



MMTC Limited
(A Govt of India Enterprise)

No. MMTC/P&O/2017/Cons./01

Date: 17.07.2017

EXPRESSION OF INTEREST (EOI)
FOR APPOINTMENT OF INSURANCE CONSULTANT
ON CONTRACT BASIS

A Mini Ratna Category –I CPSE and the largest trading company in the country. Incorporated in 1963 to canalize the export of the country's mineral wealth and to ensure availability of metals and industrial raw materials to India's growing industrial sector, over the past 52 years it has diversified into agro products, coal and hydrocarbons, fertilizer and fertilizer raw materials, precious metals, steel and engineering goods. Being the first Public Sector Company to be accorded the status of "Premier Trading House" by the Govt. of India, today MMTC caters to an extensive international and domestic market. It has emerged as India's largest importer of bullion and a major player in the markets of agro products, coal and hydrocarbons and all its trading verticals.

MMTC is looking for a competent, qualified & experienced Insurance Consultant for appointment on contractual basis to assist in the trade facilitation, consolidation & integration process of all commodities in which MMTC does commercial transaction viz.. Details of Position required on temporary contract basis:

Description	Insurance Consultant (Technical & Advisory position)
Role	Company desires engagement of one qualified, experienced Insurance Consultant for appointment on fixed monthly remuneration basis to assist in covering the trade / commodity related exposures in overall trade integration processes.
Remuneration	Appointment shall be on contract basis on fixed monthly consolidated remuneration of say Rs. 40,000 to Rs. 50,000 per month as may be decided.
Period of appointment	Contractual appointment for a period of six months extendable by another six month subject to review of the performance and at the discretion of Management.
Basic Qualification	Bachelor's degree in Science / Commerce / Economics / Statistics / Engineering / Finance from a recognized University. Preference would be given for candidates with Associate membership of Chartered Insurance Institute or Federation of Insurance Institute.
Post-Qualification Experience	15 years post qualification experience in Insurance industry out of which at least 5 years experience of working in responsible position in Marine Insurance Deptt./ Air cargo Insurance in a Central Public Sector undertakings / State or Central Govt Departments / Ministries / Autonomous bodies or reputed commercial organization. The consultant shall have experience in insurance towards risk management of commodities dealt in international Trading (Import commodities, export commodities & domestic trading etc), corporate recovery, and Joint ventures, International Insurance Policies, financial projects. The applicant should have dealt in All types of Insurances Policies, Marine, Transit Insurance, Air Cargo Insurance, shipping, General Insurance etc and should hands on experience in processing Insurance recovery claims for large corporate firms including underwriting. In selecting the appropriate insurance provider or policy for all MMTC's business activities. Use mathematical and statistical knowledge to evaluate long term forecast related to financial risks through insurance coverage.

	Invent and adopt a variety of techniques and strategies to resolve all types of MMTC business problems. Verify data and analyze it to find out solutions so as to make modifications in the policy or existing insurance. Conduct surveys and perform research to gain information regarding Insurance policies for international Trading. Work with software professionals to convert the complex data into simple information for clients Conduct research on current improvements in the areas of Trading in commodities from insurance perspective. Be proficient in staying updated with the modifications in insurance policies with respect to the government rules and regulations acts, current improvements in the finance industry and business world, impact on policies and changes in regulatory format, etc. Work with expertise to make systems that ensure conformity with the obligations of the regulatory bodies. Collaborate with colleagues and team members in Insurance Division and Divisional Heads in MMTC. Preference would be given to Senior Executives retired from Govt. Insurance Agencies.
Place of reporting	MMTC Corporate office at New Delhi. He will be required to visit office atleast thrice a week and in case of exigencies whenever required. He will be regularly available on phone and email.
Duties & Role	<ol style="list-style-type: none"> 1. Identification of insurance risks associated with our business; 2. Determination of level of risk coverage that is required; 3. Providing help in arranging insurance coverage at best premium rates and terms; 4. Pursue claims, with insurance companies for faster settlement.
Credentials	A detailed experience profile of the candidate along with all relevant self certified credentials including documents like mark sheets, degree certificate, post graduation qualification, experience proof is must.
Skills	Should have money management experience and good sales oriented outlook. Must have excellent interpersonal and verbal communications skills; in addition to that, written skills are required since they have to deal with both the team members as well as clients. Should posse's good customer service skills and are required in the field of insurance consulting. Should have the ability to convert complicated data into simple information. Must be detail-oriented, analytical, self-directed and good in resolving issues; in addition to this, having strong knowledge of mathematics and statistics is essential. Providing quality consulting services is must.

MMTC reserves all its rights to asses pre-qualification screening, short listing of eligible candidates, formation of a panel, interview, empanel, engage consultant and or rescind the EOI without any further notice. The pre-qualification / EOI shall be assessed in line with the organizational needs and the decision with respect to engagement of consultant, formulation of panel subject to eligibility criteria, shall remain solely with the competent authority i.e. Chairman & Managing Director (CMD) of the Company.

HOW TO APPLY

Interested candidates meeting the above criteria may send their applications in the given application format along with **self attested photocopies** of the following documents. The original certificates shall be required to be presented at the later stage of selection in case called for interview.

- i. Matriculation/Secondary Certificate as proof of Birth.
- ii. Mark Sheet / Certificate in support of all educational qualifications and experience.

The Application Form along with one self-attested copy of all relevant qualification & experience certificates should be forwarded in an envelope super scribing "Advertisement Ref. No. & Application for Engagement as Consultant Contractual Basis for Advise on Estate Matters" through post or courier so as to reach Chief General Manager (Personnel) **on or before 8th August '2017** on the following address.

Addl. General Manager (P)
MMTC Limited
Core-1, SCOPE Complex
7 Institutional Area, Lodhi Road
New Delhi – 110003

APPLICATION FOR THE POST OF
INSURANCE CONSULTANT
IN MMTc LIMITED

(Last date for receipt of application is 8th August '2017)

1. Name

2. Father's Name

3. Date of Birth

4. Whether belong to SC, ST, OBC

(please attach certified photocopy)

5. Nationality

Paste your recent
Passport size
Photograph
duly signed

6.	Present address for communication																			
City																				
State																PIN				

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

1. Land line	_____
2. Mobile	_____
3. E-mail	_____

Contd....2....

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) Post Qualification Work Experience:	Total length of service	
		Years:	Months:

(b) Positions held during the preceding 10 years :

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: If any as consultant	
Duties and Responsibilities as consultant	

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

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

Yes	No
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11. 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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12. Expected remuneration

13. Do you have membership with Chartered Insurance Institute or Federation of Federation of Insurance Institutes

14. If yes please enclose self attested copies of membership issued by Chartered Insurance Institute or Federation of Federation of Insurance Institutes

Yes	No
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DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I have not willfully suppressed any material information germane to my selection / appointment in MMTC.

(Signature of applicant)

Place: _____

Date: _____

Enclosures:

1.

2.

3.

4.