

MMTC Limited
(A Government of India Enterprise)

Advt. No.MMTC/P&O/2015/2

REQUIREMENT OF DEPUTY MANAGER (RAJBHASHA) – 2015

MMTC Limited is the largest foreign trading company in India and has been in existence for five decades. India's largest international trading house has always strived to outperform its own past records.

Exploring opportunities with passion and zeal to excel is the focus in MMTC. Dedication and persistence has been the key which have catapulted MMTC to new heights.

MMTC Limited is looking for bright, committed and energetic professionals to join its fold as **Deputy Manager (Rajbhasha)**.

VACANCIES:

Unreserved (UR)	OBC	PwD	Total
02	01	01	04

Note: UR – Unreserved, OBC – Other Backward Class (Non-Creamy layer),
PwD – Persons with Disabilities

SCALE OF PAY:

Rs.16,400 - 40,500. Allowances and other benefits shall be as per Company Rules.

ELIGIBILITY CRITERIA:

Age Limit	30 years as on last date of submission of application.
Qualification	Essential: MA (Hindi) in first division with English as one of the subject in graduation. Preferable: Certificate/ Diploma in (English/Hindi) translation from a recognized university.
Experience	Minimum 3 (three) years experience of translation in a Govt. Organization/ reputed institution. However, experience in implementation of Official Language Act will be desirable.

RELAXATION AND CONCESSIONS:

1. Relaxation/ Concession to candidates belonging to different categories shall be as per Government of India directives.
2. SC and ST candidates can also apply subject to meeting standards for Unreserved category.

3. Relaxation in Upper Age Limit:
 - (a) For OBC candidates : 3 years
 - (b) For PwD candidates : 10 years over and above category relaxation
 - (c) For J&K Domicile/
Ex-Servicemen/
Victims of riots : As per Govt. of India directives
4. **Relaxation/ Concession for J&K Domicile/ Ex-Servicemen/ Victims of riots** will be subject to submission of age relaxation cum Domicile certificate/ Discharge certificate in the prescribed format issued by a competent authority at the time of interview, if called for.
5. **Reservation/ Relaxation for OBC** will be subject to submission of a copy of OBC (non-creamy layer) certificate issued in prescribed format by competent authority at the time of interview, if called for.
6. **Reservation/ Relaxation for Persons with Disability** is subject to submission of Disability certificate issued by a Government Medical Board in the format prescribed by Govt. of India, at the time of interview, if called for.
7. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the age benefit for PwD.

SELECTION PROCESS:

Interested & eligible candidates will have to apply ONLINE through MMTTC's website www.mmtclimited.gov.in (no application through other mode will be accepted).

Screening and eligibility will be based on the details provided by the candidates. The selection process will include the Written Test, followed by Personal Interview of the qualified candidates who are shortlisted category wise for the interview.

Candidates shall have option for appearing the Personal Interview in Hindi or English.

Shortlisting for Eligible candidates for Interview:

Qualified candidates shall be shortlisted category wise for Personal Interview based on their marks in the written exam.

Candidates shortlisted for the Interview shall be required to submit the documents as may be mentioned in their individual communication to be sent through e-mail/ candidate login.

Empanelment of Candidates:

Candidates who qualify in the Personal Interview will only be adjudged suitable for empanelment.

Therefore it is again reiterated that candidates will have to qualify in the written test and in Personal Interview separately in order to be considered eligible for empanelment.

The Offer of Appointment shall be issued to the suitable candidates in the order of category wise merit and based on requirement.

Appointment of selected candidates will be subject to their being found medically fit in the Pre-Employment Medical Examination.

COMPENSATION PACKAGE:

Selected candidates shall be placed in the pay scale of Rs.16, 400 - 40,500. And 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/-.

HOW TO APPLY:

1. Eligible candidates have to register themselves online at MMTC website www.mmtclimited.gov.in with details of their qualification, experience and other required information, which will be made available at Careers Section of www.mmtclimited.gov.in. The site shall be activated and will remain functional from **15th June' 2015 to 30th June' 2015**. Candidates have to apply Online only. No manual/ paper application will be entertained.
2. Changes, if any, in the registration dates/ procedures would be displayed on MMTC careers link in MMTC website. Candidates are requested to monitor the website for any modifications and no individual communication will be entertained.
3. While applying online, candidates should keep a scanned copy of their passport size colour photograph and their signature in jpeg format.
4. The scanned photograph should not exceed 70 KB in size. The pixel size should be in max 140 pixels height and 110 pixels width.
5. The scanned signature should not exceed 70 KB in size. The pixel size should be in max 110 pixels height and 140 pixels width.
6. Any changes in the application form need to be edited by clicking on EDIT button before clicking on SAVE & SUBMIT Button in registration form. No other means of communication or correspondence will be entertained.
7. Candidates shall possess a valid and active email-id, which needs to be entered in the application form. Only this email ID will be considered for all future correspondence. The e-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in the e-mail ID will be allowed once entered.
8. Once you submit your Application, the System will generate a unique MMTC Registration No. A Link will be also sent to your registered email id for printout of the Application Form with the help of MMTC registration number and Date of Birth. Alternatively candidate can take printout of application form by clicking on "Print Application Form" available at Careers Section of www.mmtclimited.gov.in. Kindly keep a record of the same for future reference. Candidates are advised to take a print

out of the application form quoting their registration number, on or before the last date of application. Option for download/ printing of application form will not be available after the last date of application. Please note that your application is incomplete unless you get a system generated registration number and validate email of the email-id submitted in the application form. Applications without email validation will not be considered for further recruitment process.

9. Please note that your application is incomplete unless you get a system generated MMTC registration number.
10. Generation of registration number does not imply acceptance of application or eligibility for the post.
11. Eligible and interested candidates are advised to apply well in advance so as to avoid last minute errors in application. MMTC management will not be responsible for any delay in submission of application caused due to the queries raised by the applicant and non-receipt of response thereof.
12. After applying online, candidate is required to download the application form generated by the system with unique registration number and forward the same alongwith one copy of all relevant qualification & experience certificates, caste certificate in an envelope super scribing "Advertisement Ref. No. & Post applied for" through post or courier so as to reach General Manager (Personnel) **on or before 7th July, 2015 (1700hrs)** on the following address.

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

GENERAL TERMS AND CONDITIONS:

1. Only Indian nationals are eligible to apply.
2. All qualifications should be from Universities / Institutions recognized and approved in India.
3. All computations of age / minimum experience requirement shall be done w.r.t. the last date of receipt of applications as mentioned in the advertisement. 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. In order to restrict the number of candidates to be called for written test, 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 need so arises, without any further notice and without assigning any reason thereof.
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 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 written test/GD/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. Written test would be held at single location i.e. New Delhi.
12. No TA/DA will be provided to candidates appearing for the written test. However, shortlisted candidates from outstation, 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 are required to produce "No Objection Certificate" at the time of Interview. In case, the candidate fails to produce the NOC, 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 MMTC.
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. If a candidate does not fulfill any of the conditions given in the detailed advertisement, his/her candidature will be cancelled at any stage of scrutiny whenever the discrepancy is noticed.
21. Vacancies shown above are liable to be increased or decreased or may be reduced to nil. MMTC is not liable to compensate the applicant for consequential damages if any. MMTC reserves the right to cancel the selection process, if deemed necessary in the interest of the Company.
22. 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 including system/computer errors.

23. 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. Once registered for MMTC, all correspondences shall be made through their registered e-mail ID or candidate login only.
24. MMTC is an Equal Opportunity Employer.