



MMTC LIMITED: CORPORATE OFFICE: NEW DELHI

Dated: 21st August, 2023

ADVERTISEMENT NO. 01/2023

Sub: Invitation of applications for engagement of Retd. Government Officials/PSU Employees as Consultant in Protocol Cell in MMTC Ltd. on Fixed Term Contract basis.

In line with the terms of SOP approved by Committee of Directors, it has been decided with the approval of Competent Authority to invite applications for engagement of Consultant in Protocol Cell at the level of Chief Office Manager from retired government officials/retd. PSU employees on Fixed Term Contract basis in MMTC Limited.

The detail terms for inviting applications are as follows:

TERMS OF REFERENCE (TOR):

1. SCOPE OF WORK:

- (i) To perform various crucial protocol duties including receiving and dropping of distinguished guests at the airport/ railway station.
- (ii) Looking after various requirements of the CMD/Directors/VIPs pertaining to issuance of passes for various ministerial level meetings.
- (iii) Coordination and dealing with airport/railway authorities, arranging passport, Visa and logistics.
- (iv) Liaising with other Central/State Government Departments, PSUs etc.
- (v) Other administrative work in the Protocol Cell.
- (vi) Any other duties assigned from time to time.

2. NATURE OF ENGAGEMENT: The engagement of consultant would be on full time basis and he/she 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 fixed term contract basis. Consultant will initially be engaged for a period of six months/one year depending on the need and expertise level.

4. QUALIFICATION AND EXPERIENCE CRITERIA (ELIGIBILITY):

Name of the Position	Consultant in Protocol Cell at the level of Chief Office Manager
No. of Position	01 (one)
Age Limit	Not exceeding 65 years.
Educational Qualification	Graduate in any stream from recognized University/ Institution.

Experience	<p>(i) Should be a Retired Employee of Central Government/State Govt/PSU at the level of pay scale of Chief Office Manager 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.</p> <p>(ii) Should have effective communication and interpersonal skills.</p> <p>(iii) Should have atleast 8 years of working experience in Protocol in any PSU/Govt. organization.</p> <p>(iv) Should have experience of coordination and dealing with airport/railway authorities, arranging visa, passport and other logistics.</p> <p>(v) Should have experience in dealing with other Central/State Government Departments, PSUs etc.</p> <p>(vi) Should have complete knowledge regarding pick up and drop of distinguished guests at the airport/ railway station.</p>
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5. REMUNERATION: The selected candidate will be engaged at a consolidated (all inclusive) monthly remuneration as per the table given below:-

S. No.	Consultant	Consolidated Remuneration	Conveyance Allowance	Mobile usage charges
1	Consultant in Protocol Cell at the level of Chief Office Manager	Rs.30,000/- pm	Rs.3,000/- pm	Rs.500/- pm

Note:

In case of deserving candidate, the enhancement of consolidated remuneration can be considered at the discretion of MMTC.

6. 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.

7. 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 consultant. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.

8. 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/her assignment or during the course of assignment for MMTC Ltd., without the express written consent of MMTC.

(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.

9. CONFLICT OF INTEREST:

- (i) The consultant engaged 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/she will indulge in any activity outside the terms of contractual assignment.
- (ii) In case the services of consultant are found in conflict with the interest of the Corporation, his/her services will be discontinued by terminating the contract without assigning any reason.
- (iii) The consultant will not be entitled for any benefit / compensation / absorption or regularization of service with MMTC Ltd.

10. TERMINATION OF ENGAGEMENT:

(a) MMTC may terminate the contract of engagement of the consultant in following conditions:

- (i) Consultant is unable to address the assigned work;
- (ii) Quality of the work is not up to the satisfaction of the concerned Trade/service divisions;
- (iii) The consultant fails in timely achievement of the milestones as finally decided by MMTC;
- (iv) Consultant 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.

11. TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of consultant 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.

12. DRAWAL OF PENSION: A retired Government official appointed as consultant 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 shall not be considered as a case of re-employment.

13. 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 shall continue to draw the Retirement Medical Benefits as admissible to him during the contract period.

14. TAX DEDUCTION AT SOURCE (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned division on demand.

15. WORKING HOURS: Consultant shall 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 register.

The assignment of Consultant in Protocol Cell involves working beyond office hours and also working early mornings and late nights and on holidays.

16. WORK PLACE: The work place will be at MMTC Corporate Office, New Delhi.

17. GENERAL CONDITIONS:

- (i) Consultant shall endeavour to train officials of the division within the area of their specialization / expertise, so that the concerned officers/staff could gain knowledge in the process.
- (ii) Consultant 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) Consultant shall abide by rules and regulations and order as are made applicable to him/her from time to time.
- (iv) Consultant will have only administrative powers and no financial powers for taking decisions.
- (v) Consultant's performance shall be reviewed by concerned division in which he/she is rendering services and concerned division shall report on the performance.

18. 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.

19. HOW TO APPLY:

- (i) Interested applicants fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed at Annexure-I with these terms of reference on or before **11th September, 2023** in business hours along with all supporting documents including a brief write-up on his/her experience profile and last 10 years vigilance profile in a sealed cover to reach the following address by courier service or by Speed post. Applications received through emails will not be considered.
- (ii) Applications should be forwarded to:

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

- (iii) The envelope containing the application form must be superscripted as **“APPLICATION FOR ENGAGEMENT OF CONSULTANT IN PROTOCOL CELL IN MMTC LTD.”**.
- (iv) No TA/DA will be paid for appearing for the interview.
- (v) The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for the selection. More stringent criteria may be applied for short-listing the candidates to be called for interview.
- (vi) The mere fact that a candidate has submitted the application against the advertisement would not bestow on him / her right to be definitely called for interview / considered further for selection process.
- (vii) All information regarding this process would be made available in the Careers section of MMTC website only. Applicants are advised to check the website periodically for important updates. No individual communication will be entertained.
- (viii) MMTC reserves the right to cancel the engagement process at any stage, without issuing any further notice or assigning any reason thereafter.
- (ix) While applying, the applicant should ensure that he/ she fulfill the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respect. In case it is detected at any stage of the process that a candidate does not fulfill the eligibility norm including requisite experience and / or that he / she has found to have furnished any incorrect/ false/tampered information or has suppressed any material fact (s), his/ her candidature will stand automatically cancelled. If any of the above shortcomings(s) is/ are detected even after engagement, his/ her services are liable to be terminated without any notice.
- (x) Any proceeding in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Delhi Courts/ Tribunals/ Forums shall have sole and exclusive jurisdiction to try any such cause/ dispute.

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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: -

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.	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

13. Whether any action or inquiry is going on against him as far as his knowledge goes. If yes, the details thereof Yes No

DECLARATION / UNDERTAKING BY APPLICANT

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 advertisement and agreed to accept all the terms and conditions for engagement of Consultant. 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.