



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

Dated: 23rd May, 2016

Advt. No. MMTC/P&O/2016/3

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

MMTC Ltd., a Miniratna CPSE, is one of the largest trading companies in the country and the first Public Sector Enterprise to have been accorded the status of ‘Premier Trading House’ by the Govt. of India. 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 foreign office in Johannesburg S.A, a wholly owned subsidiary in Singapore, and a number of joint ventures in areas such as bullion refining & minting, retailing, commodity hedging, steel production, mining, trade & infrastructure development, etc., the Company has established its presence both in India and abroad.

MMTC is inviting applications exclusively from Persons with Disabilities (PWD) for recruitment to the following post:

Name of Post	Scale of Pay (Rs.)	No. of Posts	Category & Type of Disability	Maximum age as on last date of receipt of applications	Minimum essential education qualification
Deputy Manager (Rajbhasha)	16,400 – 40,500	1	OH/HH (OA/OL/HH)	40 years	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. Experience in implementation of Official language Act will be preferable.
Deputy Manager (F&A)	16,400 – 40,500	1	OH/HH (OA/OL/HH)	40 years	<u>Basic Qualification</u> Graduate <u>Further Qualification</u> Chartered Accountant or Cost Accountant

OH=Orthopedically Handicapped, HH-Hearing Handicapped, OA-One Arm, OL-One Leg.

SPECIAL CONDITIONS:

1. Only such persons, who have suffered not less than 40% of relevant disability, are eligible to be considered as per the Persons with Disabilities (Equal opportunities, Protection of rights & Full participation) Act, 1995;
2. Persons with Disabilities are required to furnish Medical Certificate issued by the Competent Authority in proof of their disability.
3. Eligible candidates will be permitted to engage Scribe in accordance with the norms prescribed in this regard and they have to make their own arrangements for the same;
4. Candidates opt for engaging their own Scribe should indicate the same while submitting their application.

SELECTION PROCESS:

Selection process will include written test and/ or group discussion (GD) and 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. Written test, if conducted, shall be held at Delhi, Kolkata, Mumbai & Chennai and/ or at the locations at the discretion of MMTC Management.

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

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.

SERVICE AGREEMENT BOND:

The selected candidates will be required to execute a service agreement bond to serve the organization for atleast three years. The amount of the bond is Rs.50,000/-.

GENERAL TERMS AND CONDITIONS:

1. Only Indian nationals are eligible to apply.

2. All educational qualifications should be full-time and regular from Universities / Institutions recognized by the UGC/AICTE or appropriate statutory/ regulatory bodies, wherever applicable.
3. All computations of age / minimum experience requirement shall be done w.r.t. the last date of receipt of applications. 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, if called for the same.
5. Candidates whose PG Degree/Diploma Certificate does not indicate relevant specialization are required to produce the Marks Sheet / Score Card or any proof from the university / institution in which studied indicating the specialization.
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. Eligible outstation candidates appearing in selection tests shall be reimbursed second class Rail / Bus fare by the shortest route from the given address of communication as per rules on production of original tickets.

13. Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce **NOC** from his/ her present employer at the time of interview, his/ her candidature will not be considered.

14. MMTC Limited will not be responsible for any postal delay / loss in transit in submission of documents within specified time.

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/ amendments.

22. 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.

- i. Matriculation/Secondary Certificate as proof of Birth.
- ii. Mark Sheet and Certificate in support of all educational qualifications
- iii. Experience Certificate (if any)
- iv. PWD Certificate

The Application Form along with one copy of all relevant qualification & experience certificates, PWD 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 27th June, 2016** on the following address.

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

The envelope containing the application form must be superscripted as “**APPLICATION FOR THE POST OF DEPUTY MANAGER (RAJBHASHA)/ DEPUTY MANAGER (F&A) IN MMTC LIMITED UNDER SPECIAL RECRUITMENT DRIVE FOR PWDs**”.

9. 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					

10.	(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:-

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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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.