No.A.12022/16/2018-E.4/DoC
Government of India
Ministry of Commerce and Industry
Department of Commerce

Udyog Bhavan, New Delhi.
Dated 7th September, 2018.

To

1. Shri Ved Prakash,
   Chairman and Managing Director,
   MMTC Ltd., Core-1, SCOPE Complex,
   7, Institutional Area, Lodhi Road,
   New Delhi-110003.

2. Shri Rajiv Chopra,
   CMD, STC Ltd., (Addl. charge)
   STC Ltd., Jawahar Vyapar Bhavan, Tolstoy Marg,
   New Delhi-110001.

3. Shri M. Nagaraj, Chairman and Managing Director,
   PEC Ltd.,15, Barakhamba Road, New, Delhi-110001

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

Sir,

I am directed to enclose herewith a copy of the PESB's circular No.7/62/2018-PESB dated 28th August, 2018 on the above subject with its enclosures viz., Job Description etc. for the post of Director (Personnel), MMTC Ltd.

2. As requested by the PESB, it is requested to kindly forward the names of candidates seniority-wise for the post of Director (Personnel), MMTC Ltd. along with their applications in the prescribed format duly endorsed to this Department by 5th October, 2018 positively so that the same are forwarded to the Secretary, PESB within the stipulated time. It is also requested that advance action be taken to keep the ACRs for the last 10 years, of the candidates whose names are recommended for being forwarded to the PESB, ready along with their vigilance profile (i) penalty imposed, if any, during the last 10 years (ii) details of disciplinary action initiated/being initiated, if any, etc. so that these are furnished to the PESB as and when the selection meeting is convened by them.

Encl. as above

Yours faithfully,

(Mahender Chaudhary)
Under Secretary to the Govt.of India
Tel.No.23061933
Subject: Selection for the post of Director (Personnel), MMTC Limited, a schedule ‘A’ CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of Director (Personnel), MMTC Limited, a schedule ‘A’ CPSE, the scale of pay of the post being Rs. 1,80,000 – 3,40,000/- (Revised w.e.f. 01.01.2017). 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 15th October, 2018. The applications of all candidates are to be addressed to Smt. Kimhuong Kipgen, Secretary (PESB), Room No. 523, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi. It is also requested that advance action may be taken to keep the ACRs for last 10 years of the 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. It is further requested that the vacancy for the post may also be uploaded on the website of Ministry/Department for wider publicity.

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

(Ashish Kumar)
Director
Tel. 24361661

Department of Commerce,
(Ms. Rita Tandon, Secretary)
Udyog Bhawan, New Delhi.
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 Niigam Limited - an iron and steel plant in Orissa. It has one wholly owned subsidiary Company "MMTC Transnational PTe, Ltd. (MTPLe)" in Singapore. 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 as on 31.03.2017.

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

II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Personnel) is a member of the Board of Directors and reports to the Chairman and Managing Director. He is overall incharge of Human Resource Management & Administration functions and responsible for evolving and formulating personnel and industrial relations policies etc., as well as implementation thereof.
III. ELIGIBILITY

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

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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 graduate from a recognized University /Institute with good academic record. Post Graduate Diploma or Degree in Personnel Management / Human Resource Management or Masters in Business Administration (MBA) / Post Graduate Diploma / Programme in Management (PGDM / PGPM) from a recognized University /Institution will be desirable.

4. EXPERIENCE:

The applicant should have at least five years of cumulative experience during the last ten years in various aspects of HR/ Personnel Management/ Industrial Relations in an organization of repute.

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:

Eligible Scale of Pay

(i) Rs. 7250-8250 (IDA) Pre 01/01/1992
(ii) Rs. 9500-11500 (IDA) Post 01/01/1992
(iii) Rs. 20500-26500 (IDA) Post 01/01/1997
(iv) Rs. 51300-73000 (IDA) Post 01/01/2007
(v) Rs. 120000-280000 (IDA) Post 01.01.2017
(vi) Rs. 18400-22400 (CDA) Pre-revised
(vii) Rs. 37400-67000 + GP 10000 (CDA)
(viii) Rs. Level 14 (144200-218200)

(b) 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 the 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. RATION 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 applicants should send their applications as per the format:

1. The applicants should submit their applications through proper channel as follows:
   (a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;
   (b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
   (c) Below Board level in CPSE: through the concerned CPSE;
   (d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, 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 in which currently working for the 3 financial years preceding the calendar year in which the post is 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 at 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://pesbonline.gov.in/
and thereafter forward it online, as specified in para V(1);
Or
(b) fill up the Application Form online against this Job Description on the website of PESB - http://pesbonline.gov.in/,
take a printout and send it offline, as specified in para V(1).

Last time/date of receipt of complete application duly forwarded to PESB is by 15.00 hours on 15/10/2018. 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

Smt Kinbuong Kipgen
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.