



MECL

MINERAL EXPLORATION CORPORATION LIMITED
(A MINIRATNA GOVERNMENT OF INDIA ENTERPRISE)

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(AN ISO 9001:2008)
CERTIFIED
COMPANY

RECRUITMENT FOR VARIOUS POSTS IN MECL

Mineral Exploration Corporation Limited (MECL), a profit making Public Sector Enterprise (A Miniratna Company) under the Ministry of Mines, Government of India, requires bright, result oriented, experienced personnel with initiative and enterprise for its Corporate Office at Nagpur, Zonal Offices and projects situated all over in India. Excellent career growth opportunities are open to the deserving candidates.

On-line applications are invited from those who are citizens of India for the following posts:

1. Name of the Post, Grade, number of vacancies, age and essential qualification and experience:

TABLE 1

Post code	Post/ Level/ Scale of Pay (IDA)	No. of Vacancies	Essential Qualifications & Experience	Upper Age as on 25.05.2018 (*)
(1)	(2)	(3)	(4)	(5)
1	Deputy General Manager (Finance)/ (E-6)/ Rs. 90,000-2,40,000/-	01 (01-OBC (NCL))	<p>Essential Qualification: C.A./I.C.W.A with graduation</p> <p>Experience: - 17 years' post qualification experience, out of which at least 6 years should be in a senior responsible managerial position in Financial Management, Management accounting and various aspects of commercial accounting, auditing and cost accounting. Out of which,</p> <p>a) In case of candidates with PSU experience: 02 years experience in one grade below i.e in IDA pay-scale of Rs. 32,900-58,000/- (Pre-Revised) at E-5 Level.</p> <p>OR</p> <p>b) 05 years should be: In case of candidates working in CDA pattern of pay scale of Rs.15600-39100/- with grade pay of Rs.7600/- (as per 6th CPC)</p> <p>OR</p> <p>c) 02 years of experience, in case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p>	50 years
2	Manager (Drilling)/ (E-4)/ Rs. 70,000-2,00,000/-	02 (01-UR & 01-OBC (NCL))	<p>Essential Qualification: B.E./B.Tech/ B.Sc (Engg.) in (Mechanical Engineering) with 60% marks or equivalent</p> <p>Experience: 10 years' post qualification experience in core drilling by Hydrostatic rigs for mineral exploration. Out of total experience, 02 year should be:</p> <p>a) In case of candidates with PSU experience: one grade below i.e in IDA pay-scale of Rs. 24,900-50,500/- (Pre-Revised) at E-3 Level.</p> <p>b) In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs. 15600-39100/- with grade pay of Rs. 6600/- (as per 6th CPC)</p> <p>c) In case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p>	45 years
3	Manager (HR)/ (E-4)/ Rs. 70,000-2,00,000/-	01 (01-OBC (NCL))	<p>Essential Qualification:</p> <p>Graduate with full time post graduate degree/full time post graduate diploma (02 years duration) in Personnel Management and Industrial Relations with 60% marks or equivalent.</p> <p>OR</p> <p>Full time post graduate degree in Management with specialization in HR/IR (02 years duration) with 60% marks or equivalent</p>	45 years

			<p>OR</p> <p>Master in Business Administration (MBA-HR) with 60% marks or equivalent</p> <p>OR</p> <p>Master of Management Studies (MMS-HR) with 60% marks or equivalent</p> <p>OR</p> <p>MSW with 60% marks or equivalent.</p> <p>Experience: 10 years' post qualification experience in different areas of HR / Personnel Management and Industrial Relations. Out of 10 year of experience minimum 02 year experience should be:</p> <p>a) In case of candidates with PSU experience: one grade below i.e. in IDA pay-scale of Rs. 24,900-50,500/- (Pre-Revised) or equivalent at E-3 Level</p> <p>b) In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs. 15600-39100/- with grade pay of Rs.6600/- (as per 6th CPC).</p> <p>c) In case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p> <p>Desirable Qualification: Degree in Law.</p>	
4	<p>Assistant Manager (Geology)/ (E-3)/ Rs. 60,000-1,80,000/-</p>	<p>01 (01-OBC (NCL))</p>	<p>Essential Qualification: M.Sc/M.Tech./M.Sc.Tech (Geology/Applied Geology)/ M.Tech. (Geological Technology) with 60% marks or equivalent.</p> <p>Experience: 07 years' post qualification experience of geological works in mineral exploration with drilling and/or exploratory mining. Experience as member of geological field party engaged in detailed mineral exploration assignments. Out of total experience, 02 years should be:</p> <p>a) In case of candidates with PSU experience: one grade below i.e in IDA pay-scale of Rs. 20,600-46,500/- (Pre-Revised) at E-2 Level</p> <p>b) In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs. 15600-39100/- with grade pay of Rs.5400/- (as per 6th CPC)</p> <p>c) In case of candidate with Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p> <p>Preferred: Certificate course/ Training in Advanced Remote Sensing through recognised institution.</p> <p>Desirable Experience: Experience in mineral targeting projects through remote sensing applications using Hyper Spectral Imaginaries in remote sensing studies and working experience in Erdas / Geomatics or similar software. Knowledge of Auto-CAD MapInfo or Arc GIS or similar GIS software, geological modelling & mine planning software system and a sound understanding of database management and Remote Sensing, Image Analysis & GIS software(s) Or specialisation in Geostatistics/ore dressing/Geomatics</p>	40 years
5	<p>Assistant Manager (Drilling)/ (E-3)/ Rs. 60,000-1,80,000/-</p>	<p>03 (02-UR & 01-OBC (NCL))</p>	<p>Essential Qualification: B.E./B.Tech/ B.Sc (Engg.) in (Mechanical Engineering) with 60% marks</p> <p>Experience: 07 years post qualification experience in core drilling by Hydrostatic rig for mineral exploration. Out of total experience, 02 year should be:</p> <p>a) In case of candidates with PSU experience: one grade below i.e in IDA pay-scale of Rs. 20,600-46,500/- (Pre-Revised) at E-2 Level</p> <p>b) In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs. 15600-39100/- with grade pay of Rs.5400/- (as per 6th CPC).</p> <p>c) In case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p>	40 years
6	<p>Assistant Manager (Legal)/ (E-3)/ Rs. 60,000-</p>	<p>01 (01-UR)</p>	<p>Essential Qualification: Graduate in any discipline and Degree in Law with 60% marks or equivalent OR</p> <p>Five years Integrated LL.B with 60% marks or equivalent.</p> <p>Experience: 07 years' post qualification experience of Drafting/</p>	40 years

	1,80,000/-		<p>Vetting / executing of legal documents, handling cases in various courts, Service Matter, Contract/arbitration proceedings / legal education, Employee Disciplinary matters, Industrial Dispute issues etc. Out of 07 years' of experience minimum 02 year should be:</p> <p>a) In case of candidates with PSU experience: one grade below i.e in IDA pay-scale of Rs. 20,600-46,500/- (Pre-Revised) at E-2 Level</p> <p>b) In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs. 15600-39100/- with grade pay of Rs.5400/- (as per 6th CPC).</p> <p>c) In case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p>	
7	Assistant Manager (Finance)/ (E-3)/ Rs. 60,000-1,80,000/-	01 (01-UR) (Post reserved for PwD-OH)	<p>Essential Qualification: CA/ICWA with graduation</p> <p>Experience: 07 years' post qualification experience in one or more areas of commercial accounting, cost accounting and auditing. Out of total experience, 02 years should be:</p> <p>a) In case of candidates with PSU experience, one grade below i.e. in IDA pay-scale of Rs. 20,600-46,500/- (Pre-Revised) at E-2 level</p> <p>b) In case of candidates working in CDA pattern of pay scale, one grade below in pay scale of Rs. 15600-39100/- with grade pay of Rs. 5400/- (as per 6th CPC).</p> <p>c) In case of candidates with Banks or Private Sector drawing minimum annual CTC as indicated in table at 2 of detailed advertisement.</p>	40 years
8	Assistant Manager (Procurement & Contract)/ (E-3)/ Rs. 60,000-1,80,000/-	01 (01-OBC (NCL))	<p>Essential Qualification: Bachelor Degree in Mechanical Engineering with 60% marks.</p> <p>Experience: 07 years' post qualification experience in one or more areas of materials management and procurement/e-procurement, out of which 02 year should be –</p> <p>a) In case of candidates with PSU experience, one grade below i.e. in IDA pay scale of Rs. 20,600-46,500/- (Pre-Revised) at E-2 level.</p> <p>b) In case of candidates working in CDA pattern of pay scale, one grade below in pay scale of Rs. 15,600-39,100/- with grade pay of Rs. 5,400/- (as per 6th CPC).</p> <p>c) In case of candidates with Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p> <p>Preferable: Experience in matters related to import of equipment and taxation.</p>	40 years
9	Accounts Officer/ (E-1)/ Rs. 40,000-1,40,000/-	03 (02-UR & 01-OBC (NCL)) (01 post is reserved for PwD-OH)	<p>Essential Qualification: C.A./ I.C.W.A with graduation</p> <p>Experience: 02 years' of post qualification experience in different areas of Financial Management Accounting, Commercial Accounting, Costing etc.</p>	30 years
10	Procurement & Contract Officer/ (E-1)/ Rs. 40,000-1,40,000/-	01 (01-UR) (Post reserved for PwD-OH)	<p>Essential Qualification: Bachelor Degree in Mechanical Engineering with 60% marks.</p> <p>Experience: 02 years' post qualification experience in Materials Management.</p> <p>Desirable: Diploma in Materials Management</p>	30 years
11	Foreman (Drilling)/ (W-7)/ Rs. 22,900-55,900/-	30 (12-UR, 12-OBC (NCL), 05-SC & 01-ST)	<p>Essential Qualification: Diploma in Drilling/Mechanical Engineering with 60% marks.</p> <p>Experience: 03 years post qualification experience in operating Hydrostatic rigs/RC rigs.</p> <p>Desirable: Persons having experience in high performance Hydrostatic drilling/RC drilling for Iron Ore/Vacuum suction drilling for Bauxite will be preferred.</p>	30 years
12	Technical Assistant (Survey & Draftsman)/	06 (01-UR, 04-OBC (NCL) & 01-SC)	<p>Essential Qualification:</p> <p>i) Diploma in Survey Engineering or Civil Engineering with minimum 60% marks.</p> <p>ii) Certificate course in AutoCAD</p>	30 years

	(W-7)/ Rs. 22,900- 55,900/-		Experience: 03 years' post qualification experience in surveying like Total Station/DGPS Preferable: Conducting Topo Survey for mineral exploration/Geological mapping/Topographical surveying with total station and DGPS	
13	Hindi Translator/ (W-7)/ Rs. 22,900- 55,900/-	01 (01-UR)	Essential Qualification: (i) Post Graduate in Hindi (ii) Hindi and English are subject at graduate level Desirable qualification: Knowledge of Hindi/English Typing on computer. Essential Experience: 03 years' post qualification experience of translation from English to Hindi and vice-versa including technical articles. Desirable Experience: Journalistic experience in a Technical Journal and knowledge of Computer.	30 years
14	Accountant/ (W-7)/ Rs. 22,900- 55,900/-	03 (02-UR & 01-OBC (NCL))	Essential Qualification: Graduate/ Post Graduate with intermediate pass of C.A./ I.C.W.A.	30 years
15	Stenographer (English)/ (W-4)/ Rs. 20,200- 49,300/-	10 (04-UR, 04- OBC (NCL), 01-SC & 01-ST) (01 post reserved for PwD-OH)	Essential Qualification: (i) Graduate in any stream (ii) Certificate in both Shorthand with 80 wpm and Typing with 40 wpm in English from Govt. recognized institutes/ board. Experience: 03 year post qualification experience as a Stenographer in Govt. Deptt. / Public Sector undertaking / commercial organization Desirable:- Knowledge of Hindi Typing and Stenography	30 years
16	Technician (Drilling)/ (W-4)/ Rs. 20,200- 49,300/-	41 (20-UR, 12- OBC (NCL), 06-SC & 03-ST)	Essential Qualification: Matriculate or equivalent with ITI Certificate in Mechanic (Earth Moving Machinery) (EMM)/Diesel Mechanic/ Motor Mechanic/ Fitter Trade) Experience: 03 years' post qualification experience in drilling trade. Desirable: Practical experience in working on drilling rigs	30 years
17	Machinist/ (W-4)/ Rs. 20,200- 49,300/-	12 (07-UR, 03- OBC (NCL) & 02-SC)	Essential Qualification: Matriculate or equivalent with ITI certificate in Turner /Machinist / Grinder Miller trade / Heat Treatment. Experience: 03 years' post qualification experience in a reputed workshop in Machinist or related trades after passing ITI certificate. Desirable Experience: Operation in induction hardening plant in reputed workshop after ITI certificate/ diamond drill bit manufacturing industries having skill of industrial diamond sorting and setting in the mould.	30 years
18	Operator (Computer)/ (W-4)/ Rs. 20,200- 49,300/-	07 (02-UR, 03- OBC (NCL), 01-SC & 01-ST) (02 posts are reserved for PwD-OH)	Essential Qualification: Degree of BCA/BCS/BCCA/B.Sc. (Computer Science/IT/ Computer Applications)/ Bachelor of Information System & Management (BISM) from a recognized University (OR) Graduation in any stream and having minimum 01 (one) year diploma after Graduation or PG Diploma in IT/ Computer Science/Computer Applications from a recognized Board/University. Experience: 03 years' post qualification experience in respective discipline	30 years
19	Assistant (HR)/ (W-4)/ Rs. 20,200- 49,300/-	29 (15-UR, 09- OBC (NCL), 03-SC &	Essential Qualification: (i) BA/B.Com/B.Sc/BBA /BBM/ BSW. (ii) Certificate in Typing with 40 wpm in English from Govt. recognized institutes/ board.	30 years

		02-ST) (03 posts are reserved for PwD-OH)	Experience: 3 Years' experience of working as Office Assistant in reputed company (Public / Private) organization. Desirable: Post Graduate Diploma in Personnel Management/ Labour Laws / Labour Welfare.	
20	Technician (Survey & Draftsman)/ (W-4)/ Rs. 20,200-49,300/-	06 (04-UR & 02-OBC (NCL))	Essential Qualification: Matriculate or equivalent with ITI Certificate in Survey/ Draftsmanship (civil). Experience: 03 years' post qualification experience in the line	30 years
21	Assistant (Hindi)/ (W-4)/ Rs. 20,200-49,300/-	01 (01-UR)	Essential Qualification: (i) Graduate with Hindi and English as subjects (OR) Degree in English and having passed equivalent examination in Advance Hindi. (ii) Certificate in Typing with 30 wpm in Hindi from Govt. recognized institutes/ board. Desirable Qualification: Post Graduate Degree in Hindi Experience: 03 years' post qualification experience of working as Office Assistant in Hindi in reputed company (Public/Pvt) or organization. Preferable : Typing speed @ 40 w.p.m. in English (on computer).	30 years
22	Assistant (Materials)/ (W-4)/ Rs. 20,200-49,300/-	18 (08-UR, 05-OBC (NCL), 03-SC & 02-ST) (04 posts are reserved for PwD-OH)	Essential Qualification: (i) Graduate with Mathematics (OR) B.Com (ii) Certificate in Typing with 40 wpm in English from Govt. recognized institutes/ board. Experience: 03 years' post qualification experience in handling engineering and technical stores in large organization.	30 years
23	Technician (Sampling)/ (W-4)/ Rs. 20,200-49,300/-	08 (04-UR & 04-OBC (NCL))	Essential Qualification: B.Sc. Experience: 03 years' post qualification experience in Drill Core Mine Sampling	30 years
24	Assistant (Accounts)/ (W-4)/ Rs. 20,200-49,300/-	15 (07-UR, 04-OBC (NCL), 03-SC & 01-ST) (03 posts are reserved for PwD-OH)	Essential Qualification: B.Com Desirable: Post Graduate in Commerce / Finance and knowledge in Computer. Experience: 03 years post qualification experience in Accounts work in Government Organization / Public undertaking or Private Organizations.	30 years
25	Library Assistant/ (W-4)/ Rs. 20,200-49,300/-	02 (01-UR & 01-OBC (NCL))	Essential Qualification: Bachelor of Library Science Experience: 03 years' post qualification experience in a Library in Government Organization/ Public undertaking or Private Organizations/ Institution.	30 years
26	Electrician/ (W-4)/ Rs. 20,200-49,300/-	02 (02-UR)	Essential Qualification: Matriculate or equivalent with ITI (Electrical) and valid wireman certificate. Experience: 03 years' post qualification experience of working in Mines/ in repairs of electrical machinery and motors, generating sets and power generation, distribution and electrification.	30 years

			<u>Desirable:</u> Valid Electrical Supervisors Certificate	
27	Mechanic/ (W-4)/ Rs. 20,200- 49,300/-	09 (06-UR, 02- OBC (NCL) & 01-SC)	<u>Essential Qualification:</u> Matriculate or equivalent with ITI in Diesel/ Motor Mechanic/ Fitter trade. <u>Experience:</u> 03 years' post qualification experience in diesel/motor mechanic/fitter trade.	30 years
28	Jr. Driver/ (W-3)/ Rs. 19,600- 47,900/-	30 (16-UR, 08- OBC (NCL), 04-SC & 02-ST)	<u>Essential Qualification:</u> Matriculate or equivalent and possessing valid license for driving light and heavy vehicles. <u>Experience:</u> 03 years' post qualification experience of driving and maintenance of light/ heavy vehicles and also articulate trucks on hilly and rough terrain.	30 years

2. Candidates who are working in the Private Sector in the Executive cadre and applying for the above posts from Serial No. 01 to 08 should be drawing following minimum CTC per annum during the last two working years:

TABLE 2: Minimum CTC required in Private Sector			
S. no.	Post	Grade	Minimum CTC per annum during last two working years
1	Deputy General Manager	E-6	14.00 Lakhs
2	Senior Manager	E-5	12.00 Lakhs
3	Manager	E-4	10.00 Lakhs
4	Assistant Manager	E-3	8.50 Lakhs

The candidates working in private sector are required to submit IT returns of last 02 working years showing above CTC at the time of Personal Interview.

3. SELECTION PROCEDURE:

- The selection procedure for the post code 01 to 10 will be by way of Shortlisting of candidates, Document Verification & Personal Interview (PI) as per rules of the company.
- The selection procedure for the post code 11 to 28 will be by way of Shortlisting of candidates, written test and skill test in computer environment/ trade test in concerned trade taking into consideration job requirements for the specific post.
- All the tests will be conducted at Nagpur City only.

4. RELAXATIONS AND CONCESSION:

(i) Relaxation for SC/ST

Upper age is relaxable by 5 years for SC/ST as per Government of India guidelines.

(ii) Relaxation for OBC (Non-Creamy Layer)

Upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) only.

Such candidates will be required to produce the requisite certificate, in the prescribed format of Government of India, from a competent authority issued in the current financial year, indicating clearly the candidate's caste, the Act/Order under

which the caste is recognized as OBC (NCL) and the village/town the candidate is ordinarily a resident of, at the time of document verification/ interview, if called for.

A declaration in the prescribed format by a candidate seeking reservation as OBC (Non-Creamy Layer), that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). The date of document verification will be treated as crucial date for considering the Non-Creamy Layer in the current financial year.

The OBC candidates who belong to “Creamy Layer” are not entitled to OBC concession and they have to indicate their category as **“General”**.

(iii) Relaxation for Persons with Disabilities (PwD) (Degree of disability 40% or above) candidates:

For Persons with Disabilities (PWD), upper age limit is relaxable up to 10 years for General, 15 years for SC/ST and 13 years for OBC-NCL for all posts.

Such candidate will be required to produce the requisite certificate, in the prescribed format of Government of India, indicating the nature and percentage of disability from the Competent Medical Authority for the purpose of employment.

(iv) Relaxation for J&K Candidates:

Upper age limit is relaxable by 5 years for the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01.01.1980 to 31.12.1989.

(v) Relaxation for Ex-servicemen:

Age relaxation to ex-servicemen will be as per Government of India guidelines.

(vi) Relaxation for internal candidates:

Relaxation in age, experience and qualification for internal candidates will be governed by Para 5.2(ii) of Recruitment Rules of the Corporation.

(vii) Relaxation for retrenched ex-contingent workmen of MECL:

Maximum age is relaxable up to 20 (twenty) years to retrenched ex-contingent workmen of MECL for the posts indicated at above from S. no. 11 to 28.

5. COMPENSATION PACKAGE:

Besides pay, all the posts carry other benefits like D.A., HRA, PF, Group Insurance, Medical Facilities and allowances including 35% of Basic Pay under cafeteria approach for Executives and Non-Executives. These benefits will be paid as per directives issued by the company from time to time.

6. PLACEMENT:

The selected candidates may be posted at any of the MECL Projects/Zonal Office/Corporate Office of the Company located anywhere in India as per requirement of the Company.

7. PROBATION:

The appointee will be on probation for a period of 01 (one) year from the date of joining the post and this period may be extended or modified at the discretion of the Appointing Authority.

8. HEALTH:

Appointment of candidates on selection shall be subject to his/her being declared medically fit for the Company's service by Govt. Medical Officer/CMO.

9. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian nationals are eligible to apply.
- ii. **Only Essential Qualifications under Table 1, will be considered for all purposes. However, higher qualifications without essential qualification will not be considered.**
- iii. **The experience required under Table 1, will be considered post qualification experience only (wherever mentioned).**
- iv. Application registration fee of Rs. 100/- for General and OBC candidates (Not applicable in case of SC/ST/PwD/Ex-Serviceman/Departmental candidates) will be paid through bank challan (**available at our website under CAREER column**) of Punjab National Bank or State Bank of India. Any other mode of payment will not be accepted. MECL will not be responsible in case candidate deposits the fee in the wrong account. Fee once paid will not be refunded in any circumstances.
- v. The cut-off date for reckoning educational qualification, experience, age etc. shall be **25.05.2018** for submitting the online application through the website.
- vi. Before submission of the online application, candidates are advised to carefully read the full advertisement for details of educational qualifications, age, experience and other eligibility criteria and ensure that they fulfill the eligibility criteria and other conditions mentioned in this advertisement for the post applied for.
- vii. Shortlisting of candidates for document verification/ personal interview/ written test/ trade test/ skill test will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of such call letters to the candidate will not imply that his/her candidature has been finally cleared by MECL. MECL will take up verification of eligibility conditions with reference to original documents as per rules of the Company.
- viii. In case it is detected at any stage that a candidate does not fulfil the eligibility criteria, his/her candidature shall be rejected /cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any relevant information/material information, his/her candidature/ services shall be summarily terminated without notice.
- ix. For all the above posts, candidates should possess Degree/ Diploma/ ITI from an Indian University/ Institute/ Board approved or recognized by Government/ UGC/ AICTE/ appropriate statutory authority, as the case may be in their respective case.

- x. Merely meeting the prescribed qualifications and experience shall not entail a candidate to be called for interview/selection process. Where the number of applications received in response to the advertisement is large, the Company reserves its right to fix the criteria for calling the candidates on the basis of qualification, experience, etc. and keeping in view the number of vacancies. The decision of the MECL management as to the eligibility or otherwise of a candidate for calling interview shall be final. The name of shortlisted candidates will be displayed on our website www.mecl.co.in in the column of "CAREER".
- xi. Candidates, if shortlisted for personal interview for posts at S.no. 01 to 08, are required to **bring their original documents and ITR of previous 02 working years in case of Private Sector Executives**, which are to be verified prior to the personal interview, failing which they will not be allowed to appear for the personal interview and no TA will be admissible.
- xii. Persons working in Central/ State Govt./ Public Sector Undertakings/ Autonomous bodies/ nationalized banks should apply through proper channel or furnish **No Objection Certificate (NOC)** at the time of the interview, failing which they will not be allowed to appear in the interview and no TA will be paid to them.
- xiii. The above vacancies are tentative and provisional. MECL reserves the right to increase/decrease or not to fill up any of these vacancies or cancel/ restrict/enlarge/ modify/alter the recruitment process, if the need arises, without issuing any further notice or assigning any reason what so ever.
- xiv. The outstation candidates called for personal interview for post code from 01 to 10 will be reimbursed to and fro Railway fare or Bus fare, chargeable by the shortest route from railway station/bus stand nearest to their normal place of residence or from which they actually perform the journey, whichever is nearer, and back to the same station, subject to production of Railway/Bus Ticket/PNR Number. The entitlement to railway fare of the candidates for posts code from Sr. No. 01 is AC-II, Sr. No. 02 to 08 is AC-III and Sr. No. 09 & 10 is sleeper class.
- xv. **TA will not be paid to any candidates appearing for written test/ document verification/ trade test/ skill test for post code from 11 to 28.**
- xvi. No correspondence will be entertained from the candidates for selection/ interview/ written test/ document verification/ skill test/ trade test etc. Canvassing in any form will be treated as disqualification.
- xvii. Any legal proceedings in respect of any matter or claim or dispute out of this advertisement and/or an application in response thereto can be instituted in Nagpur (Maharashtra State) courts/tribunals/forum only and shall have sole and exclusive jurisdiction to try any such cause/dispute.
- xviii. Wherever CGPA/OGPA or grading system in a Degree/Diploma is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. The candidate will have to produce copies of these norms as prescribed in his/her University/Institute at the time of interview and document verification/ trade test/ skill test if called for.

- xix. Applications will be accepted only through the MECL Online Recruitment Portal. Any application received through any other mode will not be accepted and will be summarily rejected.**
- xx. Shortlisting of the candidates for the above posts will be done on the basis of information provided by the candidate on Online Recruitment Portal only. MECL will not be responsible for the veracity of the information provided by the candidate as no physical documents are called for at the time of submission of application. Hence, the candidates will be held responsible in case of any false information provided.
- xxi. The candidate must ensure that accurate information is provided through Online Recruitment Portal. Any deviation found in Online Application during document verification process will result in rejection of the candidature for the applied post.
- xxii. Corrigendum/ Amendment in respect of above advertisement shall be made available on our official website www.mecl.co.in under Career column only. No further press advertisement will be given. Hence applicants are advised to visit MECL website regularly for above purpose.

10. ACTION AGAINST APPLICANTS FOUND GUILTY OF MISCONDUCT USE OF UNFAIR MEANS:

Applicants are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or online, electronically or mechanically for any purpose or resorting to any irregular or improper means in connection with his/ her candidature or obtaining support for his/ her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the examination/ interview hall such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- i. To be disqualified from the personal interview/ written test/ Skill test/ Trade test.
- ii. To be debarred either permanently or for a specified period from any examination conducted by MECL.
- iii. For termination of service, if he/ she has already joined MECL.

11. HOW TO APPLY:

The candidates are required to apply through Online Recruitment Portal Only. The relevant link will be made available from **16.07.2018 (Monday) to 16.08.2018 (Thursday)** under the head of **“CAREER→Advertisement Notices & Results”** on MECL website: [**www.mecl.co.in**](http://www.mecl.co.in). Applications received through any other mode will not be accepted. Before filling the online application, the candidate should keep ready a scanned copy of passport size Photograph, Signature in JPG/JPEG format and Caste Certificate & PwD Certificate in PDF format if any. Fill in the Online application form with all relevant details. Upload

scanned copy of Photograph, Signature in JPG/JPEG format and Caste & Pwd Certificate in PDF format. Candidates should ensure that all the relevant details entered in the MECL online application should be correct. Candidates of SC/ST and OBC (NCL) category should be careful while filling up category option in the online application as no changes will be allowed at a later date/stage of recruitment process.

Before registering applications on the MECL website, the candidate should possess the following:

- (i) Valid e-mail ID and mobile number, which should remain **valid for at least one year** as any important intimation to the candidates shall be provided by MECL through E-mail. Therefore, candidates are advised not to change their email-id and mobile number at least for one year. They are further advised to check their E-mail regularly for any communication from MECL in this regard.
- (ii) Personal details, educational qualification details, experience details and category/community details.
- (iii) Details of application fee paid through Bank Challan (for General & OBC-NCL candidates), through Punjab National Bank or State Bank of India.
- (iv) The photograph must be a recent passport size colour picture. Applicant should ensure that size of the scanned photo image to be uploaded should be less than 50 KB and in JPG/JPEG format only.
- (v) Signature image has to be signed by the applicant in white paper with Black Ink pen. The applicant's signature on attendance sheet at the time of the Document Verification and Personal Interview should match the uploaded signature. In case of a mismatch, the applicant may be disqualified. Applicant should ensure that size of the scanned signature to be uploaded should be less than 20 KB and in JPG/JPEG format only.
- (vi) If candidate belongs to SC/ST/OBC(NCL) category, he/she has to scan and upload his/her caste certificate in PDF format in size less than 350 KB.
- (vii) If candidate belongs to PwD category, he/she has to scan and upload his/her PwD certificate in PDF format in size less than 350KB.
- (viii) MECL shall not be responsible for any application made, wrong information provided by/to an unauthorized person/ institution/ website. Applicants are advised not to share/ mention their application details with/to anyone.
- (ix) Applicants are advised in their own interest to apply on the Online Recruitment Portal much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the Company's website on account of heavy load on internet website traffic. MECL takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of MECL.
- (x) Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution / civil consequences in case the information/ details furnished by him/her are found to be false at a later stage.
- (xi) Candidate may apply for more than one post. Only one application should be submitted by any candidate for each post.

- (xii) Applicant can retrieve his earlier online application by re-login through filling date of birth and mobile number mentioned initially, in case of any technical problems or power cut while submitting/ filling their application.
- (xiii) After successful submission of application on Online Recruitment Portal, applicants are advised to take a printout of the system generated application form and keep it ready with them for future reference.

Note: Recruitment process in MECL is purely based on merit. Candidates are advised NOT to get trapped by fraudulent messages/ persons, who claim to facilitate selection in MECL in lieu of monetary benefits/bribe.

IMPORTANT

Correspondence with candidates through E-mail will be made on the E-mail address provided by the candidate in the application. However, MECL Management, at its discretion, may prefer to use other modes of communication viz. SMS/Post, if felt necessary. MECL will not be responsible for any loss of letter which will be sent to candidates by post on the address provided by the candidate on online recruitment portal, due to postal delay or for any reasons whatsoever. In case of E-mail/SMS, the responsibility of receiving, downloading and printing of personal interview call letter/any other information shall lie with the candidate. MECL will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or any delay/non-receipt of information if the candidate fails to access his/her e-mail/website in time.

IMPORTANT DATES

1	Date of Reckoning for Eligibility criteria	25.05.2018
2	Commencement of Online Registration for submitting applications	16.07.2018
3	Closing date for submitting applications through website	16.08.2018

Advt. No. 03/Rectt./2018

GENERAL MANAGER (HR)

Date: 12.06.2018