



**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: 1<sup>st</sup> August, 2018**

**Advt. No. MMTC/P&O/2018/01**

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

MMTC Ltd., a Miniratna 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 – 03
2.	Deputy Manager	Finance & Accounts	10	UR – 06; SC – 02; ST – 01; OBC - 01
3.	Deputy Manager	Law	03	UR – 02; OBC – 01
4.	Deputy Manager	Rajbhasha	03	UR – 03

**Note: UR – Unreserved, SC – Scheduled Castes, ST – Scheduled Tribes, OBC – Other Backward Classes**

### **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 candidates.
<b>Qualification</b>	Bachelors Degree in Commerce/ Science/ Arts (Economics/Statistics)/ Business Administration/ Engineering (in Electrical/ Mechanical/ Production/ Industrial/ Civil/ Chemical/ Metallurgical/ Mining/ Electronics & Communications/ Information Technology); AND  2 (Two) years full-time regular PG Degree/ Diploma/ MBA/ MMS in Business Administration/ Management/ Marketing/ International Business.
<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 candidates.
<b>Qualification</b>	Bachelors Degree in any discipline; 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 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.
<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. Minimum 60% aggregate marks or equivalent for Bachelors Degree and also for Post Graduate Degree/ Diploma. Pass Class for CA/ CMA.
- ii. For posts reserved for SC/ST, 5% relaxation in minimum percentage of marks permissible to SC/ST candidates.
- iii. All qualifications should be full-time regular from the Universities / Institutes, recognized by the UGC/AICTE or appropriate statutory/ regulatory bodies, wherever applicable.

**SELECTION PROCESS:**

Selection process may include written test and/ or group discussion (GD), followed by personal interview. However, depending on the level of the post and the number of prospective candidates any method of selection process can be adopted viz. only interview or written test/ GD followed by interview.

Depending upon the number of applications received, Management reserves the right to enhance the eligibility criteria, during the screening/ selection process, so as to shortlist the candidates for the personal interview.

Candidates shall have the option of appearing in the Written Test/ GD/ Personal Interview in Hindi or English.

**COMPENSATION PACKAGE:**

The compensation package in addition to Basic Pay, also include DA, HRA, Perks & Allowances, Performance Related Pay, etc. in accordance with the prevailing policies of the corporation. The corporation presently 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 Post Retirement Pension in accordance with the prevailing policies of the corporation.

**GENERAL TERMS AND CONDITIONS:**

1. Only Indian nationals are eligible to apply.

2. All computations of age / minimum experience requirement shall be done w.r.t. the last date of receipt of applications i.e. **24<sup>th</sup> August, 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.
3. 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.
4. Wherever vacancy is reserved for SC/ST/OBC category, the relaxation as per Govt. norms shall be applicable.
5. 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.
6. 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.
7. 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 process 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.
8. 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.
9. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.
10. 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.
11. 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.
12. Candidates working in Government / Semi-Government organizations / PSUs must forward their application through proper channel or produce clear/ unconditional "No Objection Certificate" at the time of Interview. In case the candidate fails to do so, his/her candidature will not be considered.

13. MMTC Limited will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
14. 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.
15. 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.
16. Selected candidates will be required to serve in any office/ location of MMTC or its subsidiaries or successor. They are liable to be posted anywhere in India.
17. Appointment will be made at the minimum of scale of pay plus applicable dearness allowance (IDA). Other benefits like HRA, medical benefits, CPF, gratuity, leave encashment, performance related pay etc. shall be as per extant rules of the Corporation.
18. In case of selection, such selection shall be provisional subject to verification of character and antecedents of the candidate from the appropriate authorities 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.
19. 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.
20. 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.
21. MMTC is an Equal Opportunity Employer.

### **HOW TO APPLY**

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

- a) Matriculation/Secondary Certificate as proof of Birth.
- b) Mark Sheets & Certificates in support of all educational qualifications and experience.
- c) Caste Certificate

Non-refundable Application fee of Rs.500/- shall be applicable for candidates belonging to General & OBC Categories. SC, ST and PWD candidates are exempted from payment of application fee. Application fee may be remitted by way of Demand Draft / Banker's cheque drawn in favour of "MMTC Limited" payable at New Delhi. Application forms without Demand Draft / Banker's cheque shall be treated as incomplete and not considered for further recruitment process. Fees paid against this advertisement shall not be accepted/ transferred against any other advertisement.

The Application Form along with Demand Draft/ Banker's Cheque and one self-attested copy of all relevant qualification & experience certificates, caste certificate should be forwarded in an envelope super scribing "Advertisement Ref. No. & Post applied for" through post or courier so as to reach Chief General Manager (Personnel) on or before **24<sup>th</sup> August, 2018** on the following address.

**Chief General Manager (Personnel)**  
**MMTC Limited**  
**Core-1, SCOPE Complex**  
**7 Institutional Area, Lodhi Road**  
**New Delhi – 110003**

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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) Previous Employment Experience:

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:-**

<b>Present assignment:</b>	
<b>Duties and Responsibilities:</b>	

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

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10. DD/ Banker's Cheque Details:

(i) Application fee Rs. \_\_\_\_\_/-

(ii) Drawn on \_\_\_\_\_ bank.

(iii) DD/ Banker's cheque No. \_\_\_\_\_ dated \_\_\_\_\_.

11. Whether any punishment awarded to the applicant during the last 10 years. If yes, the details thereof

Yes	No
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12. 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 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.