

No. 49/20/2011-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 5th March, 2012.

To

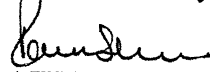
As per list enclosed.

Subject:- Filling up of the post of Chairman and Managing Director, Minerals and Metals Trading Corporation of India Ltd. (MMTC) in Schedule "A" Scale of Pay of Rs. 80000-125000/-.

Madam /Sir,

I am directed to refer to the subject cited above and to enclose a copy of letter No.A-12022/2/2012-E.IV, dated 14th February, 2012 received from Government of India, Department of Commerce, Ministry of Commerce & Industry, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(PAWAN SHARMA)
Superintendent Services-II.


INTERNAL DISTRIBUTION
e-champion

LIST

Sr. No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	N.K.Jain, IAS	1978	Commissioner & Secretary to Government, Haryana, Fisheries Department.
2.	Shakuntla Jakhu, IAS	1978	Financial Commissioner & Principal Secretary to Govt., Haryana, Food & Supplies Department.
3.	Ajit. M Sharan, IAS	1979	Financial Commissioner and Principal Secretary to Govt, Haryana Finance, Planning and Power Departments.
4.	Ramendra Jakhu, IAS	1979	Financial Commissioner and Principal Secretary to Government, Haryana, Excise & Taxation Deptt.
5.	Samir Mathur, IAS	1980	Financial Commissioner & Principal Secretary to Govt., Haryana, Home, Jails, Criminal Investigation and Administration of Justice Departments.
6.	Chhatar Singh, IAS	1980	Chief Coordinator, Investment Promotion Centre, New Delhi and Principal Secretary to C.M., Haryana
7.	Harbaksh Singh, IAS	1981	Officer on Special Duty, Manpower Planning
8.	Maha Singh, IAS	1981	Financial Commissioner & Principal Secretary to Govt. Haryana, Forests and Wild Life Department.
9.	P.K. Jain, IAS	1981	Joint Secy. to Govt, Haryana, Fisheries Department
10.	P.K.Gupta, IAS	1981	Financial Commr. & Principal Secy to Govt., Haryana, Public Health Engg. Department.

-1 -

F. No. A-12022/2/2012-E.IV
Government of India
Department of Commerce
Ministry of Commerce & Industry

Udyog Bhawan, New Delhi
Dated the 14th February, 2012

VACANCY CIRCULAR

Subject: Filling up of the post of Chairman and Managing Director, Minerals & Metals Trading Corporation of India Ltd. (MMTC) in Schedule "A" Scale of Pay of Rs. 80000-125000/-.

The undersigned is directed to say that the post of Chairman and Managing Director(CMD), MMTC LIMITED (MMTC) in Schedule "A" Scale of Pay of Rs. 80000-125000/- is required to be filled up immediately. The details regarding eligibility criteria etc. are enclosed.

2. Applications of suitable officers in the proforma given at **Annexure-I** or **Annexure-II**, whichever is applicable, along with complete ACRs for the last five years with integrity certificate, vigilance clearance and a certificate that no major/minor penalty has been imposed on the applicant during the last 10 years, may be forwarded to Shri D.S.Dhesi, Joint Secretary (Admn.) Department of Commerce, Room No. 288, Udyog Bhawan, Maulana Azad Road, New Delhi-110107 **within 30 days from the date of publication of the advertisement in all editions of The Times of India / The Hindustan Times / The Hindu (for Southern region) / The Telegraph (for Kolkata) and The Economic Times. APPLICATIONS NOT IN THE PRESCRIBED FORMAT OR RECEIVED AFTER THE LAST DATE OR NOT ACCOMPANIED WITH REQUISITE DOCUMENTS WILL NOT BE ENTERTAINED.**

3. Applicants who have applied in response to Department of Commerce's Vacancy Circular issued vide No.A-12022/7/2009-E.IV dated 19th January, 2011 and advertisement published in Employment News dated 5-11 Feb.,2011 and re-advertised on 24th July, 2011 in all editions of The Times of India, The Hindustan Times, The Hindu (for Southern region) and The Telegraph (for Kolkata) **MAY APPLY AFRESH.**

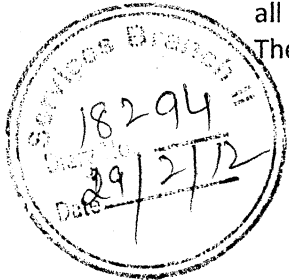
Yours faithfully,

(Mahender Chaudhary)

Under Secretary to the Government of India

Encl: as above.

1. All Chief Secretaries of States / Administrators of UTs.
2. All Ministries / Departments of the Govt. of India
3. All Officers of the rank of Additional Secretary & above in Department of Commerce.
4. PESB, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi-110003 - for uploading the circular on their website.
5. NIC, DoPT for uploading the circular on their website.
6. NIC, Department of Commerce, for uploading the circular on the website of DoC.



- 2

**Government of India
Ministry of Commerce & Industry
Department of Commerce**

NAME OF THE PSU	:	MMTC LIMITED (MMTC)
NAME OF THE POST	:	CHAIRMAN AND MANAGING DIRECTOR (CMD)
DATE OF VACANCY	:	01.10.2010
SCHEDULE OF THE POST	:	"A"
SCALE OF THE POST	:	Rs.80000-125000 (w.e.f. 1.1.2007)

1. COMPANY PROFILE :

MMTC Limited was incorporated under the Indian companies Act, 1956 with the objective to become India's largest international trading house. It is India's largest bullion trader and exporter of minerals, ores. It is amongst largest importer of ferrous and non-ferrous metals, Fertilizer and a leading exporter/importer of agro commodities and an emerging international trader in the coal & Hydrocarbons sector. 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 services to all categories of customers with professional skills and efficiency. To diversify and add value to its trading operations. MMTC jointly with IPICOL, OMC and Govt. of Orissa has set up Neelanchal Ispat Nigam Ltd. and iron & steel plant at Duburi in Orissa. It is a scheduled 'A' Miniratna CPSE in Trading and Marketing Services sector under the administrative control of Department of Commerce, Ministry of Commerce & Industry.

Its Registered and Corporate offices are in New Delhi.

The authorized and paid up capital of the Company was Rs.100 crores and Rs.100 crores respectively as on 31.3.2011.

The shareholding of the Government of India in the company is 99.33%.

2. JOB DESCRIPTION AND RESPONSIBILITIES :

The Chairman and Managing Director is the Chief Executive of the Corporation and accountable to its Board of Directors and Government of India. He is responsible for the efficient functioning of the Corporation for achieving its corporate objectives and performance parameters.

3. ELIGIBILITY

I. AGE: On the date of occurrence of vacancy :

- (i) Minimum 45 years
- (ii) Not more than 58 years for internal candidates and not more than 57 years for others
- (iii) The age of superannuation is 60 years.

II. QUALIFICATIONS AND EXPERIENCE:

The applicant should be a graduate from a recognized university/institution with good academic record. He should possess adequate experience at a senior level of management in a large organisation of repute.

- 3 -

Person preferably with Technical/MBA qualifications in market discipline with diverse marketing experience and experience in market research, product development, sales, forecasting and planning in trading/commercial sector will have added advantage. Knowledge of Minerals & Metals Industry is desirable.

Provided that minimum qualification is relaxable in the case of internal candidates with sound and adequate background and experience.

III. PAY SCALE/TURNOVER

(a) Central Public Sector Executives

Executives holding posts in the pay scale of:

- | | | |
|--|---|--------------------|
| (v) Rs.8250-9250/- (pre 1.1.1992 scale) | } | with industrial DA |
| (vi) Rs.11500-13500/- (post 1.1.1992 scale) | | |
| (vii) Rs.23750-28550/- (post 1.1.1997 scale) | | |
| or | | |
| (viii) Rs.22400-24500 with Central DA. (Pre-revised) | | |

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

(b) State Public Sector Executive / Private Sector Executives

Executives working in companies where the annual turnover is in excess of Rs. 250 Crores.

(c) Private Sector Executives

In order to apply, Private Sector Executives must fulfill all the three criteria listed below :-

- (i) they should be working in companies where the annual turnover is in excess of Rs. 250 crores ;
- (ii) they should be working in private companies listed on the Stock Exchange; and
- (iii) they should be working at Board level position or reporting directly to a Director on the Board i.e. one level below Board level.

(d) Government Officers

Provided that notwithstanding the qualifications and experience prescribed, officers of the level of Additional Secretary in Government of India or on equivalent scale of pay or Lieutenant General in the Army or equivalent rank in Navy/Air Force, on the date of vacancy with adequate experience in the relevant field will be eligible for consideration on immediate absorption basis.

4. DURATION OF APPOINTMENT

The appointment shall be for a period of five years or upto the date of superannuation whichever is earlier.

5. SUBMISSION OF APPLICATIONS

Prospective candidates from the Central Public Sector and Government officers shall send their applications, through proper channel, in the format at Annexure-I.

-4-

State Public Sector Executives / Private Sector Executives shall submit their applications, in the format at **Annexure-II**, alongwith :-

- (i) a write up on the significant contributions made by them during their present / past assignments and their suitability for the post.
- (ii) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary / CFO.
- (iii) the applications for various categories of the officers are routed through proper CHANNEL AS FOLLOWS :
 - a. for Government servants: through Cadre Controlling Authority.
 - b. for CMD/MD/Director in Central PSE: the concerned administrative Ministry.
 - c. For below Board level in Central PSE: the concerned CPSE.
 - d. For CMD / MD / Director in State PSE: the State Government.
 - e. For below Board level State PSE: the concerned PSE.

In addition to the above, Private Sector Executives must submit the following documents alongwith the application form

- i) Attested copies in support of age and qualifications;
- ii) Annual Report of the Company for the last 5 years;
- iii) Evidence of listing on the Stock Exchange;
- iv) Evidence of working at Board level or reporting directly to a director on the Board i.e. one level below Board level;
- v) The details of job handled in the past with details/particular references.

Applications, along with cadre clearance, vigilance clearance, integrity certificate and ACRs for the last 5 years, may be sent to Shri D.S. Dhesi, Joint Secretary (Admn.) Department of Commerce, Room No. 288, Udyog Bhawan, Maulana Azad Road, New Delhi-110107 within 30 days from the date of publication of this advertisement in all editions of The Times of India / The Hindustan Times / The Hindu (for Southern region) / The Telegraph (for Kolkata) and The Economic Times. Applications not in the prescribed format or received after the last date or not accompanied with requisite documents will not be entertained.

NOTE: APPLICANTS WHO HAVE APPLIED IN RESPONSE TO DEPARTMENT OF COMMERCE'S VACANCY CIRCULAR ISSUED VIDE NO.A-12022/7/2009-E.IV DATED 19TH JANUARY,2011 AND ADVERTISEMENT PUBLISHED IN EMPLOYMENT NEWS DATED 5-11 FEB.,2011 AND RE-ADVERTISED ON 24TH JULY, 2011 IN ALL EDITIONS OF THE TIMES OF INDIA, THE HINDUSTAN TIMES, THE HINDU (FOR SOUTHERN REGION) AND THE TELEGRAPH (FOR KOLKATA) MAY APPLY AFRESH.

- 5 -

ANNEXURE I

APPLICATION FORM FOR CENTRAL PUBLIC SECTOR EXECUTIVES /GOVT. OFFICERS

[THROUGH PROPER CHANNEL]

1. Name of the post applied for: _____

2. (a) Name _____

(b) Identification Number (For Defence Service personnel) _____

(c) Designation of the Applicant (in full) _____

(d) Office Address: _____

3. Address for communication _____

4.. Telephone No: Office _____ Residence _____ FAX No. _____
Mobile No. _____ E-Mail address _____

5. Date of Birth _____ Age as on date of vacancy _____

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(alongwith the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years:-

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3					
4					
5					
6					
7					
8					

7(a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3					
4					

.....2/-

8. In case the candidate is holding the present post on lien/deputation basis: -

- a) name of the organisation in which the lien is held.
- b) the date from which the lien is held.
- c) date from which candidate is on deputation.

9.(a) Whether any punishment awarded to the applicant during the last 10 years

Y	NO
---	----

If yes, the details thereof

9 (b) Whether any action or inquiry is going on against him as far as his knowledge goes.

Y	NO
---	----

If yes, the details thereof

I certify that the details furnished by me in Cols. 1 to 9 are true and I am eligible for the post.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in any PSE other than the one to which I belong to.

(Name and Signature of the applicant)

Date:

(To be filled by the PSU/Ministry /Department concerned)

It is Certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of
the Competent Forwarding
Authority with Telephone no. & office Seal.

APPLICATION FORM FOR STATE PUBLIC SECTOR EXECUTIVES/EXECUTIVES FROM
THE PRIVATE SECTOR

1. Name of the post applied for: _____
2. (a) Name _____
- (b) Designation of the Applicant (in full) _____
- (c) Office Address: _____
3. Address for communication _____
4. Telephone No: Office _____ Residence _____ FAX No. _____
- Mobile No. _____ E-Mail address _____
5. Date of Birth _____ Age as on date of vacancy _____

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(alongwith the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years:-

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

7(a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					

-8-

8. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached):
Turnover Rs. _____ for the year _____.

9. I certify that:

(i) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at Encl. I.

(ii) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at Encl. II.

(iii) I am working at Board level position/ or reporting directly to a Director on the Board i.e. one level below Board level.

(iv) The Company in which I am working is listed on the _____ stock exchange.
(Name)

A proof of listing is at Encl. III.

Declaration

I son of hereby certify that I have not been disqualified to act as a Director under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in any PSE other than the one to which I belong to.

(Name and signature of the applicant)