

## **MMTC LIMITED : CORPORATE OFFICE : NEW DELHI**

No. MMTC/CO/P/P&O/2018-19/249

Dt: 17<sup>th</sup> Oct, 2019

### **SHORT NOTICE - ADVERTISEMENT NO.2**

**Sub: Invitation of applications for engagement of Retd. Government Officers/Officials/PSU Employees "Executive Assistant to CMD" on Contract basis.**

Applications are invited from retired government officers / officials/retd. PSU employees for engagement of "**Executive Assistant to CMD**" at the level of Dy.General Manager on temporary contractual tenure basis. The detail terms for inviting applications are as follows:

#### **TERMS OF REFERENCE (TOR):**

1. **SCOPE OF WORK:** Secretarial services in the office of CMD. Handling of files / daily dak / officials' papers in CMDs secretariat and their timely follow up. Handling of CMDs official telephone calls, e-mails and other communications. Arrange meetings of CMD with Govt officials in various ministries / Govt. Departments / Business associates / Business delegations and their proper coordination. Handling & Maintaining of Board Notes, Audit Committee Notes & FMC Notes, its Minutes and other documents with complete confidentiality. Ensure timely availability of all requirements for CMDs foreign / domestic tours. Any other officials work assigned by CMD from time to time.
2. **NATURE OF ENGAGEMENT:** Contractual employment of retired government officers / officials/ retd. PSU employees on temporary contractual tenure basis. The appointment of contractual employees would be on full time basis and they would not be permitted to take up any other assignment during the period of contractual tenure in MMTC.
3. **PERIOD OF ENGAGEMENT:** Contractual employee will be engaged for a period of three/six months.
4. **REMUNERATION:** The selected candidate will be engaged at a consolidated (all inclusive) monthly remuneration as per the table given below: -

Srl	Grade of Retired Officers/staff	Consolidated Remuneration/PM	Conveyance Allowance	Mobile usage charges
1	Equivalent to AGM/DGM(retd)	Rs.50,000/- pm	Rs.5,000/- pm	Rs.750/-

5. **ALLOWANCES:** Contractual employee engaged shall not be entitled to any kind of allowance e.g. Dearness Allowance, Residential Telephone, Residential accommodation, Personal Staff, CGHS and Medical reimbursement, Transport Facility etc. except Conveyance allowance and mobile charges at the rates mentioned in the table above.

6. **LEAVE:** Contractual employee shall be eligible for Twelve (12) days leave in a calendar year on pro-rate basis. No remuneration for the period of his/her absence in excess of admissible leave will be paid to contractual employees. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.

7. **CONFIDENTIALITY OF DATA AND DOCUMENTS**

- a) The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for MMTC Ltd. shall remain with MMTC Ltd.
- b) Contractual employee shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for MMTC Ltd., without the express written consent of the Comp. Authority.
- c) Contractual employee shall be bound to hand-over the entire set of records of assignment to authorized officer/ authority before the expiry of the contract and before the final payment is released by MMTC.

8. **CONFLICT OF INTEREST:**

- a. The Contractual employee appointed by MMTC shall in no case represent or give opinion or advise to others in any matter which is averse to the interest of MMTC Ltd. nor he will indulge in any activity outside the terms of contractual assignments.
- b. In case the services of Contractual Employee (Retired Officers/Staff) are found in conflict with the interest of the Corporation, his/her services will be discontinued by terminating the contract without assigning any reason.
- c. The Contractual employee will not be entitled for any benefit / compensation / absorption or regularization of service with MMTC Ltd.

9. **TERMINATION OF ENGAGEMENT:**

- (a) MMTC may terminate the contract of engagement of the Contractual employee in following conditions:
  - i) Contractual employee is unable to address the assigned work;
  - ii) Quality of the work is not satisfaction of the concerned Trade/service divisions;
  - iii) The Contractual employee fails in timely achievement of the milestones as finally decided by MMTC.
  - iv) Contractual employee is found lacking in honesty and integrity.
- (b) MMTC reserves the right to terminate the engagement by serving 15 days written notice on the Contractual employee. Termination shall be affected on the day right after the completion of 15 days of delivery of such notice.

10. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Contractual employees is not permitted at all. However, should they require to travel inside the country, in connection with the official work of MMTC, TA/DA as admissible to a regular employee of the same grade, he/she retired from, shall be paid to him/her after obtaining approval of the competent authority.

11. **DRAWAL OF PENSION:** A retired Government official appointed as Contractual employee shall continue to draw pension and the dearness relief on pension as admissible to him or her during the period of his engagement as Contractual employee. His/her engagement as Contractual employee/ shall not be considered as a case of re-employment.
12. **MEDICAL BENEFIT:** The retired govt. officer and official/ PSU employees appointed as a Contractual employee in MMTC is not entitled for any separate medical benefit/ allowance through this contractual engagement/ consultancy agreement. However, any retired officer/ official of MMTC if engaged as Contractual employee shall continue to draw the Retirement Medical Benefits as admissible to him during the contract period.
13. **TAX DEDUCTION AT SOURCE (TDS)** : TDS as admissible shall be deducted from the monthly remuneration of Contractual employees. A TDS certificate shall be issued by the concerned division on demand.
14. **WORKING HOURS:** Contractual employees may follow the normal working hours as prescribed (i.e 9.30am to 5.30pm). However, as per the exigency one has to sit late to complete the time bound work. The officer to whom the Contractual employee is authorized to report, shall maintain an attendance roster/register.
15. **QUALIFICATION AND EXPERIENCE CRITERIA (ELIGIBILITY) :**
  - I. He/ she should be a Retired Employee of Central Government/State Govt/PSU **at the level of DGM pay scale in MMTC and/or its equivalent in CDA pay scales** having considerable experience of functioning of Central Government Ministries/Departments/state or central PSU etc.
  - II. He/she should have effective communication and interpersonal skills with a strong flair for in-depth examination of relating relevant policy matters of MMTC in the relevant areas of Trade / Service matters; Administration / finance / and any other requisite field.
16. **AGE LIMIT:** The maximum age limit for all categories of Contractual employees will be 65 years.
17. **WORK PLACE:** The work place will be at Corporate Office New Delhi.
18. **GENERAL CONDITIONS:**
  - I. Contractual employee shall endeavor to train officers of the division within the area of their specialization/expertise, so that the concerned officers/staff could gain knowledge in the process.
  - II. Contractual employee shall report to an officer as may be decided by management. Accordingly, the officer to whom Contractual employee will be reporting will be responsible for the actions taken by Contractual employee.
  - III. Contractual employees shall abide by rules and regulations and order as are made applicable to him from time to time.

- IV. Contractual employees will have only administrative powers and no financial powers for taking decisions.
- V. Contractual employee's performance shall be reviewed by concerned division in which he/she is rendering services and concerned division shall report on the performance.

**19. VIGILANCE CLEARANCE:**

- (i) The applicant should not be borne on "Agreed/Secret" list in the last year of service of MMTC/Govt/CPSEs/SPSUs or involved in any current vigilance/CBI cases in which disciplinary action or prosecution is likely.
- (ii) Applicants as a result of vigilance/CBI cases should not have been imposed a major penalty or two minor penalties during the last ten years of his/her services.
- (iii) Disciplinary or prosecution proceedings should not be pending and/or continuing at the time of applications / expression of interest.

Interested applicants/Retd. Govt. officials/officers/PSU employees fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed at **Annexure-I** with these terms of reference on or before 31.10.2019 along with all supporting documents in a sealed cover to reach the following address by courier service or by Speed post.

Applications should be forwarded to :

**General Manager(HR),  
MMTC Ltd.,  
Core-1, SCOPE Complex, Lodi Road, New Delhi-110 003.**

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**ANNEXURE-I****APPLICATION FORM FOR ENGAGEMENT OF  
EXECUTIVE ASSISTANT TO CMD ON CONTRACT BASIS**1. Name 



2. Father's Name 



3. Date of Birth 























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



5. Nationality 



6. Present address for communication 





City

State

PIN

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

1. Landline

2. Mobile

3. E-mail

8. Educational &amp; Professional Qualification

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

Paste your recent Passport size
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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					

**(c) Nature of present assignment and responsibilities: -**

<b>Present assignment:</b>  If any as consultant	
<b>Duties and Responsibilities as consultant</b>	

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

10.	Date of retirement and the post from which retired (enclose copy of retirement order)	
11.	Last Pay Drawn (please enclose copy of last drawn pay slip)	

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

Yes	No
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13. 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 the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Corporation (MMTC Ltd.). I have read this Circular and agreed to accept all the terms and conditions for engagement of Consultants. I also undertake to confirm that I am medically fit for undertaking this contractual appointment.

Signature

(Full name of the applicant)

Place:

Date:\_\_\_\_\_

Enclosures:

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