



MMTC Limited
(A Govt. of India Enterprise)

Dated: 23rd August, 2017

Advt.No. MMTC/P&O/2017/Cons./02

REQUIREMENT OF CONSULTANT ON CONTRACT BASIS
FOR ADVISE ON ESTATE MATTERS

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. The latest diversification is its entry into generation of "green power". 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.

Name of the non regular post	Consultant for advice on Company's Estate Matters (Non-regular Temporary Contractual Position)
Requirement	Company desires engagement of one professional qualified, experienced consultant on fixed monthly remuneration basis, for advice on ESTATE related matters of the company, preferably a retired person as Superintendent Engineer from CPWD, State PWD, DDA including CPSEs engaged in building construction.
Period	Contractual appointment for a period of three to six months initially and extendable at the discretion of Management.
Qualification	Graduate in Civil Engineering from Recognized Engineering Institute / University & Masters Degree in Civil Engineering / construction Management / Structures /Project Management or Building Sciences or Building Engineering from a Recognized institute / University. Membership in professional Bodies such as the Institute of Engineers India, Institute of Planners, Project Management Association, Indian Building Congress etc. desirable.
Post-Qualification Experience	At least 15 years experience in managing the execution of Building projects covering all aspects of construction (Civil, Water Supply & Plumbing, Electrical Works, HVAC and Site Development). At least 10 years administrative experience in a reasonable position not lower than that of Superintendent

	Engineer in the Indian Engineering Services or equivalent, in a Govt. Organization or University / research institution of higher learning / reputed public sector undertaking (PSU). Must be well conversant with contract law and CPWD/PWD accounting procedures, DPR and works manual. Experience in planning, architecture urban designing, and management, supervision / construction activity.
Scope of Work	<ul style="list-style-type: none"> ➤ Broadly the scope of work is to draw up an action plan on gainful utilization / monetization of vacant residential and commercial properties of the company / maintenance / repair of properties owned by the company and any other relevant matters as per the requirement of the Company. ➤ Advising on leasing out the company owned premises by being conversant with the current property trends / markets and preparation of lease agreements / other documents. ➤ Advising the company on construction related norms, techno commercial aspects, cost control measures and correct and project deficiencies that effect quality and safety requirements before final evaluation. ➤ Coordination with Architect/contractors for timely completion, vetting of BOQ prepared by Architect, preparation of tender documents, periodic site visits to ensure proper quality control and to manage budgets and other project resources.
Place of reporting	MMTC Corporate office at New Delhi. He/ She 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 for seeking advice.
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 required to be submitted.
Essential	The consultant must be familiar with CVC guidelines / other statutory requirements relating to civil engineering matters.

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 advertisement without any further notice. The pre-qualification shall be assessed in line with the organizational needs and the decision with respect to engagement of consultant, and or formulation of a 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. **MMTC/P&O/2017/Cons./02** - Application for Engagement as Consultant for Estate Division" through speed post or courier so as to reach **on or before 19th September, 2017** on the following address.

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

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

(b) Positions held during the preceding 10 years :

Srl	Period of employment		Duration (No. of years, months)	Name of Organizatio n with place of posting	Position/ Post /Designatio n held	Nature of experi ence/ Job profile	Pay scale with basic pay(in case of Govt. Sector/Gross pay in case of Pvt. Sector
	From	To					

(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*)

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 professional bodies / Institutes

Yes	No
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14. If yes please enclose self attested copies of membership

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.