

File No. 7/88/2024-PESB
भारतसरकार/ Government of India
कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel & Training
लोक उद्यम चयन बोर्ड / Public Enterprises Selection Board

ब्लॉक संख्या 14, सीजीओ कॉम्प्लेक्स, लोदी रोड
Block No.14, C.G.O. Complex, Lodhi Road
नई दिल्ली/ New Delhi – 110003
दिनांकित/ Dated: 14th May, 2025

To,

Shri Nitin Kumar Yadav
Chairman & Managing Director, MMTC Limited
Core-1, Scope Complex, 7 Institutional Area,
Lodhi Road, New Delhi - 110003

Subject: Selection for the post of Director (Marketing), MMTC Limited, a schedule 'A' CPSE

Madam/Sir,

Please find enclosed a copy of advertisement inviting applications for the post of Director (Marketing), MMTC Limited.

2. The advertisement may be got published in at least two leading National Dailies preferably All India circulation on or before, **21st May, 2025**; while the English version may be published in English dailies and its Hindi version may be published in Hindi dailies only. Further, the advertisement may also be published in the National Career Service portal under the Ministry of Labour & Employment (<https://www.ncs.gov.in>) by the stipulated time. It is also requested that the vacancy for the post may also be uploaded on the website of the CPSE for wider publicity.


3. The copies of the advertisements when published may be sent to PESB for ready reference and record. It is also requested that CMD/MD/CHAIRMAN will not withhold the publication of advertisement under any circumstance as they are personally accountable for publishing of the advertisement.

4. A compliance report in the enclosed format, duly filled in, may please be returned to PESB at the earliest.


5. **It may also be brought to the notice of all concerned that applications for the post are submitted sufficiently in advance of the last date of applications as prescribed so that the duly verified applications are submitted to PESB within the stipulated time & date.**

Encl: As above

Yours faithfully


14/5/25

(Nita Kejrewal)
Secretary, PESB

 011-24361230

Copy to **Secretary, Department of Commerce**: For information and with a request for ensuring compliance by the concerned CPSE.

हिन्दी दैनिक समाचार पत्रों में विज्ञापित करने के लिए :

विज्ञापनसंख्या. 47/2025

भारत सरकार

लोक उद्यम चयन बोर्ड

एमएमटीसी लिमिटेड

में

निदेशक (विपणन)

पद के लिए आवेदन आमंत्रित करता है।

आवेदकों के लिए आवेदन करने की अंतिम तिथि

10/06/2025 (15:00 बजे तक) है।

नोडल अधिकारियों द्वारा आवेदनों को
लोक उद्यम चयन बोर्ड में अग्रेषित करने की अंतिम
तिथि **19/06/2025 (17:00 बजे तक) है।**

जानकारी के लिए वेबसाइट

<https://pesb.gov.in>

में लॉग इन करें।

Oral

To be advertised in English Dailies:

Advertisement No. 47/2025

Government of India

Public Enterprises Selection Board

invites applications for the post of

Director (Marketing)

in

MMTC Limited

Last date of submission of application
by the applicant is by 15:00 hours on

10/06/2025

Last date of forwarding of applications by the
Nodal officers to PESB is by 17:00 hours on

19/06/2025

For details login to website

<https://pesb.gov.in>

Oral

COMPLIANCE REPORT

Advertisement for the post of **Director (Marketing), MMTC Limited** has been published in the following National Dailies and in the portal of National Career Service on the dates shown against each:

Names of the National Dailies	Date of Publication
1.	
2.	
3. Portal of National Career Service	
4. Website of CPSE	

(Signature of the Competent Authority)
Designation

भारतसरकार / Government of India
कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel & Training
लोक उद्यम चयन बोर्ड / Public Enterprises Selection Board

ब्लॉक संख्या 14, सीजीओ कॉम्प्लेक्स, लोदी रोड
Block No.14, C.G.O. Complex, Lodhi Road
नई दिल्ली / New Delhi – 110003
दिनांकित / Dated: 14th May, 2025

Subject: Selection for the post of **Director (Marketing), MMTC Limited**, a schedule 'A' CPSE

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of Director (Marketing), MMTC Limited, a schedule 'A' CPSE, the scale of pay of the post being Rs. 180000-340000/-. A copy of the job description for the post is enclosed.

2. It is requested that names of all candidates for the said post along with their applications, in the prescribed format, duly verified may kindly be forwarded so as to reach the PESB by **19th June, 2025**. The applications of all candidates are to be addressed to Ms. Nita Kejrewal, Secretary (PESB), Room No. 523, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi. ACRs and Vigilance profile may also be kept ready for being furnished as and when the selection meeting is scheduled. It is further requested that the vacancy for the post may also be uploaded on the website of the Ministry/Department for wider publicity.

3. **It may also be brought to the notice of all concerned that applications for the post are submitted sufficiently in advance of the prescribed last date so that the duly verified applications are submitted to PESB within the stipulated time & date.**

Encl.: As above

Sd/-

(Vijay Kumar)

Under Secretary to the Govt. of India

 24366378

Department of Commerce
(Shri Sunil Barthwal, Secretary)
Room No.: 143, Vanijya Bhawan, New Delhi - 110001

Copy for similar action to:- CMD, MMTC, Core -1, "Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi – 110003, with a request for further necessary action wrt para 3 above.

1. All Chief Executives of other Central PSUs (including subsidiaries) for circulation amongst the eligible candidates.
2. Establishment Officer, Department of Personnel & Trg. | For circulating the vacancy among
Ministry of Personnel, PG & Pensions | Government Officers.
3. All Chief Secretaries of State Governments & UTs
4. (I) Defence Secretary, South Block, New Delhi.
(II) Military Secretary MS(X), South Block, New Delhi-110011.
(III) AOP, Air HQrs., Vayu Bhawan New Delhi.
(IV) COP, Naval HQrs. 'C' Wing, Sena Bhawan, New Delhi



(Vijay Kumar)

Under Secretary to the Govt. of India

भारतसरकार / Government of India
कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel & Training
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ब्लॉक संख्या 14, सीजीओ कॉम्प्लेक्स, लोदी रोड
Block No.14, C.G.O. Complex, Lodhi Road
नई दिल्ली / New Delhi - 110003
दिनांकित / Dated: 14th May, 2025

Subject: Selection for the post of **Director (Marketing), MMTC Limited**, a schedule 'A' CPSE

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of Director (Marketing), MMTC Limited, a schedule 'A' CPSE, the scale of pay of the post being Rs. 180000-340000/-. A copy of the job description for the post is enclosed.

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Room No.: 143, Vanijya Bhawan, New Delhi - 110001

No. : 7/88/2024-PESB

भारत सरकार
Government of India
कार्मिक एवं प्रशिक्षण विभाग
Department of Personnel & Training
(लोक उद्यम चयन बोर्ड)
(Public Enterprises Selection Board)

ब्लॉक संख्या 14, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड़
Block No.14, C.G.O. Complex, Lodhi Road
नई दिल्ली / New Delhi- 110003
Dated : 14/05/2025

सी. पी. एस. ई. का नाम NAME OF THE CPSE	MMTC Limited
पद का नाम NAME OF THE POST	Director (Marketing)
रिक्ति की तारीख DATE OF VACANCY	01.08.2025
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule A
पद का वेतनमान SCALE OF THE POST	Rs. 180000 – 340000 (IDA)

I. COMPANY PROFILE

MMTC Limited was incorporated under the Indian Companies Act 1956 with the objective to become a leading international trading house. It was India's leading exporter of Minerals, ores and importer of bullion, ferrous and Non-ferrous Metals, Fertilizers and was also trading in Coal, Agro commodities etc. It is a Schedule "A" Miniratna CPSE in trading and marketing services sector under the administrative control of Department of Commerce, Ministry of Commerce & Industry. The Company is not undertaking any trading activity. The company has a Joint Venture, M/s. MMTC-PAMP India Pvt. Ltd. which is operating a Precious Metal processing facility.

MMTC's Registered and Corporate Office is at New Delhi.

The authorized and paid up capital of the Company was Rs. 200 crores and Rs. 150 crores, respectively, as on 31-03-2024.

The shareholding of the Government of India in the Company is 89.9269 per cent.

II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Marketing) is a member of the Board of Directors and reports to Chairman & Managing Director. Since, the company presently is not undertaking any trading activity, he shall be primarily responsible for overseeing settlement of trade related disputes/legal cases/recoveries and monitor the operations of the JV.

III. ELIGIBILITY

1. AGE : On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years

Internal		Others	
Minimum	Maximum	Minimum	Maximum
45	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.

2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and not in a contractual/ad-hoc capacity – in one of the followings:-

(a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

(b) Central Government Group 'A' Officers including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc;

(c) State Public Sector Enterprise (SPSE) where the annual turnover is ***Rs.2,000 crore or more;**

(d) Private Sector in company where the annual turnover is ***Rs.2,000 crore or more.**

Preference would be given to candidates from listed Companies.

(* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

3. QUALIFICATION:

The applicant should be an Engineering Graduate/ Graduate with MBA/PGDM with good academic record from a recognized University/Institution.

4. EXPERIENCE:

The applicant should have at least five years of cumulative experience/exposure during the last ten years in Marketing/ Sales/Sales forecasting & Planning/Business Development at a senior level of management in a large organization of repute.

5. PAY SCALE:

(a) Central Public Sector Enterprises-

Eligible Scale of Pay

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20,500-26,500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01.01.2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised Post 01.01.1996
- (vii) Rs. 37400-67000 + GP 10000 (CDA) Post 01/01/2006
- (viii) Rs. 144200-218200 (Level 14) (CDA) Post 01/01/2016

The minimum length of service required in the eligible scale will be one year for internal

candidates, and two years for others as on the date of vacancy.

(b)

(i) **Group 'A' officers of the Central Government including All India Services (AIS) and Autonomous Bodies etc.** should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay on substantive basis on the date of application.

(ii) **Applicants from Public Sector Bank/ Financial Institutions** should be holding at Board level or at least a post of the level immediately below the Board level for one year on the date of application.

(iii) **Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force on the date of application.

(c)

Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies etc., will be eligible for consideration only on immediate absorption basis.

IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS

Applicants should submit their applications on-line only as per the format.

1. The applicants should submit their applications through proper channel as follows:

(a) Group 'A' Central Government Officers, including those of the Armed Forces of the Union and All India Services; through Cadre Controlling authority.

(b) Officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc: through their Administrative Ministry/ Department of the Govt. of India.

(c) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;

(d) Below Board level in CPSE: through the concerned CPSE;

(e) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;

(f) Below Board level in SPSE: through the concerned SPSE.

(g) Private Sector: directly to the PESB.

2. Applicants from Private Sector must submit the following documents along with the application form:

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (**please provide URL or attach/enclose copies**);

(b) Whether the company is listed or not; if yes, the documentary proof (**please provide URL or attach/enclose copies**);

(c) Evidence of working at Board level or at least a post of the level immediately below the Board

level;

(d) Self-attested copies of documents in support of age and qualifications.

(e) Relevant Jobs handled in the past with details.

VI. UNDERTAKING BY THE APPLICANT

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. For candidates from Central Government including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/Financial Institutions/Autonomous Bodies etc:

(a) The appointment is on immediate absorption basis.

(b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

2. For candidates from CPSE

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/ Private Sector

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

VII. THE APPLICANTS CAN EITHER

(a) fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesb.gov.in/> and thereafter **forward it online**, as specified in para V(1);

Or

(b) fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesb.gov.in/>, take a printout and send it offline, as specified in para V(1).

Total timeline for receipt of applications in PESB is 30 days from the date of publication of advertisement in leading National Dailies. Last date for submission of applications by the applicants is by 03:00 PM on 10.06.2025. Last date for nodal officers to forward applications to

PESB is by 05:00 PM on 19.06.2025 . No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications received after the stipulated date shall be REJECTED.

VIII. Board reserves the right to shortlist applicants for interview, keeping in view the extant guidelines issued from time to time.

IX. Applications are to be addressed to

Secretary,
Public Enterprises Selection Board, Public Enterprises Bhawan,
BlockNo. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.