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MMTC LIMITED

Core -1, "SCOPE COMPLEX", 7 Institutional Area, Lodhi Road, New Delhi - 110003

NOTICE TO THE CANDIDATES

Reference is invited to the Advertisement Nos. MMTC/P&O/2015/5 dated 3rd December 2015 alongwith its corrigendums; and MMTC/P&O/2016/2 dated 15th March 2016; inviting applications for filling up the various posts in MMTC at induction level. It has been decided with the approval of Competent Authority to conduct the Computer Based Test/Examination at Delhi - NCR (National Capital Region), for provisionally eligible candidates as per the scheduled given below:

Name of post	Date of Computer Based Test/Examination	Reporting Time at Center	Gate Closing time	TIME OF EXAM.
Deputy Manager (Marketing) (Against Advertisement No. MMTC/P&O/2015/5 dated 3rd December 2015)	**17.12.2016 (Saturday)**	**12:30 PM**	**01:30 PM**	**02.00 PM** **to** **04.30 PM**
Deputy Manager (F&A) (Against Advertisement No. MMTC/P&O/2016/2 dated 15th March 2016)	**17.12.2016 (Saturday)**	**12:30 PM**	**01:30 PM**	**02.00 PM** **to** **04.30 PM**
Deputy Manager (System) (Against Advertisement No. MMTC/P&O/2016/2 dated 15th March 2016)	**17.12.2016 (Saturday)**	**12:30 PM**	**01:30 PM**	**02.00 PM** **to** **04.30 PM**

a) The link for downloading of Admit Cards will be sent from 28/11/2016 onward through e-mail to all eligible candidate on their respective registered e-mail ID along with facility to download the Admit Cards from MMTC website www.mmtclimited.com w.e.f. 28/11/2016.

b) The candidate must carry the printed copy of E-Admit Card on the day of examination at the allocated venue of Examination Centre on the Date and Time mentioned above alongwith at least one ORIGINAL (not copy or scanned copy) of one valid **PHOTO IDENTIFICATION CARD** viz. Voter Identity Card, Driving License, PAN Card, Passport, Aadhaar Card, Employer ID (Government) issued by Government Authorities. Failing which they will not be allowed to enter into examination hall. Test Center details at Delhi – NCR area will be mentioned in the admit card.

c) The candidates should check the particulars viz., Name, Date of Birth, Category, etc mentioned in E-Admit Card carefully and also eligibility in all respects as per recruitment Advertisement. The registered candidates may log grievances, if any, with **MMTC Limited Help Desk Email:** mmtchelpdesk2016@gmail.com on or before Friday, 16th December 2016 for redress of grievance.

d) In case of grievance w. r. t. particulars i.e., Name, Date of Birth, Category, any admit card related query, etc is not resolved, then the candidate is advised to personally report on **16.12.2016 from 10.00 AM to 02.00 PM** at the **'Facilitation Counter' in MMTC Limited office**, **Core -1, "SCOPE COMPLEX", 7 Institutional Area, Lodhi Road, New Delhi – 110003** with copies of documentary proofs i.e., copy of application form, certificate, testimonials, etc along with two (2) passport/stamp size photographs and photo identity card so that necessary corrections are made.

e) Mock test for candidates practice would also be made available on MMTC website from 28.11.2016 to 17.11.2016 for candidates to familiarize themselves with Computer Based Test.

f) Computer Based Test/Examination will be of 150 Minutes duration and shall consist of Objective Type 150 Questions (75 Questions relating to subject knowledge and 75 questions relating to Analytical ability, Verbal Aptitude, Current affairs & English Comprehension) with 4 Multiple Choice Responses (Answers) out of which candidate has to choose one correct response (answer) only. Each question shall carry One Mark.

The Syllabus is detailed at Annexure-I given at the end of this Notice for information to candidates.

g) There will be provision for negative marking in the examination and $1/4^{th}$ (0.25) Marks will be deducted for each wrong answer. If a question is answered and Marked for Review, the answer for that question will not be considered in the evaluation.

h) No request for change in examination date/session/centre/venue will be considered under any circumstances.

i) The reporting time for examination will be **90 Min. (1½ hrs.)** before commencement of the examination as indicated in above table *e.g. Candidates appearing for examination will have to report at* **12:30 PM** *at examination Center in order to carry out registration activities of biometric attendance, frisking, photo capturing, etc.*

j) Candidates are advised to reach their allotted examination centre on or before reporting time as mentioned in E-Admit Card so that entry formalities i.e., Biometric and frisking can be done prior to allotment of computer nodes for appearing in the examination. The entry gates of examination centre will be closed at **01:30 PM** i.e. before half an hour prior to

commencement of Computer Based Test. **No late coming is allowed.**

k) Your candidature in the whole recruitment/selection process is **"PURELY PROVISIONAL"** pending scrutiny of your eligibility as mentioned in the Advertisement and its corrigendum (if any). In case, if it is found at any stage of selection process that the candidate does not full the eligibility criteria and any information/documents provided by the candidate is/are found to be false or is not in conformity with the eligibility criteria mentioned in the advertisement including Age, Caste Category, Sub-Category, Application Fee, Educational Qualification, etc the candidature of such applicant against the above mentioned advertisements will be rejected at any stage of selection process viz. computer based test, interview, provisional appointment and recruitment of such candidate, if made shall stand automatically terminated **even after appointment**. Mere short listing of candidature for computer based online test does not guarantee for further selection process.

l) **The candidate should bring only E-Admit Card, Photo Identification Card and Ball Point Pen to Examination Centre.** Frisking will be done at entry gates and during examination. Candidates are strictly advised not to bring any electronic devises viz., mobile or cellular phones, electronic gadgets, earphones or microphones or electronic watches with computing facilities, electronic or non-electronic communication devices, hand bags, purse, calculator, log tables/pager, digital diary, book/notes etc which are strictly prohibited in the examination center. If any candidate is found in possession of any of these devices/documents, his/her candidature is liable to be cancelled. Candidates are also advised not to bring any valuable costly items to the examination center as arrangement of safe keeping of the same cannot be assured and MMTC Limited will not be responsible for safe custody, loss or theft.

m) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means i.e., verbal or written, electronic or mechanical or taking away the papers supplied in the examination centre or found to be in unauthorized possession of test content will be considered as serious misconduct and liable to be debarred from examination. The MMTC Limited will take appropriate legal action as per rules and such cases will be reported to police, if necessary.

n) No TA/DA shall be paid for attending the written examination and candidates are requested to make their own arrangements for stay & travel.

o) The candidates should regularly visit MMTC Limited website www.mmtclimited.com for latest updates through notifications, instructions, circulars related to this recruitment process.

Date: 28.11.2016   MMTC Limited

Syllabus for computer based online test of
Deputy Manager (Marketing)

Srl	Description
1.	Business Management
2.	General Management and Aptitude
3.	Awareness of MMTC activities and performance – (Annual Reports – Last 3 years) (ref.mmtcwebsite)
4.	EXIM Policy / Foreign Trade Policy (2015-2020)
5.	International Trade

Syllabus for computer based online test of
Deputy Manager (Systems)

A)	Data Base Management System (DBMS)
B)	Data Communication & Networking
C)	Operating System
D)	Computer architecture
E)	Network Security
F)	Software Engineering
G)	Data Structures
I)	Programming Languages (BASIC)
	a) C++: Complete course on C (programming language) b) OOP (Object Oriented Programming) c) .Net Programming/ Java Programming(J2SE, J2EE) d) SQL server
H)	Web Technologies
J)	Cloud Computing and Virtualization

Syllabus for computer based online test of
Deputy Manager (F&A)

A) Accounting :
  i)   Basic Accounting Principles & Practices
  ii)   Principles relating to recognition & recording of Revenue, Expenditure, Assets & Liabilities in books of accounts
  iii)   Preparation of Interim & Annual Financial Statements
  iv)   Accounting Standards prescribed by the Institute of Chartered Accountants of India applicable to companies
  v)   Principles relating to preparation of Consolidated Financial Statements including Joint Ventures, Subsidiaries & Associates
  vi)   Consignment Accounts
  vii)   Head Office & Branch Accounting including foreign offices
  viii)   Management Information System
  ix)   Financial Analysis through various tools viz. Ratio Analysis, Break –even analysis, trend analysis, comparative financial statement analysis or horizontal analysis, vertical analysis
  x)   Management Accounting
  xi)   Budgets & Budgetary Control
  xii)   Cost Management
  xiii)   Standard and Marginal Costing
  xiv)   Project Planning & Capital Budgeting
  xv)   Capital Market Instruments
  xvi)   Cost Volume Profit Analysis
  xvii)   Pricing Decisions-Theory, policy, strategies & analysis

B) Auditing:
  i)   Auditing Standards prescribed by the Institute of Chartered Accountants of India
  ii)   Audit provisions applicable to Companies viz. Appointment of Auditors, Powers & Responsibilities
  iii)   Internal Audit
  iv)   Audit of Government Companies

C) Direct & Indirect Taxation
   i)   Income Tax Act & Wealth Tax Act
   ii)   Transfer Pricing
   iii) Service Tax & General Provisions of VAT
   iv)   Central Sales Tax Act
   v)   Central Excise & Customs

D) Corporate Laws :
   a) The Companies Act, 2013 provisions relating to :-
      i)   Maintenance of Books of Accounts ,
      ii)   Financial Statements,
      iii) Audit & Auditors-Statutory Audit , Internal Audit , Appointment of Auditors,
      iv)   Government Audit
      v)   Registration of Charges ,
      vi)   Reserves
      vii) Dividend- Declaration & payment
      viii) Managerial Remuneration
      ix)   Powers, duties & responsibilities of Chief Financial Officer
      x)   Meetings, powers of the Board and related party transactions
   b) The Contract Act
   c) The Sale of Goods Act
   d) Foreign Exchange Management Act
   e) SEBI – Provisions of Listing Agreement & Corporate Governance

E) Elementary Mathematics & Statistics upto the level of Class 12

F) Quantitative Aptitude
   a) Linear Programming
   b) PERT/CPM
   c) Simulation
   d) Probability
   e) Learning Curve Theory
   f) Assignment

G) Information Systems
   a) Basic Knowledge of Computer Systems
   b) Working knowledge in MS Office
   c) Modules in ERP Environment
   d) Flow chart of transactions relating to finance & accounts in ERP