STEEL AUTHORITY OF INDIA LIMITED
Ispat Bhavan, Lodhi Road, New Delhi-110 003

Recruitment of 60 Management Trainees (Administration) in SAIL

SAIL, a Maharatna CPSE, is a major **Steelmaker of the Nation** with a turnover of Rs.58,297 crore (FY 2017-18). To man the critical frontline positions at its Steel Plants/Units and Mines across India, SAIL requires 60 young, energetic, result-oriented and promising talent to join as **Management Trainee (Administration)** in E1 grade in HR (30 posts), Marketing (10 posts), and Materials Management discipline (20 posts) for operation of its Plants/Units and Mines across India.

The candidates desirous of taking up a career with SAIL as Management Trainee (Administration) will be required to appear for an Online Examination. Based on their performance in the Online Examination, the candidates will be short-listed for appearing in the Group Discussion and Personal Interview. The selection for the post will be based on overall performance in the Online Examination, Group Discussion and Interview.

ELIGIBILITY :

UPPER AGE LIMIT : 28 years as on 14.06.2019, i.e., not born earlier than 14.06.1991

MINIMUM QUALIFICATION : Bachelor's degree in any discipline with 60% marks (average of all years) with at least two years full time MBA/PG Diploma in Management with 60% marks in Human Resources/Personnel Management & Industrial Relations/Personnel Management/Masters in Human Resources & Organizational Development for HR discipline, Marketing for Marketing discipline and Production/Operations/Materials/Logistics/Supply Chain Management for Materials Management discipline.

RELAXATIONS :

Relaxation in upper age limit as on 14.06.2019 :

SC/ST	OBC (NCL)	PWD	Domiciled in the state of J&K from 1/1/80 to 31/12/89	Departmental Candidates upper age limit
5 years	3 years	10 years for General, 15 years for SC/ST and 13 years for OBC	10 years for General, 15 years for SC/ST and 13 years for OBC	45 years

RELAXATION IN QUALIFICATION: The SC/ST/PWD and Departmental Candidates having Bachelor's degree with 50% marks (average of all years) and MBA/PG Diploma in Management in the relevant discipline with 50% marks shall be eligible to apply against HR, Marketing and Materials Management disciplines.

RESERVATIONS :

Posts for SC/ST/OBC/Physically Disabled categories/EWS will be reserved as under :

UR	OBC	SC	ST	EWS
27	16	8	4	5

For Persons with Disability, 2 posts are reserved across the streams on horizontal basis.

The OBC candidates who belong to 'Creamy layer' are not entitled to OBC reservation and such candidates have to indicate their category as General. The OBC (non-creamy layer) and EWS category candidates are required to submit the requisite certificate issued in the current financial year by the Competent Authority in the prescribed format as applicable for employment under Central Govt. at the time of Interview.

Category (SC/ST/OBC/PWD/EWS) once entered in the online application form will not be allowed to be changed and no benefit of other category will be admissible later on.

MEDICAL STANDARDS : Candidates should be of sound physique, free from any physical defect. Medical standards stipulate minimum requirements of Weight 45 kg; Height 150 cm; Myopia and Hypermetropia, if any, not to exceed ± 8.00 in each eye. Suitable relaxation in height and weight will be given to female candidates.

Note: The medical standards indicated above are minimum pre-requisites. However, appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under SAIL's Medical & Health Manual.

SELECTION PROCESS : Eligible candidates will be required to appear for an **Online Examination on 21st July, 2019 (Forenoon)** at any of the centres at Agartala, Allahabad, Bangalore, Baroda, Bhilai, Bhopal, Bhubaneswar, Bokaro, Chandigarh, Chennai, Dehradun, Delhi(NCR), Durgapur, Guwahati, Hyderabad, Jaipur, Jammu, Kochi, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Ranchi, Rourkela, Salem, Trichy, Vijawada and Visakhapatnam. The information regarding the online examination centre will be provided in the Admit Card.

No request for change of examination centre will be entertained after final submission of application form. However, SAIL reserves the right to cancel or add any centre depending on the response in that area/centre.

The Online Examination will be of 200 Marks consisting of two parts, viz. first part of Domain Knowledge Test (duration 40 minutes) for 100 marks and second part of Aptitude Test (duration 80 minutes) for total 100 marks, consisting of four segments, viz. Quantitative Aptitude, English Language, Reasoning, and General Awareness of 25 marks each.

To be eligible for GD and Interview, a candidate will have to qualify in each of the parts, viz. Domain Knowledge Test and Aptitude Test in the respective discipline by scoring minimum 50 percentile score for unreserved and EWS posts. For SC/ST/OBC (Non creamy layer)/PWD candidates, the qualifying marks will be 40 percentile score.

GROUP DISCUSSION AND INTERVIEW : From among those who qualify in the Online Examination, candidates will be shortlisted for Group Discussion (GD) and Interview in the ratio of 1:3 for each discipline, category wise, in order of merit. The GD and Interview may be held at short notice for which the call letters will be uploaded on careers page of SAIL website, and candidates will be intimated for the same through their emails. No other communication will be sent to the candidates for this purpose.

For final selection, the merit list will be drawn by combining the scores of Online Examination, GD and Interview with the weightage of 75:10:15 in that order. The final merit list would be prepared on the basis of combined total marks obtained by the candidate in the selection process, i.e. Online Examination, GD and Interview, and applicable separately for each discipline & category. The selection of the candidate will be made in the order of merit and on the basis of Presidential Directives on reservation.

In case two or more candidates are placed on the same cut-off point in the final merit list, the offer letter will be issued to the candidate having higher marks in the Online Examination. In case, there is a tie in the Online Examination marks also, the candidate with higher marks in eligibility qualification (MBA/PGDM, etc.) would be selected.

BIOMETRIC ATTENDANCE SYSTEM :

During the selection process, SAIL may capture photo/thumb impression of the candidates in digital format for Biometric verification of genuineness of the candidates at three stages, i.e. during Online Test, GD/Interview stage and at the time of joining in SAIL. The candidate will ensure that the correct impression is captured at various stages, and any inconsistency will lead to rejection of the candidature. In case of any candidate is found to be not genuine, apart from taking legal actions against him/her, the candidature will be cancelled. As such, the candidates are advised not to apply any external matter like mehndi, ink, chemical, etc. on their hands.

TRAINING & PROBATION :

Candidates selected as Management Trainees (Administration) will be placed on training for one year. After successful completion of training, the candidates shall be placed under probation for one year.

EMOLUMENTS :

The Management Trainees (Administration) will be offered Basic Pay of Rs.20,600/- p.m. in the pay scale of Rs.20600-46500/-. On successful completion of training of one year, they will be designated as Junior Manager, and will be placed in the pay scale of Rs. 24900-50500/-.

Besides Basic Pay, they will also be paid Dearness Allowance. They will also be entitled for perquisites under cafeteria approach and benefits such as PF, Gratuity and other allowances as per rules of the Company in vogue. The CTC would be around Rs. 9 (Nine) lakhs per annum. In addition, the Company provides benefits like Leave encashment, Housing/HRA and free medical facility for self and dependents as per Company rules. Being direct recruitment on initial basic pay, the Company will not bear any liability on account of Salary/leave salary/pension contribution, notice period pay of your previous employment etc. if any.

PLACEMENT :

If selected, the candidates can be posted to any Plant/Unit/Mine location of the Company. The candidates will not be allowed to seek/apply for transfer to any other plant/unit/mine location of the Company during the initial four years of service. For departmental candidates, this restriction will be for initial two years of service.

HOW TO APPLY :

Eligible and interested candidates would be required to apply online only through Careers page on SAIL's website: www.sail.co.in. No other means/mode of application will be accepted. Before applying the candidates should ensure that they fulfil all the eligibility norms. Their registration in SAIL will be provisional as their eligibility will be verified only at the time of GD/Interview. Mere issue of Admit card/Interview call letter will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of the recruitment process or even on joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.

Before registering their applications on the website, the candidates should possess the following:

a) Valid e-mail ID and mobile number, which should remain valid for atleast one year.

b) Candidates should have latest passport-size photograph (jpg or jpeg file only upto 50 Kb) as well as photograph of signatures in digital format (jpg or jpeg file only upto 20 kb) for uploading with the online Application Form.

c) Provision to pay application fee of Rs.700/- for General and OBC Candidates or Rs.100/- as processing fee for SC/ST/PWD/EWS/Departmental candidates. Candidates can opt to pay through internet banking account/credit/debit card or through any of the **State Bank Group branches** with system generated Payment Challan form.

The registration process involves following three Steps:

Step 1 : Filling up of Application

- Go to SAIL careers page at www.sail.co.in or www.sailcareers.com.
- Read the Advertisement carefully to be sure about your eligibility
- If eligible, Click on the link **Apply**
- Fill up all the required fields
- Ensure the information provided is correct and then submit.
- Verify your credentials with your registered email ID or mobile number for proceeding further for payment.

Step 2 : Making Payment

- Click on **Make payment** which will take you to SB Collect page of State Bank of India, which has been authorized to collect the application fee/processing charges on behalf of SAIL, in a specially opened SB Collect Account (No.34669119094) at Lodhi Road Branch, New Delhi.
- Fill the Category, Registration No., Name, Father's name, Date of Birth, Registered Email Id and Mobile no. details on the Payment portal. Ensure that the same Email Id and same Mobile No. details are used during the whole registration process.
- Next Screen - All details of the candidate are displayed. Ensure that all the details are filled properly while making payment. **Please check/verify the data on this screen and then proceed to the payment screen.** SAIL or SBI will not be responsible, in case a candidate deposits the fee against a different Registration Number.
- Submit the Payment through Net Banking/Debit Card/Credit Card option or select the option to pay through any State Bank Group Branches with a print out of Payment Challan form generated on Payment portal (having State Bank Collect Reference No. printed on the challan form).
- Candidate will have to bear the bank charges, in addition to the applicable application fee / processing charge.
- In case of payment through challan, Application fees will be accepted only during banking hours upto the closing date of submission of online application. **The SBI branches will accept the fee from 10.00 AM of the starting date to 04.00 PM (01.00 PM if it is Saturday) of the closing date of submission of online application.**
- On successful payment, the candidate shall be prompted to print the e-receipt. However, in case of 'challan', there will be an option to print challan. Note down the SB Collect Reference no. as the same would be required during Step 3 i.e. "Final registration" stage of the Registration process.

Step 3 : Final Registration & Printing of Provisional Registration Slip

- Once the payment is made, the State Bank Collect Reference No. and date of payment is required to be entered in the SAIL online application form on Careers website by the candidate to generate the provisional Registration Slip.
- Candidates should retain a photocopy of their e-receipt and Registration Slip as they can be asked to produce them for reference, at any stage of selection process.
- In case a candidate deposits the fee in a wrong account, or doesn't finally submit application form with payment details, application will be rejected as incomplete and SAIL will not be responsible. Candidates need to necessarily fill in the SB Collect Reference number in the system for SAIL & SBI to verify their payment status.
- No request for editing of payment details and issue of Admit card will be entertained in wrong submission cases and candidature will stand rejected.
- After applying online, the candidate is required to download the system generated **Provisional Registration Slip** with unique registration number and other essential details. **Provisional Registration slip needs to be generated only after confirmation of payment from the bank. Therefore candidates should check their payment status before printing the same.**
- **The candidates will be provided opportunity to verify their registered candidate status, after three days of making payment on SAIL website.**
- Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fee and to fill in the payment details carefully.

IMPORTANT : All correspondence with candidates shall be done through e-mail/SMS only. All information regarding shortlisting for interview/ call letters etc. shall be provided through email/uploading on SAIL Careers website. Responsibility of receiving, downloading and printing of interview call letter/any other information shall be of the candidate. SAIL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time. Candidates are not required to send any document to SAIL.

GENERAL INSTRUCTIONS :

1. Only Indian Nationals are eligible to apply.
2. The minimum age of employment on regular basis in SAIL is 18 years.
3. Candidates possessing full time degree course from Institutes approved/recognized by UGC/AICTE will only be eligible to apply.
4. Only departmental candidates having acquired qualifying degree through correspondence/part time courses from Universities/ Institutions recognised/ accredited by councils/ bodies like UGC/ AICTE etc. set up by Central / State Government for the purpose can apply.
5. The term departmental candidates means those candidates who are currently working with SAIL as permanent employees and not wards of SAIL employees.
6. While applying the candidates should enter their full name as it appears in the Matriculation/Secondary certificate.
7. Wherever CGPA/OGPA or letter grade in a degree is awarded, the equivalent percentage of marks should be indicated in the online application form as per the norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale. The candidate will have to produce a copy of these conversion norms/no norms with respect to his/her University/Institute at the time of Interview.
8. Candidates employed in Govt. departments/PSUs/Autonomous Bodies are required to produce NOC at the time of interview. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
9. The SC/ST/OBC(NCL)/PWD/EWS certificate should be as per the format applicable for employment under Central Government, as available on SAIL website. If the certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self- certified translated copy of the same either in English or Hindi.
10. Candidates may visit the FAQs section on the SAIL website for any queries.
11. Candidates should retain their copy of **SAIL Provisional Registration Slip as well as SB Collect Pay in e-receipt** as they can be asked to produce it for future reference.
12. **The posts advertised are tentative. SAIL reserves the right to cancel/restrict/enlarge/ modify/alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto.**
13. The candidates applying against this advertisement may be considered for appointment by any of the Subsidiaries/Joint Venture Companies of SAIL. In such case their appointment will be as per the terms and conditions of the respective Subsidiary/Joint Venture Company.
14. Action against candidates found guilty of misconduct : Candidates are cautioned that they should not furnish any particulars that are false, tempered/fabricated and they should not suppress any material information while filling up the application form.
15. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
16. Decisions of SAIL in all matters regarding eligibility, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained in this regard.
17. All further announcements/details pertaining to this process will only be published/ provided on SAIL website www.sail.co.in or www.sailcareers.com from time to time. Transparency/ display of individual scorecards will be after one month of declaration of final lists for joining (Tentative).
18. Court of jurisdiction for any dispute will be at Delhi.

IMPORTANT DATES:

Commencement of online registration for SAIL MTA 2019	29/05/2019
Closing date for online registration for SAIL MTA 2019	18/06/2019

Registered Office: Ispat Bhawan, Lodi Road, New Delhi 110 003
Corporate Identity Number: L27109DL1973GOI006454, Website: www.sail.co.in

There's a little bit of SAIL in everybody's life