicant is required to merge multiple documents into one PDF file towards education and one for experience.
  - o Page size of the document to be A4.
  - o Size of each file should not be exceeding 500 KB. Facility for uploading multiple pdfs of size mentioned above shall be available for uploading documents in support of experience.

- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

- Procedure for Uploading the documents
  - While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
  - Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
  - Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
  - Select the file by clicking on it
  - Click the 'Open/Upload'
  - If the file size and format are not as prescribed, an error message will be displayed.
  - Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:
(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the selection process.
(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
(5) If the photo is not uploaded at the place of Photo Admission for online application will be rejected/denied. Candidate him/herself will be responsible for the same.
(6) Candidates should ensure that the signature uploaded is clearly visible.
(7) After registering online candidates are advised to take a printout of their system generated online application forms.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –
(i) using unfair means or
(ii) impersonating or procuring impersonation by any person or
(iii) misbehaving in the interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
(iv) resorting to any irregular or improper means in connection with his/ her candidature or
(v) obtaining support for his/ her candidature by unfair means, or
(vi) carrying mobile phones or similar electronic devices of communication in the interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  (a) to be disqualified from the selection process for which he/ she is a candidate
  (b) to be debarred either permanently or for a specified period from any selection process conducted by MSTC Limited
  (c) for termination of service, if he/ she has already joined the MSTC Limited.
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