



Core 1, 'SCOPE COMPLEX', 7, Institutional
Area, Lodhi Raod, New Delhi - 110003
Adv.No.1/2010/P&O

Requires

Professional for the Post of Chief General Manager
(Treasury - Finance)

MMTC Limited, a premier International Trading House, is looking
for professionals in Treasury Management for appointment as
Chief General Manager (Treasury - Finance)
in the pay scale of **Rs.51300 - 73000.**

Last date of receipt of applications in MMTC Limited is
5th March, 2010

For details visit our website
www.mmtclimited.com



Advt.No.1/2010/P&O

MMTC Limited, a Government of India Enterprise under administrative control of Department of Commerce under Ministry of Commerce & Industry and accorded the status of "**PREMIER TRADING HOUSE**" is engaged in export / import of Mineral ores, Metals, Precious Metals, Fertilizers, Agro, Coal & Hydro-carbon etc has registered a turnover of Rs.36,820 crores during the year 2008-09.

MMTC's turnover consists of about Rs.35,000 crores of import and exports involving substantial dealing in forex which is managed by the Company through Risk Management Policy. MMTC also has substantial credit facilities from a number of banks and invests surplus funds from time to time to optimize returns.

Applications are invited from professionals in the field of Treasury Management

| Discipline | Name of the post | Age as on 31.01.2010 | Essential/Desirable Qualifications | Experience |
|----------------------|-----------------------|------------------------|---|--|
| (Treasury - Finance) | Chief General Manager | Not exceeding 50 years | Chartered Accountant or Cost & Works Accountant or MBA (Finance) preferably with CAIIB. | (a) Minimum 20 years of post qualification experience in managerial cadre, out of which at least 10 years should be in middle management post in any Public Sector / commercial / banking organization of repute in Treasury Management and Foreign Exchange. (b) For those working in PSUs minimum 3 years experience required in the pay scale of Rs. 43200 - 66000 or its equivalent grades. |

Contd....2

Details of Pay Scale and other benefits applicable are as under :-

| Name of the post | No. of vacancies | Scale of | CTC | Compensation Package |
|---|-------------------------|-----------------------------|--|---|
| Chief General Manager (Treasury – Finance) | One (Unreserved) | Rs.51300 - 73000 | Rs.17.00 Lakhs p.a. approximately at the minimum of scale. | Medical facilities, LTC/ALTC, CPF, gratuity, leave encashment, reimbursement for newspapers, entertainment, telephone, conveyance , Productivity Linked Incentive (PLI)/ PRP, Loans and Advances, Holiday Home facility etc as per company rules. |

General Conditions/Instructions

1. Candidates belonging to Govt./Semi-Govt. organization / PSUs shall normally send their applications through proper channel, however in the event of difficulty they are required to produce NOC at the time of interview if called for.
2. Demand Draft of Rs.100/- as Application Fee in favour of “MMTC Limited” payable at New Delhi which will not be refundable (SC/ST/Ex-Serviceman/PH/Women Candidates are exempted) must be sent along with the completely filled Application Form. Applications not accompanied by application fee shall be liable to be rejected.
3. Outstation candidates called for interview will be reimbursed single to and fro economy class airfare on production of air ticket jacket / copy of E-tickets.
4. Incomplete applications and those reaching late are liable to be rejected and no correspondence in this regard shall be entertained. MMTC will not be responsible for any postal delay / loss in transit in submission of application.
5. While applying for the posts, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. 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 automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.
6. In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management.
7. A candidate applying for notified position may be considered for a lower position depending upon suitability of the candidate. The decision of the Management in this regard will be final.

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8. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her the right to be definitely called for interview/considered further for selection process.
9. Those candidates who had earlier applied for the post of Chief General Manager (Treasury – Finance) in response to our advertisement published in the month of April, 2009 and not called for interview will not be considered.
10. Court of Jurisdiction for any dispute will be New Delhi.

Applications in the prescribed format, complete in all respect may be sent to **Shri V.K.Pandey, General Manager (P)**, MMTC Limited, SCOPE Complex, Core 1, Institutional Area, Lodi Road, New Delhi-110 003 so as to reach him on or before **5th March, 2010**. The envelope containing the application form must be superscribed as "**APPLICATION FOR THE POST OF CHIEF GENERAL MANAGER (Treasury-Finance)**".

How to apply:

Interested candidates meeting the above criteria may send their application as per proforma given below :-



Core 1, “SCOPE COMPLEX”, 7 Institutional Area, Lodhi Road, New Delhi-110 003

I. Post applied for : _____

Reference Advertisement No Advt. No.01/2010

Affix your recent
passport size
photograph here

II. Personal data:

| | | |
|-----|---|--|
| 1. | Name (in BLOCK LETTERS) | |
| 2. | Date of birth (dd/mm/yyyy) | |
| 3. | Father's name | |
| 4. | Mailing address with PIN code | |
| 5. | Permanent address | |
| 6. | Landline telephone number (with area code) | |
| 7. | Mobile No. | |
| 8. | E-mail ID | |
| 9. | Category (Please tick mark appropriate category) | UR SC ST OBC PWD |
| 10. | Persons with Disability (PWD) to indicate the details of disability. | |
| 11. | Nationality | |

III. Academic & Professional qualifications (from Matriculation onwards)

| Qualification | Subject/ Specializa- tion | Year of passing | Board/ University Institute/ | % of marks/ Division/ Grade etc. | Remarks, if any (please specify whether full time/part time/correspondence |
|---------------|---------------------------------|-----------------|------------------------------------|---|---|
| | | | | | |
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(c) Nature of present assignment and responsibilities:-

| | |
|-------------------------------|--|
| Present assignment: | |
| Your responsibilities: | |

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

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(e) **Particulars of present position:**

| | |
|---|--|
| Present Pay Scale & Basic Pay / Gross Pay | |
| Present designation held | |
| Date of entry in present pay scale | |
| Designation of Reporting Officer | |

V. Training Attended in last 5 years

| Subject | Duration | | Place held | Organized by | Organization & position held |
|---------|----------|----|------------|--------------|------------------------------|
| | From | To | | | |
| | | | | | |
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VI. Other particulars

(a) **Promotion particulars**

| | |
|----------------------------|--|
| Expected date of promotion | |
| Designation on promotion | |
| Pay Scale on promotion | |

(b) **Resignation**

| | |
|--|--|
| Notice period to be served on resignation to your present employer | |
| Possibility of reduction in notice period | |
| How soon can you join if offered appointment? | |

(c) **Bond**

| | |
|---|----------|
| Are you under a service bond? | Yes / No |
| Bond period and value | |
| Date of expiry of bond period | |
| In case you are offered a position in MMTC Limited, your plans regarding bond | |

(d) Conviction / Proceedings / Enquiry / Extradition / Deportation Proceedings

| | |
|---|-----------|
| Have you been convicted by any Court of Law or any disciplinary proceedings / enquiry is pending against you or any penalty has been imposed upon you? If so, please give details | Yes / No. |
| Have you ever faced any extradition / deportation proceedings? If yes, please give details. | |

VII. References:

| Reference # 01 | Reference # 02 |
|--------------------|--------------------|
| Name: _____ | Name: _____ |
| Designation: _____ | Designation: _____ |
| Address: _____ | Address: _____ |
| _____ | _____ |
| _____ | _____ |
| Contact No. _____ | Contact No. _____ |

VII. DD No. _____ dated _____ for Rs.100/- on _____.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I have not willfully suppressed any material information germane to my selection / appointment in MMTC Limited and in case any information provided by me as above, is found to be false or incorrect or suppressed at any stage, I understand that I am liable to be terminated from the services of MMTC Limited forthwith without prejudice to any other legal and disciplinary action as deemed fit by the Management of MMTC Limited.

(Signature of candidate)

Name: _____

Dated: _____