



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

Dated: 19th June, 2019

Advt. No. MMTC/P&O/2019/01

REQUIREMENT OF PROFESSIONALS WITH EXPERIENCE

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 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 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, result-oriented candidates with relevant experience in different disciplines for the following posts:

S.No.	Post	Profile	No. of vacancies	Reserved / or UR
1.	General Manager	Estate	01	UR
		Law	01	UR
2.	Deputy General Manager	Marketing	03	UR
		Finance & Accounts	03	UR
		Law	02	UR
3.	Chief Manager	Marketing	03	UR
		Finance & Accounts	03	UR
		Law	02	UR
		Estate	02	UR
4.	Senior Manager	Marketing	03	UR
		Finance & Accounts	03	UR
		Law	02	UR – 01; OBC(NCL) – 01
5.	Deputy Manager* (vacancies under SRD)	Finance & Accounts	09	SC-05; ST-04

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

*** Backlog Vacancies**

II. Eligibility criteria required:-

(I) Name of the post	General Manager (E-7)
Classification	Estate
No. of vacancies	01 (one)
Scale of Pay	Rs.1,00,000 – 2,60,000
Age Limit	Not Exceeding 48 years.
Essential Qualification	Full time regular Degree in Civil Engineering or equivalent from Govt. recognized University/ Institute.
Post- Qualification Experience	<p>Should have held a responsible post in Central/ State Govt. or any commercial organization of repute for 18 years or more.</p> <p>Candidate should have relevant experience in construction related activities i.e. execution/ supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works like deep foundations, foundation of structures for heavy equipment. Should have hands on experience on project planning, implementation, execution etc. Should have handled contract and closing of projects. Knowledge of ISO requirements for quality management system and HSE requirements at project sites will be added advantage. Should have experience in design, coordination with various agencies, estimation, tendering, rate analysis and contract management of construction projects. Knowledge of CPWD conditions of contract and specification will be added advantage.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 18 years, atleast two years experience should be in the pay scale of Rs. 36600 – 62000 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p>
(II) Name of the post	General Manager (E-7)
Classification	Law
No. of vacancies	01(one)
Scale of Pay	Rs. 1,00,000 – 2,60,000
Age Limit	Not Exceeding 48 Years
Essential Qualification	Bachelors Degree in Law (3 years regular course after graduation or 5 years integrated regular course after [10+2]) with minimum 55% marks.
Post-	Minimum 18 years post qualification experience as a Law Executive in State/Central Government Department(s)/

Qualification Experience	<p>Institution(s)/ Undertaking(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute or as an Advocate in Reputed Law Firm(s). Candidates having experience as an Advocate in Reputed Law Firm(s) must have enrolled themselves with the concerned Bar Council as an advocate. Candidates must have hands on experience in handling litigations before different Judicial/ Quasi-Judicial Forums, Arbitration and Conciliation matters, Drafting & vetting various legal documents, handling corporate and industrial/labor laws, Service matters, RTI matters, insolvency etc. Preference will be given to candidates having in line executive legal experience in International Trade industry. Candidates should possess excellent written/verbal communication skills.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 18 years, at least two years' experience should be in the pay scale of Rs. 36600 – 62000 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p> <p>Applicants must submit experience certificate(s) from the organization(s) in which they are/were working. In case of practicing advocate, the certificate should be from the State Bar Council or a Senior Advocate or a Law Firm, accompanied with a copy of the enrolment certificate with the Bar Council. Only the full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program will not be considered as experience.</p>
(III) Name of the post	Deputy General Manager (E-5)
Classification	Marketing
No. of vacancies	03 (three)
Scale of Pay	Rs.80,000 – 2,20,000
Age Limit	Not Exceeding 42 years.
Essential Qualification	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.
Post-Qualification Experience	Minimum 12 years post qualification experience in marketing functions. Candidate should have experience in international/ domestic trade. Must be familiar with Product Sourcing, DGFT Policy/ Customs, Central Excise

	<p>Operations/ Export Import Procedures/ Chartering/ Sale Purchase Contracting.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 12 years, atleast two years experience should be in the pay scale of Rs. 29100 – 54500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p>
(IV) Name of the post	Deputy General Manager (E-5)
Classification	Finance & Accounts
No. of vacancies	03 (three)
Scale of Pay	Rs.80,000 – 2,20,000
Age Limit	Not exceeding 42 years.
Essential Qualification	Bachelors Degree in any discipline; AND Chartered Accountant (CA) or Cost & Management Accountant (CMA) (erstwhile ICWA).
Post-Qualification Experience	<p>Minimum 12 years post qualification experience in finance/accounts/taxation/cost accounting/auditing functions.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 12 years, atleast two years experience should be in the pay scale of Rs. 29100 – 54500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p>
(V) Name of the post	Deputy General Manager (E-5)
Classification	Law
No. of vacancies	02 (two)
Scale of Pay	Rs.80,000 – 2,20,000
Age Limit	Not exceeding 42 years.
Essential Qualification	Bachelors Degree in Law (3 years regular course after graduation or 5 years integrated regular course after [10+2]).
Post-Qualification Experience	<p>Minimum 12 years post qualification 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 government or in a public sector undertaking or reputed law firm or company. For practicing Advocates, the experience must be after enrolment in the Bar Association and for working candidates, it must be post qualification.</p> <p>Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocate, the certificate should be from the State Bar Council or a Senior Advocate or a Law Firm, accompanied with a copy of the</p>

	<p>enrolment certificate with the Bar Council. Only the full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program will not be considered as experience.</p> <p>Candidates should possess excellent written/verbal communication skills.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 12 years, atleast two years experience should be in the pay scale of Rs. 29100 – 54500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p>
(VI) Name of the post	Chief Manager (E-4)
Classification	Marketing
No. of vacancies	03 (three)
Scale of Pay	Rs. 70,000 – 2,00,000
Age Limit	Not exceeding 40 years.
Essential Qualification	<p>Bachelors Degree in Commerce/ Science/ Arts (Economics/Statistics)/ Business Administration/ Engineering AND 2 (Two) years full-time regular PG Degree/ Diploma/ MBA/ MMS in Business Administration/ Management/ Marketing/ International Business.</p>
Post-Qualification Experience	<p>Minimum 9 years post qualification experience in marketing functions. Candidate should have experience in international/domestic trade. Must be familiar with Product Sourcing, DGFT Policy/ Customs, Central Excise Operations/ Export Import Procedures/ Chartering/ Sale Purchase Contracting.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 9 years, atleast two years experience should be in the pay scale of Rs. 24900 – 50500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p>
(VII) Name of the post	Chief Manager (E-4)
Classification	Finance & Accounts
No. of vacancies	03 (three)
Scale of Pay	Rs. 70,000 – 2,00,000
Age Limit	Not exceeding 40 years.
Essential Qualification	<p>Bachelors Degree in any discipline; AND Chartered Accountant (CA) or Cost & Management Accountant (CMA) (erstwhile ICWA).</p>

Post- Qualification Experience	<p>Minimum 9 years post qualification experience in finance/accounts/taxation/cost accounting/auditing functions.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 9 years, atleast two years experience should be in the pay scale of Rs. 24900 – 50500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p>
(VIII) Name of the post	Chief Manager (E-4)
Classification	Law
No. of vacancies	02 (two)
Scale of Pay	Rs.70,000 – 2,00,000
Age Limit	Not exceeding 40 years.
Essential Qualification	Bachelors Degree in Law (3 years regular course after graduation or 5 years integrated regular course after [10+2]).
Post- Qualification Experience	<p>Minimum 9 years post qualification 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 government or in a public sector undertaking or reputed law firm or company. For practicing Advocates, the experience must be after enrolment in the Bar Association and for working candidates, it must be post qualification.</p> <p>Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocate, the certificate should be from the State Bar Council or a Senior Advocate or a Law Firm, accompanied with a copy of the enrolment certificate with the Bar Council. Only the full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program will not be considered as experience.</p> <p>Candidates should possess excellent written/verbal communication skills.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 9 years, atleast two years experience should be in the pay scale of Rs. 24900 – 50500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p>
(IX) Name of the post	Chief Manager (E-4)
Classification	Estate
No. of vacancies	02 (two)

Scale of Pay	Rs.70,000 – 2,00,000
Age Limit	Not exceeding 40 years.
Essential Qualification	Full time regular Degree in Civil Engineering or equivalent from Govt. recognized University/Institute.
Post-Qualification Experience	<p>Should have held a responsible post in Central/ State Govt. or any commercial organization of repute for atleast 09 years.</p> <p>Candidate should have relevant experience in construction related activities i.e. execution/ supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works like deep foundations, foundation of structures for heavy equipment. Should have hands on experience on project planning, implementation, execution etc. Should have handled contract and closing of projects. Knowledge of ISO requirements for quality management system and HSE requirements at project sites will be added advantage. Should have experience in design, coordination with various agencies, estimation, tendering, rate analysis and contract management of construction projects. Knowledge of CPWD conditions of contract and specification will be added advantage.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 9 years, atleast two years experience should be in the pay scale of Rs. 24900 – 50500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p>
(X) Name of the post	Senior Manager (E-3)
Classification	Marketing
No. of vacancies	03 (three)
Scale of Pay	Rs.60,000 – 1,80,000
Age Limit	Not exceeding 40 years.
Essential Qualification	<p>Bachelors Degree in Commerce/ Science/ Arts (Economics/Statistics)/ Business Administration/ Engineering AND 2 (Two) years full-time regular PG Degree/ Diploma/ MBA/ MMS in Business Administration/ Management/ Marketing/ International Business.</p>
Post-Qualification Experience	<p>Minimum 6 years post qualification experience in marketing functions. Candidate should have experience in international/domestic trade. Must be familiar with Product Sourcing, DGFT Policy/ Customs, Central Excise Operations/ Export Import Procedures/ Chartering/ Sale Purchase Contracting.</p> <p>For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 6 years, atleast two years experience should be in the pay scale of Rs. 20600 – 46500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.</p>

(XI) Name of the post	Senior Manager (E-3)
Classification	Finance & Accounts
No. of vacancies	03 (three)
Scale of Pay	Rs.60,000 – 1,80,000
Age Limit	Not exceeding 40 years.
Essential Qualification	Bachelors Degree in any discipline; AND Chartered Accountant (CA) or Cost & Management Accountant (CMA) (erstwhile ICWA).
Post-Qualification Experience	Minimum 6 years post qualification experience in finance/accounts/taxation/cost accounting/auditing functions. For candidates working in any CPSEs/ State PSEs/ Government Organizations, out of 6 years, atleast two years experience should be in the pay scale of Rs. 20600 – 46500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.
(XII) Name of the post	Senior Manager (E-3)
Classification	Law
No. of vacancies	02 (two)
Scale of Pay	Rs.60,000 – 1,80,000
Age Limit	Not exceeding 40 years.
Essential Qualification	Bachelors Degree in Law (3 years regular course after graduation or 5 years integrated regular course after [10+2]).
Post-Qualification Experience	Minimum 6 years post qualification 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 government or in a public sector undertaking or reputed law firm or company. For practicing Advocates, the experience must be after enrolment in the Bar Association and for working candidates, it must be post qualification. Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocate, the certificate should be from the State Bar Council or a Senior Advocate or a Law Firm, accompanied with a copy of the enrolment certificate with the Bar Council. Only the full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program will not be considered as experience. Candidates should possess excellent written/verbal communication skills. For candidates working in any CPSEs/ State PSEs/ Government

	Organizations, out of 6 years, atleast two years experience should be in the pay scale of Rs. 20600 – 46500 (IDA) or its equivalent scale in revised pay scale w.e.f. 01.01.2017 or its equivalent CDA scale of pay.
(XIII) Name of the post	Deputy Manager (E-1)
Classification	Finance & Accounts
No. of vacancies	09 (nine)
Scale of Pay	Rs. 40,000 – Rs. 1,40,000
Age Limit	Not exceeding 35 years.
Essential Qualification	Bachelors Degree in any discipline with minimum 55% marks; AND Chartered Accountant (CA) or Cost & Management Accountant (CMA) (erstwhile ICWA).
Post-Qualification Experience	Desirable but not essential

Note:

- i. Age relaxation to OBC(NCL)/SC/ST/PWD/Ex-Service Men (XSM) shall be as per govt. guidelines.
- ii. 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.
- iii. All qualifications should be full-time regular from the Universities/Institutes, recognized by the UGC/AICTE or appropriate statutory/ regulatory bodies, wherever applicable.

III. IMPORTANT DATES

Particulars	Date
Opening Date & time for Online Registration of applications (Step-I)	19-06-2019 (From 03.00 PM)
Last Date & time of closing of registration (Step-I) and submission of application (Step-II)	10-07-2019 (Upto 11.45 PM)
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)	12-07-2019 (Upto 06.00 PM)

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) Candidates applying for the post of Deputy Manager (Finance & Accounts)-Backlog Vacancies are exempted from payment of application fee.

V. SELECTION PROCESS:

1. Selection process may include written test and/ or personal interview.
2. Candidates shall have the option of appearing in the Written Test/ Personal Interview in Hindi or English.
3. The weightages for test and interview shall be in the ratio of 80:20, wherever written examination is held for particular post.
4. 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.

VI. 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.

VII. 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.

VIII. 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 shall be done w.r.t. the last date of receipt of applications i.e. 10-07-2019. 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 / modify the number of vacancies and recruitment process, if deemed necessary in the interest of the Company, with or without 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 process that a candidate does not fulfill the eligibility norms 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 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 fare by the shortest route from the given address of communication upto the level of DGM and for the positions of GM, shall be reimbursed with lowest airfare on date of travel.
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. For departmental candidates, 5 years relaxation in upper age limit as per DoPT norms shall be applicable for Group-A posts.
15. Wherever vacancy is reserved for SC/ST/OBC(NCL) category, the relaxation as per Govt. norms shall be applicable.
16. 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.
17. 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.

18. 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.
19. 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.
20. 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.
21. 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.
22. All information regarding this recruitment 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.
23. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any communication/advertisement in this regard, the candidate may check on MMTC's website www.mmtclimited.com.
24. MMTC is an Equal Opportunity Employer.

IX. HOW TO APPLY

1. Candidates must apply online through the website the link available on 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 for any post. 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 including experience certificates (issued by competent authority), which 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 during uploading the documents.

X. STEPS FOR APPLYING:

STEP-I (REGISTRATION):

- a) Candidates can apply online by visiting the MMTC website 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 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.

XI. 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 StateBank 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 2019’**.
- 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 E-mail id: **mmtcl.helpdesk@gmail.com** or call Phone: **18002090834** with scanned copy of e-receipt about the same.

XII. 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 E-mail: **mmtcl.helpdesk@gmail.com** and Phone: **18002090834**.
