



MECL

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

Dr. Babasaheb Ambedkar Bhavan, Highland Drive Road, Seminary Hills, Nagpur-440006

(Maharashtra), CIN: U13100MH1972GO1016078

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Website: www.mecl.co.in

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RECRUITMENT FOR NON-EXECUTIVE POSTS IN MECL

Mineral Exploration Corporation Limited (MECL), A Miniratna-I CPSE, under the Ministry of Mines, Government of India, requires smart, result oriented, experienced personnel with initiative and enterprise for its Corporate Office at Nagpur, Zonal Offices and Project site Offices situated all over in India.

MECL, an equal opportunity employer offers best in class remuneration which includes Basic Pay, IDA, HRA, Perks & Allowances, PF contribution, Group Performance Related Incentive, Group Medical Insurance Facilities, MECL-Employee Defined Contributory Superannuation Scheme, Group Personal Accident Insurance and Term Insurance, Two/Four wheeler vehicle loan and House Building Advance as per company guidelines.

Interested candidates from Central/State Government Departments, CPSEs/State PSUs, Institutions, Reputed Private Organizations, are requested to visit the career section of MECL's website and submit online application for the various openings as under.

1. Name of the Post, Grade, number of vacancies, essential educational qualification, minimum post qualification relevant experience and maximum age limit:

TABLE 1

Post Code	Post/ Scale of Pay (IDA)	Grade	No. of Vacancies	Essential Educational Qualification	Minimum Post Qualification Relevant Experience	Max Age (years)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	Foreman (Mechanical) Scale: Rs. 22,900-55,900/-	W-7	02 (02-UR)	Diploma in Mechanical Engineering with minimum 60% marks.	03 years post qualification relevant experience in workshop/ Manufacturing unit. Desirable Experience: Persons having hands on experience in operation of CNC machine shall be preferred. Desirable Qualification: Post Diploma qualification in CAD/CAM/CNC programming	30
02	Accountant Scale: Rs. 22,900-55,900/-	W-7	10 (03-UR, 03-OBC(NCL), 03-SC & 01-ST) (02 posts are reserved for Pwd)	Graduate/ Post Graduate with Intermediate pass of CA/ICWA.	03 years post qualification relevant experience after passing Intermediate of CA/ICWA , in Accounts work	30

03	Foreman (Electrical) Scale: Rs. 22,900- 55,900/-	W-7	02 (01-UR & 01- SC)	Diploma in Electrical Engineering with minimum 60% marks.	03 years post qualification relevant experience of Industrial/ Domestic internal & external electrical wiring, substations. Desirable: Having knowledge of estimating, costing and well versed with all electrical rules and regulations, method and application, D.G.sets, water pumps and air conditioners etc.	30
04	Technical Assistant (Survey & Draftsman) Scale: Rs. 22,900- 55,900/-	W-7	03 (03- OBC(NCL))	(i) Diploma in Survey/ Civil Engineering with minimum 60% marks. , (ii) Certificate course in AutoCAD	03 years post qualification relevant experience after passing qualification at (i), surveying like Total Station/ DGPS. Desirable Experience: Conducting Topo Survey for mineral exploration/ Geological mapping/Topographical surveying with total station and DGPS.	30
05	Technician (Drilling) Scale: Rs. 20,200- 49,300/-	W-4	40 (09-UR, 14- OBC(NCL), 09- SC & 05-ST & 03-EWS)	Matriculate or equivalent with ITI Certificate in Mechanic (Earth Moving Machinery / Diesel Mechanic /Motor Mechanic / Fitter Trade	03 years post qualification relevant experience after passing ITI Certificate, in drilling trade.	30
06	Mechanic Scale: Rs. 20,200- 49,300/-	W-4	20 (09-UR, 06- OBC(NCL), 02- SC, 01-ST & 02-EWS)	Matriculate or equivalent with ITI Certificate in Diesel Mechanic /Motor Mechanic/ Fitter trade.	03 years post qualification relevant experience after passing ITI Certificate, in Diesel Mechanic/ Motor Mechanic/Fitter Trade.	30
07	Mechanic (Welder Trade) Scale: Rs. 20,200- 49,300/-	W-4	05 (02-UR, 01- OBC(NCL), 01- SC & 01-ST)	Matriculate or equivalent with ITI Certificate in Welder trade.	03 years post qualification relevant experience after passing ITI Certificate, in Welder Trade.	30
08	Machinist Scale: Rs.	W-4	08 (02-UR, 02- OBC(NCL), 01-	Matriculate or equivalent with ITI certificate in Turner/	03 years post qualification relevant experience after passing ITI Certificate, in	30

	20,200-49,300/-		SC, 02-ST & 01-EWS)	Machinist/ Grinder/ Miller trade.	workshop in field of Machinist or related trades.	
09	Stenographer (English) Scale: Rs. 20,200-49,300/-	W-4	09 (03-UR, 04-OBC(NCL), 01-SC & 01-ST) (01 post is reserved for PwD)	(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	03 years post qualification relevant experience after passing Certificate in Shorthand and Typing , as a Stenographer. Desirable: Knowledge of Hindi Typing	30
10	Assistant (HR) Scale: Rs. 20,200-49,300/-	W-4	16 (07-UR, 05-OBC(NCL), 01-SC, 01-ST & 02-EWS) (03 posts are reserved for PwD)	(i) BA/B.Com/B.Sc/ BBA/ BBM/BSW. (ii) Certificate in Typing with 40 wpm in English from Govt. recognized institutes/board.	03 years post qualification relevant experience after passing qualification at (i) , as Office Assistant in HR/Admin/Personnel Department. Desirable Qualification: Post Graduate Diploma in Personnel Management/ Labour Laws/ Labour Welfare	30
11	Assistant (Materials) Scale: Rs. 20,200-49,300/-	W-4	23 (11-UR, 05-OBC(NCL), 03-SC, 02-ST & 02-EWS) (05 posts are reserved for PwD)	(i) Graduate with Mathematics OR B.Com. (ii) Certificate in Typing with 40 wpm in English from Govt. recognized institutes/board.	03 years post qualification relevant experience after passing qualification at (i) , in handling engineering and technical stores.	30
12	Assistant (Accounts) Scale: Rs. 20,200-49,300/-	W-4	16 (06-UR, 04-OBC(NCL), 03-SC, 01-ST & 02-EWS) (03 posts are reserved for PwD)	B.Com.	03 years post qualification relevant experience, in Accounts work. Desirable Qualification: Post Graduation in Commerce/ Finance and Knowledge of Computer. Desirable Experience: Tally software	30
13	Technician (Laboratory) Scale: Rs. 20,200-49,300/-	W-4	07 (02-UR, 02-OBC(NCL), 01-SC, 01-ST & 01-EWS) (01 post is	B.Sc. in Chemistry/ Physics/ Geology	03 years post qualification relevant experience in Chemical/ Petrological/ Mineralogical or similar Laboratories.	30

			reserved for PwD)			
14	Technician (Sampling) Scale: Rs. 20,200- 49,300/-	W-4	01 (01-ST)	B.Sc.	03 years post qualification relevant experience of Drill Core/Mine Sampling.	30
15	Technician (Survey & Draftsman) Scale: Rs. 20,200- 49,300/-	W-4	02 (01-SC & 01- ST)	Matriculate or equivalent with ITI in Survey/ Draftsmanship (Civil)	03 years post qualification relevant experience in Survey OR Draftsman.	30
16	Electrician Scale: Rs. 20,200- 49,300/-	W-4	03 (02-UR & 01- OBC(NCL))	(i) Matriculate or equivalent with ITI (Electrical) (ii) Valid Wireman certificate	03 years post qualification relevant experience after passing Wireman Certificate , in electrical wiring/ repairs of Electrical Machinery/ power generation/ power transmission/ power distribution.	30
17	Library Assistant Scale: Rs. 20,200- 49,300/-	W-4	01 (01-UR)	Bachelor of Library Science	03 years post qualification relevant experience in a Library.	30

2. SELECTION PROCEDURE:

The selection process will entail shortlisting of candidates based on academic credentials, relevant experience and suitable expertise, followed by Written Test, Document Verification & Skill test in computer environment/ Trade test in concerned trade, taking into consideration job requirements for the specific post, as per rules of the company. All the tests will be conducted at Nagpur City only.

3. 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 as per Government of India guidelines.

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/ skill test/ trade test, 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 as on cut-off date, in addition to the community certificate (OBC).

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 as per Government of India guidelines.

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 Medical Board/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 as per Government of India guidelines.

(v) Relaxation for Ex-servicemen:

Age & other criteria for ex-servicemen will be as per Government of India guidelines.

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

Maximum age is relaxable up to 20 (twenty) years to retrenched ex-contingent workmen of MECL.

(vii) Reservation for EWS Candidates:

Reservation of EWS candidates will be provided as per Government of India Guidelines, subject to providing Income and Asset Certificate from the Competent Authority to issue such certificate. The prescribed format and the competent authority have been mentioned in DOPT Office Memorandum No. 36039/1/2019.

(viii) Relaxation for internal candidates:

Relaxation in age, experience and qualification for internal candidates will be governed by Para 5.2(ii) of Recruitment Rules-2014 of the Corporation,

which specifies that internal employees in the immediate lower grade in MECL are only eligible to apply for the post(s) advertised, provided they fulfil the prescribed requirements as per advertisement.

4. REMUNERATION:

Besides Basic pay, all the posts carry other benefits like IDA, HRA, Perks & Allowances (under cafeteria approach), PF, Group Performance Related Incentive, Group Medical Insurance Facilities, MECL-Employee Defined Contributory Superannuation Scheme, Group Personal Accident Insurance and Term Insurance. These benefits will be provided as per directives issued by the company from time to time. Further, Employees will also be entitled for two/four wheeler vehicle loan and house building advance as per company guidelines.

5. PLACE OF POSTING:

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

6. PROBATION:

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

7. MEDICAL FITNESS:

Appointment of candidates on selection shall be subject to his/her being declared medically fit by a Govt. Medical Officer/ CMO of Govt. Hospital, accompanied with Appointee's declaration (as per Company's Proforma) for the Company's service.

8. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. The minimum post qualification relevant experience under Table 1, will be reckoned only after passing the essential qualification specified against each post.
- iii. Minimum Essential Qualifications will be considered for all purposes. Higher qualifications without essential qualification will not be considered.
- iv. Application registration fee of Rs. 100/- for General, EWS 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 section, <https://www.mecl.co.in/Careers.aspx> or [meclrecruitment.co.in](https://www.meclrecruitment.co.in)) 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 essential educational qualification, relevant experience, age etc. shall be **07.08.2019** for submitting the online application through the website of MECL (<https://www.mecl.co.in/Careers.aspx> or [meclrecruitment.co.in](https://www.meclrecruitment.co.in)).
- 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 written test/ document verification/ skill test/ trade test will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of such call letters to the candidates will not imply that his/her candidature has been finally cleared. MECL will undertake 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/ submitted any false information such as age, caste, qualification, experience, disability, etc. at the time of document verification/ at the time of joining, 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/ false information or suppressed any relevant information/material information, his/her candidature/ services shall be summarily terminated without notice and Offer of employment issued in favour of candidate will be withdrawn before/after the joining in MECL.
- 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 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 essential educational qualification, relevant experience, etc. and keeping in view the number of vacancies. The decision of MECL management as to the eligibility or otherwise of a candidate for Written Test/ Skill Test/ Trade Test shall be final.
- xi. The name of shortlisted candidates will be displayed only on our website under **"CAREER" section** (<https://www.mecl.co.in/Careers.aspx> or [meclrecruitment.co.in](https://www.meclrecruitment.co.in)).

- xii. Candidates working in Central/ State Govt./ Public Sector Undertakings/ Autonomous bodies/ nationalized banks etc. should apply through proper channel and fill Online application as well or furnish **No Objection Certificate (NOC)** at the time of the document verification, failing which they will not be allowed to appear for Skill Test/ Trade Test.
- xiii. **TA will not be paid to any candidate appearing for written test/ document verification/ trade test/ skill test.**
- xiv. No correspondence will be entertained from the candidates for selection/ written test/ document verification/ skill test/ trade test etc. Canvassing in any form will be treated as disqualification.
- xv. 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.
- xvi. 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 document verification/ skill test/ trade test if called for.
- xvii. The period/duration of Apprenticeship/ Training/ Internship/ Articleship/ etc. which is attained during academic course curriculum will not be considered as experience.
- xviii. **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. There is no need for sending the physical application.**
- xix. 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.
- xx. 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.
- xxi. Candidates are advised not to attempt for registration more than once for the same post while filling Online Application at MECL Recruitment Portal. In case of multiple registrations, the one with the latest Application Sequence Number will be considered as final application for recruitment process and other applications will be rejected.

xxii. Corrigendum/ Amendment in respect of present advertisement shall be made available on our official website under **Career section only** (<https://www.mecl.co.in/Careers.aspx> or [mecrecruitment.co.in](https://www.mecl.co.in/mecrecruitment.co.in)). No further press advertisement will be given. Hence applicants are advised to visit MECL website regularly for above purpose.

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

Applicants are advised in their own interest that they should refrain from furnishing any particulars that are false, tampered with or fabricated, and should not suppress any material information while submitting the online application form. At the time of written examination/ document verification/ skill test/ trade test 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 written examination/ document verification/ skill test/ trade test or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein, in whole or in 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 written test/ skill test/ trade test, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be also liable:

- i. To be disqualified from the examination hall/ document verification/ 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.

10. HOW TO APPLY:

The candidates are required to apply through Online Recruitment Portal of MECL's website Only. The relevant link will be made available from **31.08.2019 (Saturday) to 21.09.2019 (Saturday)** under the head of "**CAREER→Advertisement Notices & Results**" on MECL website: <https://www.mecl.co.in/Careers.aspx> or [mecrecruitment.co.in](https://www.mecl.co.in/mecrecruitment.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/GIF format and Caste Certificate, Economically Weaker Section (EWS) 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/GIF format and Caste, EWS & 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/OBC(NCL)/EWS 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) Candidate should be registered through 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. In case of applying for multiple posts, Candidates are advised to apply through same Login ID and there is no need to register again with different Login ID.
- (ii) Personal details, educational qualification details, experience details and category/ community details.
- (iii) Details of application fee paid through Bank Challan (for General, EWS & OBC 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 not exceed 50 KB and in JPG/JPEG/GIF format only with dimensions: Height 170 pixel and Width 132 pixel.
- (v) The applicant should upload his/her scanned signature, which is to be on white paper in Blue/Black Ink only, for uploading on the Online Application. Applicant should ensure that size of the scanned signature to be uploaded, should not exceed 20 KB, and in JPG/JPEG/GIF format with dimensions: Height 75 pixel and Width 170 pixel. The applicant's signature on attendance sheet at the time of the Document Verification/ Skill Test/ Trade Test should match the uploaded signature. In case of a mismatch, the applicant may be disqualified.
- (vi) If candidate belongs to SC/ST/OBC(NCL)/EWS/PwD category, he/she has to scan and upload his/her caste/EWS/PwD certificate in PDF format in size not exceeding 300 KB.
- (vii) 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.
- (viii) 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.
- (ix) 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 any stage.
- (x) Candidate may apply for more than one post. Only one application should be submitted by any candidate for each post.

- (xi) Applicant can retrieve his password through filling date of birth and mobile number mentioned initially, in case of any technical problems encountered while submitting/ filling their application.
- (xii) After successful submission of application on Online Recruitment Portal of MECL's Website, applicants are advised to take a printout of the system generated application form and keep it ready with them for future reference.
- (xiii) For any technical query, please write to hod-itc@mecl.co.in

11. IMPORTANT

- 11.1 Correspondence with candidates through E-mail will be made on the E-mail address provided by the candidate in the Online Application only. The responsibility of receiving, downloading and printing of admit card for written test/ call letter for document verification/ skill test/ trade test/ any other communication/ 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 communication/ information if the candidate fails to access his/her e-mail/ MECL website (www.mecl.co.in) in time.**
- 11.2 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.**
- 11.3 The above vacancies are provisional. MECL reserves the right to increase/ decrease or not to fill up any/ all of these vacancies OR cancel/ restrict/ enlarge/ modify/ alter/ withdraw the Recruitment process of any/ all of these vacancies at any stage of this advertisement, without issuing any further notice or assigning any reason thereof whatsoever.**

IMPORTANT DATES

1	Date of Reckoning for Eligibility criteria (Cut-off Date)	07.08.2019
2	Commencement of Online Registration for submitting applications	31.08.2019
3	Closing date for submitting applications through website	21.09.2019

Advt. No. 03/Rectt./2019

GENERAL MANAGER (HR)

Date: 13.08.2019