



MMTC LIMITED
(A Government of India Undertaking)
Core No.1, SCOPE Complex,
7, Lodi Road, New Delhi – 110 003
Website : www.mmtclimited.com

MMTC Limited, Schedule 'A', Mini Navratna Company, is the largest foreign trading company in India. MMTC's vast international trade network which includes a wholly owned international subsidiary in Singapore and representative office in South Africa, spans almost in all countries in Asia, Europe, Africa, Oceania and Americas, giving MMTC a global market coverage.

MMTC has also promoted various joint ventures following the public-private partnership route to take advantage of new opportunities emerging in the free market environment.

MMTC is looking for an experienced and highly motivated professionals having post qualification experience of minimum 15 years in Public Sector Undertaking or Private firm of repute to fill the post of Company Secretary equivalent to Additional General Manager (E-6).

JOB DESCRIPTION

Name of Post	Company Secretary (at the level of Additional General Manager) – (E-6).
Scale of Post	Rs.36,600 - 62,000. Allowances & other benefits shall be as per Company Rules.

Qualification	<p>Graduate from a recognized University and should be an Associate / Fellow Membership of Institute of Company Secretaries of India.</p> <p>LLB/CA/ICWA/MBA/(Finance)is desirable.</p>
Age	Not exceeding 50 years.
Experience	<p>Must have minimum 15 years post qualification experience in Public Sector Undertaking or Private firm of repute.</p> <p>Note:</p> <ul style="list-style-type: none"> - For those working in Public Sector/ Govt. organization, minimum two years experience in the immediate lower scale for the post applied is required. - For candidates from MNCs/ Private organizations, candidates should have two years experience at minimum CTC of Rs.8 Lakhs (approx.) per annum.
Job requirement	<p>As Company Secretary, he is required to ensure compliance of various provisions of the Companies Act, 1956, guidelines on Corporate Governance and other Corporate Laws like SEBI Act, Competition Act, FEMA, Consumer Protection Act etc. relating to the Company.</p> <p>Convene Board Meeting, Audit Committee meeting, other Committee meetings, Annual General Meeting etc. including preparation of agenda, minutes, coordination etc.</p> <p>Maintain books, registers, records etc. as per the applicable laws including filing of returns etc. with MCA, RBI, DPE, handling of shareholder's grievances etc.</p> <p>Experience in ensuring compliances of various other statutory obligations is desirable but not essential.</p>

	Liaise / follow-up with various Government Departments to ensure statutory compliance.
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GENERAL INSTRUCTIONS

- i) The applicant should ensure that he / she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and /or that he/she has furnished any incorrect / false information and / or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
- ii) Only Indian Nationals are eligible to apply.
- iii) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management. The Management reserves the right to fill or not to fill the above advertised post without assigning any reason thereof.
- iv) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for the interview.
- v) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature/
- vi) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi Court only.
- vii) Outstation candidates called for interview will be reimbursed to and fro airfare in economy class on submission of air ticket jacket from the given address of communication.
- viii) Candidates belonging to Government/Semi-Government organizations/PSUs must send their applications through proper channel.
- ix) MMTC is an Equal Opportunity Employer.

SUBMISSION OF APPLICATIONS

Interested candidates meeting the above criteria may send their applications in the given application format alongwith self attested photocopies of the following documents. The original certificates shall be required to be presented at the time of interview.

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

Last date of receipt of applications in MMTC Limited is 16th July, 2013. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be rejected.

Applications are to be addressed to :

General Manager(P)
MMTC Limited
Core No.1, SCOPE Complex,
7, Institutional Area, Lodhi Road,
New Delhi – 110 003

The envelope containing the application form must be superscripted as
**“APPLICATION FOR THE POST OF COMPANY
SECRETARY IN MMTC LIMITED”.**



**APPLICATION FOR THE POST OF
COMPANY SECRETARY
IN MMTC LIMITED**

(Last date for receipt of application is 16/7/2013)

1. Name

2. Father's Name

3. Date of Birth

 /

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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) 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:	
Duties and Responsibilities:	

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

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Contd..4...

10. Whether any punishment awarded to the applicant during the last 10 years.

Yes	No
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If yes, the details thereof

11. Whether any action or inquiry is going on against him as far as his knowledge goes.

Yes	No
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If yes, the details thereof

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.