

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

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

Date: 17<sup>th</sup> October, 2019

### **SHORT NOTICE - ADVERTISEMENT NO.1**

**Sub: Invitation of applications for engagement of Retd. Government Officers/Officials/PSU Employees as Consultant (Finance)/Contractual employment in MMTC Ltd on temporary, short term, Non-regular contracts- reg**

In line with the terms of SOP approved by Committee of Directors it has been decided with the approval of Comp. Authority to invite applications for engagement of Consultant (Finance) from retired government officers / officials/retd. PSU employees at the level of Executive Director (Finance) on temporary contractual tenure basis. The detail terms for inviting applications are as follows:

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

- 1. SCOPE OF WORK :** Advisory required on Quarterly, Half yearly, limited review and finalization of Annual Accounts. Advice on the observations of Statutory Auditors, C&AG Audit, Profitability, Trade related matters, review of Delegation of powers, Trade drills, MOU matters and other accounting financial matters related to various Divisions and any other work as assigned from time to time. Work relating to finalization of the half yearly and quarterly financial results. Preparation of instruction orders particularly on implementation of Indian Accounting Standards – 115; Trade financing procedures; Vetting of SOPs of different divisions; GST related issues; Action Taken on various assurances given to GAP in course of audit of annual accounts; Preparation work related to MoU compliances with Ministry; Various other accounting and financial matters;
- 2. NATURE OF ENGAGEMENT:** Consultant (Finance) from retired government officers / officials/retd. PSU employees at the level of Executive Director (Finance) on temporary contractual tenure basis. The appointment of consultant/ contractual employees would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy in MMTC.
- 3. PERIOD OF ENGAGEMENT:** The engagement will be purely on temporary, non-regular short-term contract basis. Consultants/Contractual employees will be initially be engaged for a period of six months/one year depending on the need and expertise level.
- 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	ED (E-9)	Rs.70,000/- pm	Rs.7,000/- pm	Rs.1000/-

5. **ALLOWANCES:** Consultant 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:** Consultant 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 consultants/ contractual employees. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.

7. **CONFIDENTIALITY OF DATA AND DOCUMENTS**

- I. The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for MMTC Ltd. shall remain with MMTC Ltd.
- II. No one shall 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.
- III. The consultant 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 consultant/ contractual employees appointed by MMTC shall in no case represent or give opinion or advise to others in any matter which is adverse 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 consultant 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 consultant in following conditions:
  - i) Consultant/ 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 consultant/ contractual employee fails in timely achievement of the milestones as finally decided by MMTC.
- iv) Consultant/ 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 consultant/ 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 consultants/ 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 consultant/ 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 consultant. His/her engagement as Consultant/ 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 Consultant 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 Consultant/ 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 Consultants/ Contractual employees. A TDS certificate shall be issued by the concerned division on demand.
14. **WORKING HOURS:** Consultants/ 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 consultant 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 pay scale of Executive Director (Finance) 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 consultants/ contractual employees will be 65 years.

**17. WORK PLACE:** The work place will be at Corporate Office New Delhi.

**18. GENERAL CONDITIONS:**

- I. Consultant/ 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. The consultant/ contractual employee shall report to an officer as may be decided by management. Accordingly, the officer to whom consultant will be reporting will be responsible for the actions taken by consultant.
- III. The consultants/ contractual employees shall abide by rules and regulations and order as are made applicable to him from time to time.
- IV. Consultants/ contractual employees will have only administrative powers and no financial powers for taking decisions.
- V. The consultant/ contractual employees' performance shall be reviewed by concerned division in which he/she is rendering services and concerned division shall report on the performance.

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 28.10.2019 in business hours 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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# APPLICATION FORM FOR CONTRACTUAL APPOINTMENT OF RETIRED EMPLOYEES FOR THE POST OF CONSULTANT FINANCE

1. Name

2. Father's Name

3. Date of Birth

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

5. Nationality

Paste  
your  
recent  
Passport  
size

6.	Present address for communication																													
City																														
State																														

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

1. Land line \_\_\_\_\_  
2. Mobile \_\_\_\_\_  
3. E-mail \_\_\_\_\_

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.	<b>(a) Post Qualification Work Experience:</b>		<b>Total length of service</b>	
			<b>Years:</b>	<b>Months:</b>

**(b) Positions held during the preceding 10 years :**

S.N o.	Period of employment		Duration (No. of years, months)	Name of Organization with place of posting	Position/ Post /Designati on held	Nature of experien ce/ 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.