



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

**Dated: 30<sup>th</sup> January, 2019**

**Advt. No. MMTC/P&O/2018/01(a)**

**RE-NOTIFICATION OF ADVT. NO. MMTC/P&O/2018/01**  
**(INVITING APPLICATIONS ONLINE)**

**REQUIREMENT OF PROFESSIONALS FOR INDUCTION LEVEL**  
**DIRECT RECRUITMENT**

MMTC Ltd., a Mini Ratna CPSE, is one of the largest trading companies in the country. Over the years, MMTC has grown into a reputed global business leader with trade operations spread across diverse sectors like agro, power, fertilizers, coal and hydrocarbons, steel, precious metals, engineering goods, etc., besides minerals and metals. With a network of regional offices spread across the country, a wholly owned subsidiary in Singapore and a number of joint ventures in areas such as bullion refining & minting, retailing, steel production, mining, trade & infrastructure development, etc., the Company has established its presence both in India and abroad. MMTC believes in achieving organizational excellence through competent human resources and 'people centric' practices. To achieve this vision and augment its manpower resources, the Company is looking for qualified, dynamic and result-oriented candidates for the following posts:

<b>S.No.</b>	<b>Post</b>	<b>Profile</b>	<b>No. of vacancies</b>	<b>Reserved / or UR</b>
1.	Deputy Manager	Marketing	10	UR – 06; SC – 01; OBC(NCL) – 03
2.	Deputy Manager	Finance & Accounts	10	UR – 06; SC – 02; ST – 01; OBC(NCL) - 01
3.	Deputy Manager	Law	03	UR – 02; OBC(NCL) – 01
4.	Deputy Manager	Rajbhasha	03	UR – 03

**Note: UR – Unreserved, SC – Scheduled Castes, ST – Scheduled Tribes, OBC(NCL) – Other Backward Classes (Non-creamy layer)**

## II. ELIGIBILITY CRITERIA

<b>(I) Name of the post</b>	<b>Deputy Manager (E-1)</b>
<b>Classification</b>	<b>Marketing</b>
<b>No. of vacancies</b>	10 (Ten)
<b>Scale of Pay</b>	<b>Rs.40,000 – 1,40,000</b>
<b>Age Limit</b>	Not exceeding 30 years. 5 years relaxation for SC candidates and 3 years relaxation for OBC(NCL) candidates.
<b>Qualification</b>	Bachelors Degree in Commerce/ Science/ Arts (Economics/Statistics)/ Business Administration/ Engineering with 60% aggregate marks; AND  2 (Two) years full-time regular PG Degree/ Diploma/ MBA/ MMS in Business Administration/ Management/ Marketing/ International Business with 60% aggregate marks.
<b>Post-Qualification Experience</b>	Desirable but not essential.
<b>(II) Name of the post</b>	<b>Deputy Manager (E-1)</b>
<b>Classification</b>	<b>Finance &amp; Accounts</b>
<b>No. of vacancies</b>	10 (Ten)
<b>Scale of Pay</b>	<b>Rs.40,000 – 1,40,000</b>
<b>Age Limit</b>	Not exceeding 30 years. 5 years relaxation for SC&ST candidates and 3 years relaxation for OBC(NCL) candidates.
<b>Qualification</b>	Bachelors Degree in any discipline with 60% aggregate marks; AND  Chartered Accountant (CA) or Cost & Management Accountant (CMA) (erstwhile ICWA).
<b>Post-Qualification Experience</b>	Desirable but not essential.
<b>(III) Name of the post</b>	<b>Deputy Manager (E-1)</b>
<b>Classification</b>	<b>Law</b>
<b>No. of vacancies</b>	03 (Three)
<b>Scale of Pay</b>	<b>Rs.40,000 – 1,40,000</b>
<b>Age Limit</b>	Not exceeding 30 years. 3 years relaxation for OBC(NCL) candidates.
<b>Qualification</b>	Bachelors Degree in Law (3 years regular course after graduation or 5 years integrated regular course after [10+2]).
<b>Post-Qualification Experience</b>	Minimum 2 years' experience of practice as lawyer/solicitor or working in a judiciary of a State Govt. or in the legal department of the Central or State Govt. or in a Public Sector Undertaking.

<b>(IV) Name of the post</b>	<b>Deputy Manager (E-1)</b>
<b>Classification</b>	<b>Rajbhasha</b>
<b>No. of vacancies</b>	03 (Three)
<b>Scale of Pay</b>	<b>Rs.40,000 – 1,40,000</b>
<b>Age Limit</b>	Not Exceeding 30 years.
<b>Qualification</b>	Post Graduate in Hindi with English as one of the main subjects in Graduation or Post Graduation in English with Hindi as one of the main subjects in Graduation. Minimum 60% aggregate marks in post graduation as well as in graduation.
<b>Post-Qualification Experience</b>	Minimum 3 (three) years experience of translation in a Govt. Organization/ reputed institution. Experience in implementation of Official Language Act will be preferred.

**Note:**

- i. For posts reserved for SC/ST, 5% relaxation in minimum percentage of marks permissible to SC/ST candidates.
- ii. Age relaxation to OBC(NCL)/SC/ST/PWD/Ex-Service Man (XSM) shall be as per govt. guidelines.
- iii. The OBC candidates who belong to “Creamy Layer” are not entitled for OBC concession and such candidates have to indicate their category as Un-reserved(UR). The OBC (Non-Creamy Layer) candidates are required to submit valid requisite certificate in prescribed format of Government of India, from a competent authority issued in the current year. Further, such candidates will have to give a self-undertaking indicating that they belong to OBC (Non creamy Layer) category at the time of Interview, if called for.
- iv. All qualifications should be full-time regular from the Universities/Institutes, recognized by the UGC/AICTE or appropriate statutory/ regulatory bodies, wherever applicable.
- v. **The candidates who have already applied manually with reference to Advt. No. MMTc/P&O/2018/01 dated 01.08.2018 need not apply again through online mode. However, their candidature shall be considered for screening and assessment of eligibility for written test/further selection process.**

**III. IMPORTANT DATES**

<b>Particulars</b>	<b>Date</b>
Opening Date & time for Online Registration of applications (Step-I)	30.01.2019
Last Date & time of closing of registration (Step-I) and submission of application (Step-II)	20.02.2019 (Upto 23:45 hrs)
Last Date & time of closing of submission of on-Line application fees through Debit Card/Credit Card/Net Banking through SB collect system of State Bank of India (SBI) (Step-III)	22.02.2019 (Upto 18.00 hrs)

#### **IV. APPLICATION FEE AND MODE OF PAYMENT**

- i) Candidates for the above specified posts are required to make 'Online Application Fee Payment' amounting Rs. 500/- (Rupees five hundred only) (Non-refundable). Candidates belonging to Scheduled Castes/ Scheduled Tribes/ Persons with Disabilities/ Ex-Servicemen category are exempted from payment of above application fee.
- ii) The applicant will also have to bear Bank Charges over and above the application fees of Rs. 500/- at the time of submission of application.
- iii) Online fee payment through Internet Banking /Debit Card/Credit Card etc. (as provided in the online application) will only be accepted.
- iv) Fees paid by modes other than through online will **not** be accepted and the application of such candidates will be rejected forthright and the payment made shall stand forfeited.

#### **V. TEST CENTERS**

Candidates have to choose a city as Test Centre at the time of filling of form and no change under any circumstance will be considered subsequently. However, MMTC reserves the right to add or cancel any city/centre depending on the number of candidates choosing a particular city/center. Best efforts shall be made to allot a test centre in the city of his/her choice to a candidate; however, in the event of non availability of seats in the preferred city, a test centre in some other city may be allotted. The candidates shall have to abide by the same and no requests for any change in the centers shall be entertained, whatsoever.

Exam Cities: The computer based on-line examination will be held in 04 cities i.e. Delhi/NCR, Chennai, Mumbai and Kolkata. Candidates have to opt/choose 3 (Three) examination cities in order of their preference. The city(s) opted will not be changed at a later stage after submission of application form.

#### **VI. SELECTION PROCESS:**

1. Selection process will include objective type Computer Based test and/ or personal interview.
2. Candidates shall have the option of appearing in the Computer Based Test/ Personal Interview in Hindi or English.
3. The weightages for test and interview shall be in the ratio of 80:20.
4. A detailed notification w.r.t. computer based test including prescribed syllabus shall be notified separately in advance before the test on Careers section of MMTC website.
5. Appointment of successful candidates will be subject to verification of various original documents relating to age, Qualifications, Caste, Experience & Medical fitness certificate issued by the Medical Authorities as prescribed under the rules of MMTC.

6. It is compulsory for candidates to carry a original photo ID such as Voter's ID, Driving License, PAN Card, Passport, Aadhaar card. Candidates should carry both, the printed copy of E-Admit Card and photo ID (as mentioned above) while coming to appear in the examinations. Candidate will not be allowed entry into the examination hall/venue, in case any of these are not available.

**VII. COMPENSATION PACKAGE:**

The compensation package includes Basic Pay, DA, HRA, Perks & Allowances as per Cafeteria Approach, Performance Related Pay, etc. in accordance with the prevailing policies of the corporation. The corporation also offers facilities like Welfare Loans & Advances including House Building Advance, Medical facilities for self & dependents, Group Insurance, Family Benefit Scheme, PF, Gratuity, Leave Encashment, and Pension in accordance with the prevailing policies of the corporation.

**VIII. SURETY BOND:**

Selected candidates will have to execute a bond of Rs. 50,000/- (Rupees fifty thousand only) to serve the company for at-least three years.

**IX. GENERAL TERMS AND CONDITIONS:**

1. Only Indian nationals are eligible to apply.
2. All qualifications should be full-time regular from the Universities / Institutes, recognized by the UGC/AICTE or appropriate statutory/regulatory bodies, wherever applicable.
3. For computations of age / minimum experience requirement, reference date shall be taken as **15<sup>th</sup> September, 2018**. The date of declaration of result / issuance of marks sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification executive experience, on a post / level, wherever applicable, shall be counted only from the said date onwards.
4. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/ diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/ Institute. Please also obtain a certificate to this effect from the University/ Institute, for submission at the time of interview.
5. PWD candidates will be permitted to engage Scribe in accordance with the Govt. norms prescribed in this regard and they have to make their own arrangements for the same.
6. In order to restrict the number of candidates to be called for interview and/or screening test, if so required, the Management reserves the right to raise the minimum eligibility standards / criteria. Management may also relax / lower the qualifying standards / criteria in case suitable candidates are not available.

7. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge/ modify the number of vacancies and recruitment process, if deemed necessary in the interest of the Company, without any further notice and without assigning any reason thereof. MMTC is not liable to compensate the applicant for consequential damages if any.
8. 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 recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false 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 appointment, his / her services are liable to be terminated without any notice.
9. 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.
10. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.
11. 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.
12. Outstation candidates called for interview will be reimbursed to and fro II AC train ticket by the shortest route from the given address of communication.
13. Candidates working in Government / Semi-Government organizations / PSUs must forward their application through proper channel or produce "No Objection Certificate" at the time of Interview. In case the candidate fails to do so, his/her candidature will not be considered.
14. Wherever vacancy is reserved for SC/ST/OBC(NCL) category, the relaxation as per Govt. norms shall be applicable.
15. Selected candidates will be placed on probation for a period of one year from the date of joining MMTC. The period of probation shall be regulated as per extant rules / instructions issued from time to time.
16. On final selection, candidates working in Public Sector / Government Institution / Private Sector should produce the document conveying the acceptance of his/her resignation from service of his last employer. In the absence of such document, he/she shall not be allowed to join MMTC.

17. Selected candidates will be required to serve in any office of MMTC or its subsidiaries or successor. They are liable to be posted anywhere in India.
18. Appointment will be made at the minimum of scale of pay plus dearness allowance (IDA) from time to time. Other benefits like HRA, medical benefits, CPF, gratuity, leave encashment, performance related pay etc. shall be as per extant rules of the Corporation.
19. In case of selection, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the Central Govt. / PSUs.
20. While MMTC will exercise due care to avoid errors in the conduct in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.
21. All information regarding this recruitment process would be made available in the career section of MMTC website only. Applicants are advised to check the website periodically for important updates. No individual communication will be entertained.
22. MMTC is an Equal Opportunity Employer.

**X. HOW TO APPLY**

1. Candidates must apply online through the website the link available on [www.mmtclimited.com](http://www.mmtclimited.com) under tab "Careers". No other means/mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected.
2. Detailed Instructions for filling online application are available on the 'Instruction Page'. Candidate should read the instructions carefully before making any entry or selecting options.
3. After submitting the online application, the candidates are required to take print out of the finally submitted online application and retain the same with them.
4. Candidates are not required to submit to MMTC, either by post or by hand, the printouts of their online applications or any other document.
5. The candidates are advised to submit only single online application. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher "Registration Number" is complete in all respects including fee.

The applicants, who submit multiple online applications, should note that only the online application with higher “Registration Number” shall be entertained by the MMTC and fee paid against one “Registration Number” shall not be adjusted against any other “Registration Number”.

6. **Application once submitted cannot be modified; therefore, utmost care should be taken to furnish the correct details before submitting the online application.**
7. Candidates are required to keep active their Email-ID and Mobile Number registered in online application till the completion of this recruitment process. MMTC will send communications only at the registered email ID/mobile of the candidates. Therefore, under no circumstances, the candidates should provide email ID to anyone.
8. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.
9. Before applying online, candidate will be required to have a scanned (digital) image of his/her recent passport size colored photograph, signature and all relevant documents/details relating to eligibility criteria viz. Caste certificate {{SC/ST/OBC(NCL)}, experience certificate, disability certificate, service certificate etc. for uploading as per the specifications given below.

**Photograph Image:**

- Photograph must be a recent passport size color picture.
- Size of file should be between 20kb to 100 kb in jpg/jpeg format only.

**Signature Image:**

- The applicant has to sign on white paper with Black or Blue Ink pen.
- Size of file should be between 20kb to 100kb in jpg/jpeg format only.

**Category & other relevant Certificates:**

- Scan the relevant certificates (issued by competent authority), should be clearly visible.
- Size of file should be between 50kb–1000kb in jpg/jpeg/PDF format only.

Candidates should ensure that the sizes of the scanned images are of above specifications.



## **XI. STEPS FOR APPLYING:**

### **STEP-I (REGISTRATION):**

- a) Candidates can apply online by visiting the MMTC website [www.mmtclimited.com](http://www.mmtclimited.com) under tab “Careers”.
- b) Candidates will get the instructions page and they will have to accept the terms & conditions by clicking '**I Agree**' Checkbox given below and pressing the '**Start**' button.
- c) Candidates will need to ‘Register’ with their valid **E-mail ID** and **Mobile Number** while signing up.
- d) The login details and **Password** will be sent to the **E-mail ID & Mobile Number** provided, so candidates are advised to verify the correctness of the **Email ID & Mobile Number** before proceeding further.

### **STEP- II:**

- a) Candidates can apply online by revisiting the Online Application through the MMTC website [www.mmtclimited.com](http://www.mmtclimited.com) under tab “Careers”.
- b) The candidate should now login and fill up all the information asked in the on-line form about himself/herself correctly. The candidate can make necessary corrections, (if any) before submission of application however **Candidates are not allowed to change the Email-ID, Mobile Number, Candidate Name, Post.**
- c) On successful submission of on-line application, candidates are advised not to attempt for re-registration for the same post. In case of multiple registrations for the same post, the one with the highest registration number will be considered as the final application. Candidate is required to download the online form generated by the System with unique registration number, which may be retained for future reference.

### **STEP- III (Submission of Application Fees):**

On completion of Step-II, after minimum of 24 to 36 hours candidate needs to Login and Click on “**Make Online Payment**” link and deposit the requisite application fee (as applicable) through On-line mode only.

## **XII. METHOD FOR SUBMISSION OF APPLICATION FEE**

Candidate needs to re-login and click the link/tab “Make Online Payment” active after 24 to 36 hours of submission of the application. The candidates are required to click on “**Make Online Payment**” after 24 to 36 hrs of submission of online application and deposit the requisite application fee (as applicable) online through **Internet Banking /Debit/Credit Card only** from State Bank

Collect system of State Bank of India (SBI) website. The journal number or the Transaction number given by the Bank is to be retained for future reference.

**Guidelines for deposit of Application Fee through State Bank Collect System of SBI. (Link will become active after 24 to 36 hours of submission of online Application (Step-II)).**

- Click on **“Make Online Payment”** tab. The candidate will be navigated to State Bank Collect (State Bank India) page.
- Select disclaimer check box and proceed.
- On next screen select Category **‘MMTC APPLICATION FEES 2018’**.
- The candidate will be navigated to State Bank Collect (State Bank India) page of MMTC displaying their logo.
- Enter your MMTC application sequence number.
- On the next screen, (following Data will appear automatically from database).
  - Application Sequence Number,
  - Name of applicant,
  - Post Applied
  - Category
  - Application Fee
- Verify the details and click on 'Confirm'.
- Now you will be taken to payment gateway
- Select appropriate **'Mode of Payment'** i.e Internet Banking/Credit Card/Debit Card
- Check the charges/commission applicable for selected 'Mode of Payment'
- Pay 'online' **using Internet Banking/Credit Card/Debit Card** and print the e-receipt for your record.

After depositing the application fee through online mode, you may check the status of application form after 2 days. In case the same is not reflecting, you can mail to Helpdesk mail id: [mmtc.helpdesk2018@gmail.com](mailto:mmtc.helpdesk2018@gmail.com) or call Phone: 18002090834 with scanned copy of e-receipt about the same.

**XIII. ACTION AGAINST MISCONDUCT**

- (i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the “on-line” application.
- (ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
  - a) Using unfair means during the examination; or
  - b) Impersonating or procuring impersonation by any person; or
  - c) Misbehaving in the examination hall; or
  - d) Resorting to any irregular means in connection with his/her candidature during selection process; or
  - e) Using undue influence for his/her candidature by any means; or

- f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
- g) Giving wrong information regarding his/her category (SC/ST/OBC(NCL)/PWD/Ex-Servicemen) while appearing in the examination or thereafter; or
- h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
- i) Being in possession of calculator, mobile phone, pager, blue tooth, headphone, earplug, laptop, ipad and other Electronics/computing /communication devices;
- j) Possessing any form of textual material / handwritten (or typed) pages etc. in addition to rendering himself/herself liable to legal/criminal prosecution will also become liable to be:
  - i) Disqualified from the examination and /or ;
  - ii) Debarred either permanently or for a specified period from any exam/recruitment and /or
  - iii) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of MMTC.

For any technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: [mmtc.helpdesk2018@gmail.com](mailto:mmtc.helpdesk2018@gmail.com) and Phone: 18002090834

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