



## MINERAL EXPLORATION & CONSULTANCY LIMITED

(Formerly Mineral Exploration Corporation Limited)

(A MINIRATNA-I GOVERNMENT OF INDIA ENTERPRISE)

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

(Maharashtra), CIN: U13100MH1972GOI016078

Phone: 0712-2510-310/141/142/143

Website: [www.mecl.co.in](http://www.mecl.co.in)

Email-recruitment@mecl.co.in

Advertisement No.: 01/Rectt./2023

Date: 12.08.2023

### **RECRUITMENT FOR EXECUTIVE POSTS IN MECL**

Mineral Exploration & Consultancy Limited (MECL), (formerly Mineral Exploration Corporation Limited), 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 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, Performance Related Pay, 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-I**

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)
1	Deputy General Manager (Finance) Scale: Rs. 90,000-2,40,000/-	E-6	Backlog: 01 (01-OBC-NCL)	CA/ICWA (OR) Full time 2 years MBA/ PGDM in Finance Management	17 years post qualification relevant 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 financial accounting, auditing and cost accounting.	50
2	Manager (Geology) Scale: Rs. 70,000-2,00,000/-	E-4	Backlog: 01 (01-OBC-NCL)	M.Sc/ M.Tech./ M.Sc.Tech. (Geology/Applied Geology/Earth Science/Exploration Geology/ Mineral Exploration/ Geological Technology) (OR) equivalent	10 years post qualification relevant experience of geological assignments, out of which at least 5 years should be site experience in mineral exploration, in Reconnaissance/ Preliminary /General /Detailed exploration for minerals with preparation of Geological Reports. Desirable Experience: Mineral targeting through remote sensing applications. Knowledge of AutoCAD, Map Info or Arc GIS or similar GIS software, Geological modelling, ore reserve estimation and mine planning software system. Desirable Qualification: Certificate course/ Training in Advanced Remote Sensing.	45

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)
3	Assistant Manager (Geology) Scale: Rs. 60,000-1,80,000/-	E-3	Backlog: 03 (01-SC & 02-ST)	M.Sc/ M.Tech./ M.Sc.Tech. (Geology/Applied Geology/Earth Science/Exploration Geology/ Mineral Exploration/ Geological Technology) (OR) equivalent	07 years post qualification relevant experience of geological assignments, out of which at least 03 years should be site experience in mineral exploration, in Reconnaissance/ Preliminary /General /Detailed exploration for minerals with preparation of Geological Reports.  Desirable Experience: Mineral targeting through remote sensing applications. Knowledge of AutoCAD, Map Info or Arc GIS or similar GIS software, Geological modelling, ore reserve estimation and mine planning software system.  Desirable Qualification: Certificate course/ Training in Advanced Remote Sensing.	40
4	Assistant Manager (Finance) Scale: Rs. 60,000-1,80,000/-	E-3	Backlog: 01 (01-UR-PwD) (Reserved for PwD-VH/HH/OH)	CA/ICWA (OR) Full time 2 years MBA/ PGDM in Finance Management	07 years post qualification relevant experience in one or more areas of financial accounting/ management, cost accounting and auditing.	40
5	Assistant Manager (HR)  Scale: Rs. 60,000-1,80,000/-	E-3	Backlog: 01 (01-SC) (reserved for PwD-VH/HH/OH)	Full time 2 years PG Degree/Diploma in HR/ Personnel Management & Industrial Relation (OR) MBA (HR)/ MSW/ MMS(HR) (OR) equivalent	07 years post qualification relevant experience in one or more areas of Personnel Management & Industrial Relations/ HR Functions.  Desirable Qualification: Degree in Law	40
6	Electrical Engineer  Scale: Rs. 40,000-1,40,000/-	E-1	Fresh Vacancy: 01 (01-UR)	B.Tech./B.E. in Electrical Engineering/ Electrical & Electronics Engineering (OR) equivalent	02 years post qualification relevant experience in the installation, commission and testing of HT Breakers, VCB, PLC, LT Breakers, Transformers, RTCC, DG Sets, Motors, Pumps along with operation & maintenance of same.	30
7	Geologist  Scale: Rs. 40,000-1,40,000/-	E-1	Fresh Vacancies: 14 (06-UR, 03-OBC-NCL, 03-SC, 01-ST, 01-EWS)	M.Sc/ M.Tech./ M.Sc.Tech. (Geology/Applied Geology/Earth Science/Exploration Geology/Mineral Exploration/ Geological Technology) (OR) equivalent	02 years post qualification relevant field experience in exploration of various minerals.  Desirable Qualification: Certificate course/ Training in latest Geo-Modelling software/s.	30
8	Geophysicist Scale: Rs. 40,000-1,40,000/-	E-1	Fresh Vacancies: 05 (02-UR, 02-OBC-NCL, 01-SC)	M.Sc/ M.Tech./ M.Sc.Tech. (Geophysics/ Applied Geophysics/ Geophysical Technology) (OR) Equivalent	02 years post qualification relevant experience in Geophysical surveys.	30

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)
9	Chemist Scale: Rs. 40,000- 1,40,000/-	E1	Fresh Vacancies: 05 (03-UR, 01-OBC-NCL, 01-SC)	M.Sc. (Chemistry) (OR) equivalent.	02 years post qualification relevant experience in analysis of ores, minerals (coal/non-coal) and rocks.	30
10	Procurement & Contract Officer Scale: Rs. 40,000- 1,40,000/-	E-1	Fresh Vacancy: 01 (01-UR)	Bachelor Degree in Mechanical Engineering	02 years post qualification relevant experience in Procurement & Contract involving public procurement systems & processes.	30
11	Accounts Officer Scale: Rs. 40,000- 1,40,000/-	E-1	Fresh Vacancies: 02 (01-UR & 01-ST)  Backlog: 01 (01-OBC-NCL) (Reserved for PwD-VH/HH/OH)	CA/ICWA (OR) Full time 2 years MBA/ PGDM in Finance Management	02 years post qualification relevant experience in one or more areas of financial accounting/ management, cost accounting and auditing.	30
12	Programmer Scale: Rs. 40,000- 1,40,000/-	E-1	Fresh Vacancies: 02 (02-UR) (of which 01 reserved for PwD-VH)  Backlog: 02 (02-OBC-NCL) (of which 01 reserved for PwD-VH/HH/OH/A/M)	B.Tech./B.E. in Computer Science/ Information Technology/ Computer Technology (OR) MCA (OR) equivalent	02 years post qualification relevant experience in Computer Programming.  Desirable Experience: In the area of Computer applications involving systems analysis & design, database structures, programming, testing documents, implementation with regard to scientific and commercial applications. Technical programming skills in C, C++, Visual C++ (OR) Python (OR) PHP (OR) Perl (OR) Java, J2EE, JSP (OR) VB.Net, ASP.Net, XML, HTML, JavaScript, CSS (OR) SAP ABAP. Knowledge of SAP ABAP Development & Experience on SAP ABAP Object Oriented Development/ Knowledge in Geology/ Exploration related software's and Development.	30
13	H.R. Officer Scale: Rs. 40,000- 1,40,000/-	E-1	Fresh Vacancy: 01 (01-UR)	Full time 2 years PG Degree/Diploma in HR/ Personnel Management & Industrial Relation (OR) MBA (HR)/ MSW/ MMS(HR) (OR) Equivalent	02 years post qualification relevant experience in one or more areas of Personnel Management & Industrial Relations/ HR Functions.	30

**\*Abbreviations used:**

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|---|--|
| a. VH: blindness and low vision;  | f. UR: Unreserved  |
| b. HH: deaf and hard of hearing;  | g. OBC-NCL: Other Backward Classes (Non-Creamy Layer)    |
| c. OH: locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attacks victims & muscular dystrophy; | h. SC: Scheduled Caste                                   |
| d. A: Autism, intellectual disability, specific learning disability and mental illness;                                   | i. ST: Scheduled Tribe                                   |
| e. M: Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness                        | j. EWS: Economically Weaker Section                      |
|   | k. PwD: Persons with Disabilities (Benchmark Disability) |

2. Candidates applying for Post Code from 01 to 05, should meet the following conditions for the total work experience:

**TABLE-II**

S.No	Post	Grade	Experience in IDA Scale of Pay	Experience in CDA Scale of Pay	CTC for Reputed Private Organization(s)
1	Deputy General Manager (Post Code 1)	E-6	02 years should be in one grade below, i.e., in IDA pay-scale of Rs. 32,900-58,000/- (Pre-Revised)/ Rs. 80,000-2,20,000/- (Revised)	05 years should be in CDA pay-scale of Rs.15600-39100/- with grade pay of Rs.7600/- (as per 6th CPC)	02 years should be in CTC of min. Rs. 14 Lakhs per annum
2	Manager (Post Code 2)	E-4	02 years should be in one grade below, i.e., in IDA pay-scale of Rs. 24,900-50,500/- (Pre-Revised)/ Rs. 60,000-1,80,000/- (Revised)	02 years should be in one grade below, i.e. in CDA pay-scale of Rs. 15600-39100/- with grade pay of Rs.6600/- (as per 6th CPC)	02 years should be in CTC of min. Rs. 10 Lakhs per annum
3	Assistant Manager (Post Code 3 to 5)	E-3	02 years should be in one grade below, i.e., in IDA pay-scale of Rs. 20,600-46,500/- (Pre-Revised)/ Rs. 50,000-1,60,000/- (Revised)	02 years should be in one grade below, i.e. in CDA pay-scale of Rs. 15600-39100/- with grade pay of Rs.5400/- (as per 6th CPC)	02 years should be in CTC of min. Rs. 8.5 Lakhs per annum

**Note:** Candidates should bring Salary Slips of last 03 months and ITR of last 02 years showing their salary details in support of above work experience at the time of document verification, which are to be verified with originals prior to the personal interview, failing which they will not be allowed to appear for the personal interview and no TA will be admissible.

**3. SELECTION PROCEDURE:**

The selection process will entail shortlisting of candidates based on academic credentials, relevant experience and suitable expertise, followed by Document Verification & Personal Interview (PI) for the post code from 01 to 13, as per rules of the Company. Personal Interviews will be conducted at Nagpur City only.

**4. RESERVATION, RELAXATIONS AND CONCESSIONS:**

- Reservation/ Relaxations for SC/ ST/ OBC-NCL/ EWS/ PWD (degree of disability 40% & above) and Ex-Servicemen candidate will be as per Government of India guidelines.
- Upper age limit is relaxable by 05 years for SC/ ST candidates as per Government of India guidelines.
- Upper age limit is relaxable by 03 years for OBC (Non-Creamy Layer) candidates 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/ 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 as on cut-off date, in addition to the community certificate (OBC) will also be required at the time of document verification. **The OBC candidates who belong to "Creamy Layer" are not entitled to OBC concession and they have to indicate their category as "UR".**

- iv. For Persons with Disabilities (PWD), upper age limit is relaxable up to 10 years for PWD Candidates belonging to General, 15 years for PWD Candidates belonging to SC/ST and 13 years for PWD Candidates belonging to 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.
- v. Upper age limit is relaxable by 05 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.
- vi. Age & other relaxation criteria for Ex-servicemen will be as per Government of India guidelines.
- vii. 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 in age, experience and qualification for internal candidates will be governed by Para 5.2 (ii) of extant Recruitment Rules 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.

#### **5. REMUNERATION:**

Besides Basic Pay, all the posts carry other benefits like IDA, HRA, Perks & Allowances (under cafeteria approach), PF, Performance Related Pay, 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.

#### **6. PLACE OF POSTING:**

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

#### **7. 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.

#### **8. 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.

#### **9. 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 up to cut-off date as specified in this detailed advertisement.**
- 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 shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection. The candidate should ensure to keep original copy of MECL Challan after payment for further process. Candidate should enter the Transaction ID/ Journal No. mentioned in the Bank Challan against the field for “Challan No.” in the online application form under “Payment” tab.
- v. The cut-off date for reckoning essential educational qualification, relevant experience, age etc., shall be **21.07.2023** 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. The name of the candidate or his/her Father/ Mother/ Spouse name etc., should be spelt correctly in the application as it appears in the Certificates/ Marksheet/ Identity proof. Any change/ alteration found may disqualify the candidature.
- viii. Shortlisting of candidates for document verification/ personal interview will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of 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.
- ix. 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 immediately without any notice and Offer of employment issued in favour of candidate will be withdrawn/cancelled before/after the joining in MECL.
- x. For all the above posts, candidates should possess Degree/ Diploma from an Indian University/ Institute/Board approved or recognized by Government/ UGC/ AICTE/ appropriate statutory authority, as the case maybe in their respective case.
- xi. For all the essential qualifications, the minimum qualifying marks shall be 60%, except the qualifications like CA & ICWA. However, MECL reserves the right to increase the minimum qualifying marks for the purpose of shortlisting of candidates.
- xii. The Date of passing of Qualification of Degree/Diploma/ other qualifying exams etc., will be the date on the marksheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/Institute indicating the date on which the result was posted on the website will be taken as the date of passing for reckoning of Post Qualification Relevant Experience as per advertisement criteria.

- xiii. 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 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 to call for interview shall be final.
- xiv. 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](http://meclrecruitment.co.in)).
- xv. Candidates working in Central Govt./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 in the interview and no TA will be paid.
- xvi. The outstation candidates called for personal interview for post code from 01 to 13 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 Sr.No.01 is AC-II, Sr. No. 02 to 05 is AC-III and Sr.No.06 to 13 is sleeper class.
- xvii. No correspondence will be entertained from the candidates for selection/ interview/ document verification etc. Canvassing in any form will lead to disqualification.
- xviii. 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.
- xix. 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 if called for.
- xx. The period/ duration of Apprenticeship/ Training/ Internship/ Articleship/ etc., which is attained during academic course curriculum will not be considered as experience.
- xxi. 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. The candidates are not required to send the printouts of their online applications. Please retain a print out of your finally submitted online application (complete with Payment Details, if not fee-exempted applicant) as a proof of submission of your application, whenever required.**
- xxii. 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.

- xxiii. The candidates are advised to fill the details/ information/ dates etc., in their Online Application form as per their Original Documents only which are to be produced at the time of document verification process. Any deviation found in Online Application with the originals produced by the candidates during document verification process will result in rejection of the candidature for the applied post.
- xxiv. The candidates are advised to carefully fill their Name of Employer/ Designation/ Post Held/ Nature of Duties/ CTC/ Scale of pay/ etc., in Online Application and valid proof in support of these particulars are to be produced by the candidates at the time of Document verification process. Further, the candidate should elaborate the Roles and Responsibilities having/being performed by him/her under “**Nature of Duties**” field of Experience and the same will be verified through documents provided by candidate’s employer supporting the Nature of duties filled by the candidates during Document Verification Process, as the list of shortlisted candidates is prepared based on these criteria filled by the candidates in their Online Application vis-à-vis MECL advertisement criteria, failing which will result in rejection of the candidature for the applied post.
- xxv. 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 the candidates, who submit multiple Online Recruitment Applications for the same post, should note that only the Online Recruitment Application with higher 'Application Number' shall only be considered and other applications will be rejected; fee paid against one 'Application Number' shall not be adjusted against any other 'Application Number'.
- xxvi. 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 [meclrecruitment.co.in](https://www.meclrecruitment.co.in)). 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 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 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 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 examination/ interview such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be also liable:

- i. To be disqualified from the personal interview.
- 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 of MECL's website Only. The relevant link will be made available under the head of "CAREER→Advertisement Notices & Results" on MECL website: <https://www.mecl.co.in/Careers.aspx> or [meclrecruitment.co.in](http://meclrecruitment.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) & PwD Certificate in PDF format if any. Filling 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 and Personal Interview 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](mailto:hod-itc@mecl.co.in)

## 12. IMPORTANT

- 12.1 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 call letter for personal interview/ admit card/ 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.**
- 12.2 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.**
- 12.3 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)	<b>21.07.2023</b>
2	Commencement of Online Registration for submitting applications	<b>14.08.2023</b>
3	Closing date for submitting applications through website	<b>13.09.2023</b>

**Advt. No. 01/Rectt./2023**

**GENERAL MANAGER (HR)**

**Date: 12.08.2023**