



MMTC LIMITED
(A Government of India Undertaking)
Core No.1, SCOPE Complex,
7, Lodi Road, New Delhi – 110 003
Website: www.mmtclimited.gov.in

12th January, 2016

Advt. No. MMTC/P&O/2016/1

MMTC Limited is the largest foreign trading company in India and has been in existence for more than five decades. India's largest international trading house has always strived to outperform its own past records. Exploring opportunities with passion and zeal to excel has placed the Corporation at the pinnacle of glory. Dedication and persistence has been the buzz words which have catapulted MMTC to new heights. MMTC has carved a niche for itself. It has emerged as a leading player formidable in international trading putting India on the global map. Corporation's diverse portfolio is yet another testimony to its excellent management and expert operations. MMTC is a leader in diverse areas, be it export of minerals, import of bullion, fertilizers, coal & hydrocarbon, NFMs etc. or export and import of agro commodities. The company has unique record of uninterrupted profit and dividend payment since its inception.

MMTC is looking for experienced and highly motivated professional having post qualification experience of minimum 12 years in Public Sector Undertaking or Private Firm of repute to fill the post of Company Secretary equivalent to Chief Manager (E-4).

JOB DESCRIPTION

Name of Post	Company Secretary (at the level of Chief Manager)
Scale of Post	Rs.29,100-3%-54,500. Allowances & other benefits shall be as per Company Rules prevailing.
Qualification	Full time regular Bachelors Degree with Membership of the Institute of Company Secretaries of India.
Age	Not exceeding 45 years (as on date of notification of advertisement i.e. 12.01.2016).
Experience	(a) 12 years experience in a responsible position in Public Sector Undertaking (PSU)/ PSE or Private firms of repute (b) For external candidates, at least two (2) years experience in preceding pay scale of Rs.24,900-50,500 is must and one (1) year for internal candidates.

<p>Job requirement</p>	<p>As Company Secretary, he/she is required to be conversant with and ensure compliance of various statutory provisions under Companies Act, 2013, guidelines on Corporate Governance and other Corporate Laws like SEBI Act, Competition Act, FEMA, Consumer Protection Act etc. relating to the Company.</p> <p>Convene Board Meeting, Audit Committee meeting, other Committee meetings, Annual General Meeting etc. including preparation of agenda, minutes, coordination etc.</p> <p>Maintain books, registers, records etc. as per the applicable laws including filing of returns etc. with MCA, RBI, DPE, handling of shareholder's grievances etc.</p> <p>Experience in ensuring compliances of various other statutory obligations is desirable but not essential.</p> <p>Liaise / follow-up with various Government Departments to ensure statutory compliance.</p>
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GENERAL TERMS AND CONDITIONS:

1. Only Indian nationals are eligible to apply.
2. All qualifications should be from Universities / Institutions recognized and approved in India.
3. All computations of age / minimum experience requirement shall be done w.r.t. date of notification of advertisement i.e. 12.01.2016. The date of declaration of result / issuance of marks sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification executive experience, on a post / level, wherever applicable, shall be counted only from the said date onwards.
4. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/ diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/ Institute. Please also obtain a certificate to this effect from the University/ Institute, for submission at the time of interview.
5. In order to restrict the number of candidates to be called for interview and/or screening test, if so required, the Management reserves the right to raise the minimum eligibility standards / criteria. Management may also relax / lower the qualifying standards / criteria in case suitable candidates are not available.
6. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge/ modify the number of vacancies and recruitment process, if deemed necessary in the interest of the Company, without any further notice and without assigning any reason thereof. MMTC is not liable to compensate the applicant for consequential damages if any.
7. While applying, the applicant should ensure that he / she fulfill the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respect. In case it is

detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact (s), his / her candidature will stand automatically cancelled. If any of the above shortcomings(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.

8. The mere fact that a candidate has submitted the application against the advertisement would not bestow on him / her right to be definitely called for interview / considered further for selection process.

9. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.

10. Any proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Delhi Courts / Tribunals / Forums shall have sole and exclusive jurisdiction to try any such cause / dispute.

11. Outstation candidates called for interview will be reimbursed to and fro II AC train ticket by the shortest route from the given address of communication.

12. Candidates working in Government / Semi-Government organizations / PSUs are required to produce “No Objection Certificate” at the time of Interview.

13. MMTC Limited will not be responsible for any postal delay / loss in transit in submission of documents within specified time.

14. Selected candidates will be placed on probation for a period of one year from the date of joining MMTC. The period of probation shall be regulated as per extant rules / instructions issued from time to time.

15. On final selection, candidates working in Public Sector / Government Institution / Private Sector should produce the document conveying the acceptance of his/her resignation from service of his last employer. In the absence of such document, he/she shall not be allowed to join MMTC.

16. Selected candidates will be required to serve in any office of MMTC or its subsidiaries or successor. They are liable to be posted anywhere in India.

17. Appointment will be made at the minimum of scale of pay plus dearness allowance (IDA) from time to time. Other benefits like HRA, medical benefits, CPF, gratuity, leave encashment, performance related pay etc. shall be as per extant rules of the Corporation.

18. In case of selection, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the Central Govt. / PSUs.

19. While MMTC will exercise due care to avoid errors in the conduct in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.

20. All information regarding this recruitment process would be made available in the career section of MMTC website only. Applicants are advised to check the website periodically for important updates.

21. MMTC is an Equal Opportunity Employer.

HOW TO APPLY

1. Interested candidates meeting the above criteria may send their applications in the given application format along with **self attested photocopies** of the following documents. The original certificates shall be required to be presented at the time of interview.

- i. Matriculation/Secondary Certificate as proof of Birth.
- ii. Mark Sheet / Certificate in support of all educational qualifications and experience.
- iii. Caste Certificate/ PH Certificate (if applicable)

2. Non-refundable Application fee of Rs.500/- shall be applicable for candidates belonging to General & OBC Categories. SC, ST and PWD candidates are exempted from payment of application fee.

3. Application fee may be remitted by way of Demand Draft / Banker's cheque drawn in favour of "**MMTC Limited**" payable at New Delhi. Application forms without Demand Draft / Banker's cheque shall be treated as incomplete and not considered for further recruitment process.

4. Fees paid against this advertisement shall not be accepted/ transferred against any other advertisement.

5. The Application Form along with the Demand Draft / Banker's cheque, with one copy of all relevant qualification & experience certificates, caste certificate should be forwarded in an envelope super scribing "Advertisement Ref. No. & Post applied for" through post or courier so as to reach Chief General Manager (Personnel) **on or before 12th February, 2016** on the following address.

**Chief General Manager (Personnel)
MMTC Limited
Core-1, SCOPE Complex
7 Institutional Area, Lodhi Road
New Delhi – 110003**

The envelope containing the application form must be superscripted as "**APPLICATION FOR THE POST OF COMPANY SECRETARY IN MMTC LIMITED**".

8. Educational & Professional Qualification

Qualification	Month & Year of passing	Board/University/Institute	Subjects/Specialization	Division / % of Marks	Year of passing
Graduation					
Post Graduation					
Professional Qualification					
Others					

9.	(a) Work Experience:	Total length of service	
		Years:	Months:

(b) Previous Employment Experience:

S.No.	Period of employment		Duration (No. of years, months)	Name of Organization with place of posting	Position/ Post /Designation held	Nature of experience/ Job profile	Pay scale with basic pay(in case of Govt. Sector/Gross pay in case of Pvt. Sector)
	From	To					

(c) Nature of present assignment and responsibilities:-

Present assignment:	
Duties and Responsibilities:	

(d) Please write about significant achievement(s) if any, in your current assignment (*use Separate sheet if required*)

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10. DD/ Banker's Cheque Details:
(i) Application fee Rs. _____/-
(ii) Drawn on _____ bank.
(iii) DD/ Banker's cheque No. _____ dated _____.

11. Whether any punishment awarded to the applicant during the last 10 years.
If yes, the details thereof

Yes	No
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12. Whether any action or inquiry is going on against him as far as his
knowledge goes. If yes, the details thereof

Yes	No
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DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I have not willfully suppressed any material information germane to my selection / appointment in MMTC.

(Signature of applicant)

Place: _____

Date: _____

Enclosures:

- 1.
- 2.
- 3.
- 4.