

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

Dated, Chandigarh, the ²⁰23 February, 2011.

To

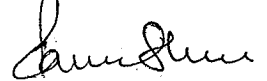
As per list enclosed.

Subject: Filling up of the post of Chairman & Managing Director, MMTC in
Schedule 'A' Scale of Pay of Rs. 80000-125000/-.

Madam /Sir,

I am directed to enclose a copy of letter No. A-12022/7/2009-E.IV, dated 19th January, 2011 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,

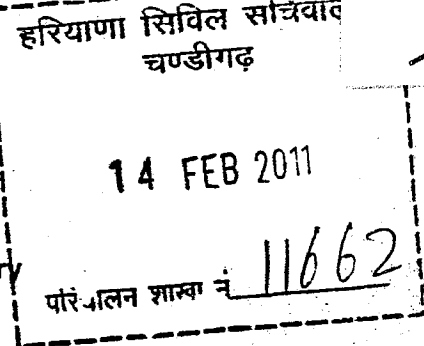

(PAWAN SHARMA)
Superintendent Services-II.

 INTERNAL DISTRIBUTION
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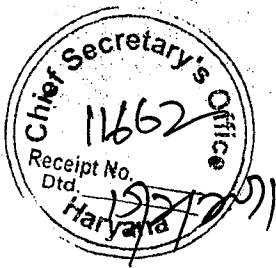
LIST

Sr.No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	Ajit. M Sharan, IAS	1979	Financial Commissioner and Principal Secretary to Govt, Haryana, Finance & IFCC and Planning Deptts
2.	Ramendra Jakhu, IAS	1979	Financial Commissioner and Principal Secretary to Government, Haryana, Excise & Taxation Deptt.
3.	Samir Mathur, IAS	1980	Financial Commissioner & Principal Secretary to Govt., Haryana, Home, Jails, Criminal Investigation and Administration of Justice Departments.
4.	Chhatar Singh, IAS	1980	Chief Coordinator, Investment Promotion Centre, New Delhi and Principal Secretary to C.M., Haryana
5.	Madhusudan Prasad, IAS	1981	Financial Commissioner & Principal Secretary to Govt. Haryana, Power and Renewable Energy Departments
6.	Harbaksh Singh, IAS	1981	Officer on Special Duty, Manpower Planning
7.	P.K. Jain, IAS	1981	Joint Secy to Govt, Haryana, Fisheries Department
8.	P.K.Gupta, IAS	1981	Financial Commissioner & Principal Secretary to Govt., Haryana, Technical Education and Industrial Training Department and Director General, HIPA, Gurgaon
9.	K.K.Jalan, IAS	1982	Financial Commissioner & Principal Secretary to Govt. Haryana, Town & Country Planning and Urban Estates Department.
10.	Keshni Anand Arora, IAS	1983	Financial Commissioner and Principal Secretary to Govt., Haryana, Transport and Civil Aviation Departments
11.	Yudhvir Singh Malik, IAS	1983	Financial Commissioner & Principal Secretary to Govt., Haryana, Industries & Commerce, Mines & Geology and Electronics & Information Technology Departments.
12.	Rajan Kumar Gupta, IAS	1983	Financial Commissioner & Principal Secretary to Govt., Haryana, Health Department
13.	Raj Rup Fuliya, IAS	1983	Financial Commissioner & Principal Secretary to Govt., Haryana, Archives Department.
14.	Sarban Singh, IAS	1983	Financial Commissioner & Principal Secretary to Govt. Haryana, Labour and Employment Department.
15.	Navraj Sandhu, IAS	1984	Financial Commissioner & Principal Secretary to Govt. Haryana, Food & Supplies Department.
16.	Roshan Lal, IAS	1984	Financial Commissioner & Principal Secretary to Govt., Haryana, Agriculture Department.
17.	S. S. Dhillon, IAS	1984	Financial Commissioner & Principal Secretary to Govt., Haryana, PW (B&R), Architecture and Irrigation Departments.
18.	Hardeep Kumar, IAS	1984	Financial Commissioner & Principal Secretary to Govt., Haryana, Animal Husbandry & Dairying Department.
19.	S.S. Prasad, IAS	1984	Financial Commissioner & Principal Secretary to Govt., Haryana, Higher Education and Languages and Science & Technology Departments.
20.	R.P. Chander, IAS	1984	Financial Commissioner & Principal Secretary to Govt., Haryana, Sports and Youth Affairs Department.
21.	S.K. Gulati, IAS	1984	Financial Commissioner & Principal Secretary to Govt., Haryana, Housing Department and Secretary, Cell for Proper Utilisation/ Disposal of Govt. Property, Nodal Officer for monitoring the CM's announcements and Looking after the work of Monitoring & Coordination.
22.	Surina Rajan, IAS	1985	Financial Commissioner & Principal Secretary to Govt. Haryana, School Education Department and Chairperson, Haryana Minerals Ltd., New Delhi.
23.	P. Raghavendra Rao, IAS	1985	Financial Commissioner & Principal Secretary to Govt., Haryana, Development & Panchayats and Environment Departments and Secretary BAC and Commissioner, Gurdwara Elections, Haryana.
24.	Prasanta Kumar Mahapatra, IAS	1985	Principal Resident Commissioner, Haryana Bhawan, New Delhi and Chief Administrator, TFAH.
25.	K.K.Khandelwal, IAS	1985	Additional Principal Secretary to CM. and Financial Commissioner & Principal Secretary, Information, Public Relations & Cultural Affairs Departments
26.	Dhanpat Singh, IAS	1985	Financial Commissioner & Principal Secretary to Govt. Haryana, Social Justice & Empowerment and Welfare of SCs & BCs Departments.
27.	Vijai Vardhan, IAS	1985	Financial Commissioner & Principal Secretary to Govt. Haryana, Printing & Stationery and Archaeology & Museums Departments

F. No. A-12022/7/2009-E.IV
Government of India
Department of Commerce
Ministry of Commerce & Industry



Udyog Bhawan, New Delhi
Dated the 19th January, 2011



VACANCY CIRCULAR

Subject: Filling up of the post of Chairman and Managing Director, MMTC in Schedule "A" Scale of Pay of Rs. 80000-125000/-.

cy (on tour)

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The undersigned is directed to say that the post of Chairman and Managing Director, 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 Anurag Saxena, Joint Secretary, Department of Commerce, Room No. 279-B, Udyog Bhawan, Maulana Azad Road, New Delhi-110107 within three weeks from the date of publication of the advertisement in the 'Employment News'. No application shall be entertained under any circumstances after the stipulated date.

Yours faithfully,

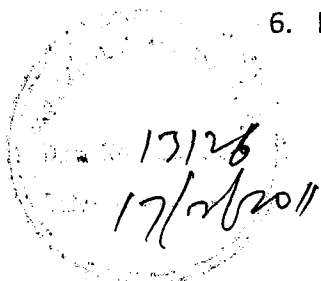
(S.K. Sharma)

Under Secretary to the Government of India

Tel. 2306 2128

Encl: as above.

1. All Chief Secretaries of States / Administrators of UTs. HR
2. All Ministries / Departments of the Govt. of India
3. All Officers of the rank of Joint Secretary / Additional Secretary 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.



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**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 a leading international trading house. It is engaged in the field of International trading of Minerals, Metals, Precious Metals, Coal, Fertilizer, Agro-products and other general commodities. It has one wholly owned subsidiary namely MMTC Transnational Pte. Ltd., Singapore. The company has promoted an Iron & Steel Plant namely Neelanchal Ispat Nigam Ltd. jointly with Govt. of 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.50 crores respectively as on 31.3.2009.

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.

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.

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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:

- | | | |
|---|---|--------------------|
| (i) Rs.8250-9250/- (pre 1.1.1992 scale) | } | with industrial DA |
| (ii) Rs.11500-13500/- (post 1.1.1992 scale) | | |
| (iii) Rs.23750-28550/- (post 1.1.1997 scale) | | |
| or | | |
| (iv) <u>Rs.22400-24500 with Central DA. (Pre-revised)</u> | | |

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**.

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 /

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- (ii) 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 Anurag Saxena, Joint Secretary, Department of Commerce, Room No. 279-B, Udyog Bhawan, Maulana Azad Road, New Delhi-110107 within three weeks from the date of publication of this advertisement. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

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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					

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
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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
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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.

(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.

ANNEXURE II

**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. 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.

(Name and signature of the applicant)