

No. 7/6/2016-PESB
भारत सरकार / Government of India
कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel & Training
लोक उद्यम चयन बोर्ड / Public Enterprises Selection Board

ब्लॉक संख्या 14, सी जी ओ कॉम्प्लेक्स, लोदी रोड
Block No.14, C.G.O. Complex, Lodhi Road
नई दिल्ली / New Delhi – 110003,
दिनांकित / Dated: March 21, 2017


Subject: Selection for the post of Director (Finance), MMTC Limited, a schedule 'A' CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of Director (Finance), MMTC Limited, a schedule 'A' CPSE, the scale of pay of the post being **Rs. 75000—100000/-**. A copy of the job description for the post is enclosed.

2. It is requested that names of all candidates seniority-wise for the said post along with their applications in the prescribed format duly verified may kindly be forwarded so as to reach the PESB by 15.00 hours on **11th May, 2017**. It is also requested that advance action may be taken to keep the ACRs for last 5 years, of those candidates ready along with their latest vigilance profile [(i) penalty imposed, if any during the last 10 years (ii) details of disciplinary action initiated/being initiated if any, etc.] to be furnished as and when the selection meeting is scheduled.

3. If the relevant details are not received within the stipulated time, it will be assumed that there are no applications received to be sponsored for the post.

Encl.: As above

(सी ए जैकब/C A JACOB)
उप सचिव, भारत सरकार
Deputy Secretary to the Govt. of India
 24362936

MINISTRY OF COMMERCE,
(MS. RITA TEAOTIA, SECRETARY)
NEW DELHI

Copy to :- CMD, MMTC Limited, SCOPE COMPLEX CORE 1, 7, LODHI ROAD, NEW DELHI 110003. with the request to forward all applications to PESB, duly verified so as to reach the PESB by 15.00 hours on **11th May, 2017**. ACRs and Vigilance profile may also be kept ready for being furnished as and when the selection meeting is scheduled.

1. All Chief Executives of other Central PSUs (including subsidiaries) for circulation amongst the eligible candidates.
2. Establishment Officer, Department of Personnel & Trg. | For circulating the vacancy
Ministry of Personnel, PG & Pensions | among Government Officers.
3. All Chief Secretaries of State Governments & UTs |
4. (I) Defence Secretary, South Block, New Delhi.
(II) Military Secretary MS(X), South Block, New Delhi-110011.
(III) AOP, Air HQrs., Vayu Bhavan New Delhi.
(IV) COP, Naval HQrs. 'C' Wing, Sena Bhawan, New Delhi

(सी ए जैकब/C A JACOB)
उप सचिव, भारत सरकार
Deputy Secretary to the Govt. of India

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पी.एस.यू. का नाम NAME OF THE PSU	MMTC LIMITED (MMTC)
पद का नाम NAME OF THE POST	DIRECTOR (FINANCE)
रिक्ति की तारीख DATE OF VACANCY	01/01/2017
सी.पी.एस.ई. की अनुसूची SCHEDULE OF THE CPSE	‘A’
पद का वेतनमान SCALE OF THE POST	Rs. 75,000—1,00,000/-

I. COMPANY PROFILE

MMTC Limited was incorporated under the Indian Companies Act, 1956 with the objective to become a leading international trading house. It is India's largest exporter of Minerals, Ores and single largest importer of bullion, ferrous and Non-Ferrous Metals, Fertilizers and leading exporter/importer of Coal, Agro commodities etc. The company has extensive market coverage of clientele in over 50 countries all over the world. The current objectives are to operate in the competitive global trading environment with focus on bulk as core competency and to improve returns on capital employed as well as to render high quality of service to all categories of customers with professionalism and efficiency. To diversify and add value to its trading operations, MMTC jointly with IPICOL, OMC and Govt. of Orissa has set up Neelachal Ispat Nigam Limited – an iron and steel plant in Orissa. It has one wholly owned subsidiary Company “MMTC Transnational PTe. Ltd. (MTPL)” in Singapore and one overseas office at J'burg, South Africa. It is a Schedule ‘A’ Miniratna CPSE in Trading and Marketing Services sector under the administrative control of Department of Commerce, Ministry of Commerce and Industry.

Its Registered and Corporate offices are at New Delhi.

The authorized and paid up capital of the Company was Rs. 100 crores and Rs. 100 crores respectively as on 31.3.2016.

The shareholding of the Government of India in the company is 89.9269%.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Finance) is a member of Board of Directors and reports to Chairman and Managing Director. He is overall incharge of finance and accounts functions of the organization, and is responsible for evolving and formulating finance policies as well as implementation thereof.

III. ELIGIBILITY

1. AGE: On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45	2 years of residual service as on the date of vacancy w.r.t the date of superannuation	45	3 years of residual service as on the date of vacancy w.r.t the date of superannuation

2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings :-

- (a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- (b) Central Government including the Armed Forces of the Union and All India Services;
- (c) State Public Sector Enterprise (SPSE) where the annual turnover is ***Rs. 2000 crore or more**;
- (d) Private Sector in company where the annual turnover is ***Rs. 2000 crore or more**.

(The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)*

3. QUALIFICATION:

The applicant should be a Cost Accountant/Chartered Accountant/MBA with good academic record from a recognized University/Institution.

4. EXPERIENCE:

The applicant should have at least five years of cumulative experience during the last ten years at a senior level in corporate financial management and accounts including the

Cost and Budgetary Control, Institutional Finance, International trade Finance and Working Capital Management in a large organization of repute.

Exposure in areas relating to trade, finance, foreign exchange risk management and other financial aspects of international trading will have added advantage.

5. PAY SCALE/ RANK/ LEVEL:

The minimum length of service required in the eligible scale/rank/level will be one year for internal candidates, and two years for others as on the date of vacancy.

(a) Applicants from CPSEs should be working in the following or a higher pay scale:

<u>Eligible Scale of Pay</u>	
Rs. 7250--8250 (IDA)	Pre 01.01.1992
Rs. 9500--11500 (IDA)	Post 01.01.1992
Rs. 20500--26500 (IDA)	Post 01.01.1997
Rs. 51300--73000 (IDA)	Post 01.01.2007
Rs. 18400--22400 (CDA)	Pre-revised
Rs. 37400--67000 + GP Rs. 10000 (CDA)	

(b) Eligibility level/rank:

(i) Applicants from Central Govt. / All India Services should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay.

(ii) Applicants from Armed forces of the Union should be holding a post of the level of Major General in the Army or equivalent rank in Navy/ Air Force.

(c) Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position or at least a post of the level immediately below the board level.

6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS:

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or up to the date of superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS

All candidates should send their applications as per the format at Annexure.

1. The applicants should submit their applications through proper channel as follows:
 - a) Government Servants including those of the Armed Forces/All India Services: through Cadre Controlling authority.
 - b) CMDs/MDs/Directors in CPSE: through the concerned administrative ministry.
 - c) Below Board level in CPSE: through the concerned CPSE.
 - d) CMDs/MDs/Directors in SPSE: through the concerned administrative Secretary of the State Government.
 - e) Below board level in SPSE: through the concerned SPSE.
 - f) Private Sector: directly to the PESB

2. Applicants from Private Sector must submit the following documents along with the application form:
 - (a) Annual Reports of the Company for the last 3 years preceding the calendar year in which the post was advertised (**please provide URL or attach/enclose**);
 - (b) Whether the company is listed or not; if yes, the documentary proof (**please provide URL or attach/enclose**);
 - (c) Evidence of working at Board level or at least a post of the level immediately below the board level;
 - (d) Self-attested copies of documents in support of age and qualifications;
 - (e) The relevant Jobs handled in the past with details.

VI. UNDERTAKING BY THE APPLICANT:

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. For candidates from Central Government/Armed Forces of the Union/ All India Services/

- (a) The appointment is on immediate absorption basis.
- (b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

2. For candidates from CPSE

- (a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
- (b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/ Private Sector

- (a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

VII. The applicants can either:

- a) fill up the Application Form online against this Job Description on the website of PESB - <http://pesb.gov.in/> and thereafter forward it online, as specified in paraV(1);

Or

b) fill up the Application Form online, take a printout and send it offline, as specified in paraV(1);

Or

c) download the blank Application Form, fill it up manually and submit offline as specified in para V(1).

Last time/date of receipt of complete applications duly forwarded, in PESB is **by 15.00 hours on 11th May,2017**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED. Board reserves the right to shortlist applicants for interview.

Applications are to be addressed to

SHRI RAJIV RAI,
Secretary,
Public Enterprises Selection Board, Public Enterprises Bhawan,
Block No. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.