

MMTC Limited

(A Government of India Enterprise)

MMTC Limited is the largest foreign trading company in India and has been in existence for five decades. India's largest international trading house has always strived to outperform its own past records.

Exploring opportunities with passion and zeal to excel is the focus in MMTC. Dedication and persistence has been the key which have catapulted MMTC to new heights.

MMTC Limited is looking for a dynamic high calibre individual for managing Estate who shall look after civil work / building maintenance etc. as

Chief Manager (Estate) at E-4 level (Rs.29,100 – 54, 500)

and

Senior Manager (Estate) at E-3 level (Rs.24,900 – 50,500)

through

Direct Recruitment or on Deputation Basis

Eligibility criteria and other relevant details are given hereunder:-

Name of the Post	Chief Manger (Estate)	Senior Manager (Estate)
Qualification	Degree in Civil Engineering with 60% aggregate marks from Government recognized University / Institute	Degree in Civil Engineering with 60% aggregate marks from Government recognized University / Institute
Experience	Minimum 12 years relevant experience in executing civil engineering works, out of which at least three years experience in one step below in the scale of Rs.24,900 – 50,500.	Minimum 10 years relevant experience in executing civil engineering works, out of which at least three years experience in one step below in the scale of Rs.20,600 – 46,500.
No. of Posts	01 (one)	01 (one)
Category for which reserved	Unreserved	Unreserved
Location	Corporate Office, New Delhi	Corporate Office, New Delhi
Upper age limit	Not exceeding 45 years	Not exceeding 40 years
Scale of Pay	Rs.29,100 – 54,500	Rs.24,900 – 50,500

GENERAL INFORMATION:

1. Only Indian nationals are eligible to apply.
2. Applications in respect of applicants who can be spared and relieved of their duties immediately upon their selection on deputation basis by MMTC Limited, may be sent through proper channel by their employer along with Vigilance Clearance and copies of last five years' Appraisal Dossiers of the applicant duly attested. Terms of deputation shall apply as per Government Rules.
3. All qualifications should be from Universities / Institutions recognized and approved in India.
4. All computations of age / minimum experience requirement / qualification shall be done w.r.t. the last date of receipt of applications as mentioned in the advertisement. The date of declaration of result / issuance of Mark Sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification executive experience on a post / level shall be counted only from the said date onwards.
5. In order to restrict the number of candidates to be called for interview and / or screening test, if so required, the Management reserves the right to raise the minimum eligibility standards / criteria. Management may also relax / lower the qualifying standards / criteria in case suitable candidates are not available.
6. Depending upon the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge the number of vacancies and recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
7. MMTC Management reserves the right to fill up the advertised vacancies either by direct recruitment or on deputation basis or partially by either method.
8. While applying, the applicant should ensure that he / she fulfill the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respect. 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 stand automatically 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.
9. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be definitely called for interview / considered further for selection process.
10. Any proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Delhi Courts / Tribunals / Forums shall have sole and exclusive jurisdiction to try any such cause / dispute.
11. MMTC Limited will not be responsible for any postal delay / loss in transit in submission of documents within specified time.

How to apply:

Eligible and interested candidates may fill up the application form attached with this advertisement along with self attested copies of testimonials related to age / qualification / experience. Applications may be addressed to General Manager (Personnel), MMTC Limited, SCOPE complex, 7 Institutional Area, Lodhi Road, New Delhi – 110 003 in a cover superscripted as '**APPLICATION FOR THE POST OF CHIEF MANAGER**

Application form:-

APPLICATION FOR THE POST OF CHIEF MANAGER (Estate) /
SENIOR MANAGER (Estate) in MMTC Limited on Direct Recruitment /
Deputation basis
(Strike out whichever is not applicable)

(Last date for receipt of application is **16th May, 2014**)

1. Name

2. Father's Name

3. Date of Birth

4. Whether belong to SC, ST, OBC, PH
(please attach certified photocopy)

5. Nationality

Paste your recent
Passport size
Photograph
duly signed

6.	Present address for communication		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	PIN	<input type="text"/>

7. Contact Telephone No. with STD code, Mobile number and E-mail address

a. Land line _____

b. Mobile _____

c. E-mail _____

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8. Educational & Professional Qualification

Qualification	Month & Year of passing	Board/University/Institute	Subjects/Specialization	Division / % of Marks	Year of passing
Graduation					
Post Graduation					
Professional Qualification					
Others					

9.	(a) Work Experience:	Total length of service	
		Years:	Months:

(b) Experience in detail from present position backwards:

S.No.	Period of employment		Duration (No. of years, months)	Name of Organization with place of posting	Position/ Post /Designation held	Nature of experience/ Job profile	Pay scale with basic pay(in case of Govt. Sector/Gross pay in case of Pvt. Sector)
	From	To					

Contd.....3

(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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10. (i) Application fee Rs. _____/-
(ii) Drawn on _____ bank.
(iii) DD/PO/Banker's cheque No. _____ dated _____.

11. Whether any punishment awarded to the applicant during the last 10 years. If yes, the details thereof

Yes	No
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Contd.....4

12. Whether any action or inquiry is going on against him as far as his knowledge goes. If yes, the details thereof

Yes	No
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DECLARATION

I hereby declare that I have read the full text of the advertisement and have understood the contents of the same and agree to all the conditions given therein. I also 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 through direct recruitment / on deputation basis.

(Signature of applicant)

Place: _____

Date: _____

Enclosures:

- 1.
- 2.
- 3.
- 4.