

MMTC Limited
(A Government of India Enterprise)

Advt.No. MMTC/P&O/2015/1

REQUIREMENT OF DEPUTY MANAGER (LAW) – 2015,
THROUGH CLAT 2015

MMTC Limited is the largest Foreign Trade Company in India and has been in existence of over five decades. It has always strived to outperform its own past records Exploring opportunities with a passion and zeal to excel has placed the Corporation at the pinnacle of glory. Dedication and persistence have been the buzz words which have catapulted MMTC to new heights. Today MMTC has been ranked amongst top companies in India in terms of market capitalization. It has emerged as one of the leading players with formidable presence in International trade putting India on Global trading map. Corporation's diverse portfolio is yet another testimony to its excellent management and expert operations. MMTC is a leader in diverse areas, be it the largest exporter of Minerals from India, the single largest importer and supplier of Bullion in the Country, the leading exporter/importer of Agro Commodities, and amongst the largest major players in Coal & Hydrocarbon.

MMTC Limited is looking for bright, committed and energetic Law Graduates to join as **Deputy Manager (Law)**.

VACANCIES:

Unreserved (UR)	SC	Total
03	01	04

Note: UR – Unreserved, SC – Scheduled Caste

SCALE OF PAY:

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

ELIGIBILITY CRITERIA:

Age Limit	Not exceeding 30 years as on last date of submission of application.
Essential Qualification	Three years full time LLB or five years integrated law course with not less than 60% marks or equivalent CGPA as per the formula provided by the Institute/ University

RELAXATION AND CONCESSIONS:

1. Relaxation/ Concession to candidates belonging to different categories shall be as per Government of India directives.
2. ST and OBC candidates can also apply subject to meeting standards for unreserved category.
3. The qualifying percentage in LLB is relaxed to 50% for SC candidates.

4. Relaxation in Upper Age Limit:
 - (a) For SC candidates : 5 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
5. **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.
6. **Reservation/ Relaxation for SC** will be subject to submission of a copy of SC certificate issued in prescribed format by competent authority at the time of interview, if called for.
7. **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.
8. 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 appear for Common Law Admission Test – CLAT 2015 applicable for admission into LLM courses.

Candidates obtaining the minimum qualifying marks shall only be eligible for the next stage of selection. The minimum marks required in CLAT-2015 (for admission to LLM) for consideration for next stages of selection are 40% for UR vacancy and 30% for reserved vacancies.

The selection process will include the marks obtained by the eligible candidates in the CLAT 2015 examination for LLM courses, 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.

Short listing for Eligible candidates for Interview:

Qualified candidates shall be shortlisted category wise for Personal Interview based on their marks in the CLAT 2015 exam for admission into LLM courses.

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.

Qualifying Marks in Interview:

Interview will have qualifying marks for different categories as mentioned below:

Category	Qualifying Marks in Interview
Unreserved	40%
SC	30%

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 CLAT 2015 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.

Please note that only CLAT 2015 examination (applicable for admission into LLM courses) is valid for this recruitment process. CLAT results of 2014 or prior is not valid.

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 at least three years. The amount of the bond is Rs.50,000/-.

IMPORTANT INSTRUCTIONS FOR REGISTRATION/ APPLICATION:

1. Candidates have to register themselves and appear for CLAT 2015 (applicable for admission to LLM courses).
2. For details on CLAT 2015, please visit <http://clat.ac.in/>
3. Application window for MMTC shall be open from **23.05.2015 to 12.06.2015**. Candidates have to register themselves online at MMTC website (www.mmtclimited.gov.in) with details of their CLAT 2015 Registration No., CLAT 2015 Marks Percentage and other required information, which will be made available at Careers Section of www.mmtclimited.gov.in
4. Candidates will be required to retain their CLAT 2015 Registration No. and CLAT 2015 Marks Percentage for verification at the time of Interview/ Joining in MMTC.

HOW TO APPLY:

1. Eligible candidates after registering for CLAT 2015 shall apply through online registration system of MMTC website www.mmtclimited.gov.in. The site shall be

activated and will remain functional from **23rd May, 2015 to 12th June, 2015.** Candidates have to apply Online only. No manual/ paper application will be entertained.

2. While applying online, candidates should keep a scanned copy of passport size color photograph and signature in jpg/jpeg format.
3. The scanned photograph should not exceed 70 KB in size. The pixel size should be in max 140 pixels height and 110 pixels width.
4. The scanned signature should not exceed 70 KB in size. The pixel size should be in max 110 pixels height and 140 pixels width.
5. 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.
6. 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.
7. 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.
8. Please note that your application is incomplete unless you get a system generated MMTC registration number.
9. Generation of MMTC registration number does not imply acceptance of application or eligibility for the post.
10. 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.

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 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 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 are required to produce "No Objection Certificate" at the time of Interview.
 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 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 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.
 18. 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.
 19. 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.
 20. 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.
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 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 only.
 23. MMTC is an Equal Opportunity Employer.

INSTRUCTIONS FOR PAYMENT OF APPLICATION FEES:

1. 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.
2. Application fee may be remitted by way of Demand Draft / Banker's cheque drawn in favour of "**MMTC Limited**" payable at New Delhi. Relevant details of Demand Draft/bankers cheque be entered in during online registration. Application forms without Demand Draft / Banker's cheque shall be treated as incomplete and not considered for further recruitment process.
3. The details of Demand Draft / Banker's cheque such as Demand Draft / Banker's cheque Number, Date of Issue, Name of Issuing Bank are required to be entered in the Online Application Form.
4. Fees paid against this advertisement shall not be accepted/ transferred against any other advertisement.
5. On successful online registration, print out of Online Application Form along with the Demand Draft / Banker's cheque, with one 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 General Manager (Personnel) **on or before 19th June, 2015 (1700hrs)** on the following address.

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

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