



MINERAL EXPLORATION CORPORATION LIMITED
(A MINIRATNA GOVERNMENT OF INDIA ENTERPRISE)
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(AN ISO 9001:2008)
CERTIFIED
COMPANY

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:

Post code	Post/ Level/ Scale of Pay (IDA-Pre Revised)	No. of Vacancies	Essential Qualifications & Experience	Upper Age as on 26.02.2018
01	02	03	04	05
01	Manager (Geology)/ E-4/ Rs. 29,100-54,500/-	01 (01-SC)	<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: 10 years' post qualification experience of geological work in reconnaissance/Primary /General /detailed exploration for minerals with preparation of Geological reports. Out of total experience, 02 years should be: 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. 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) c) In case of candidate with Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p> <p>Desirable: Experience in mineral targeting through remote sensing applications. Knowledge of Auto CAD , Map Info or Arc GIS or similar GIS software , Geological modelling and mine planning software system and sound understanding of data base Management and Remote sensing , Image Analysis and GIS Software.</p>	45 years
02	Assistant Manager (Geology)/ E-3/ Rs. 24,900-50,500/-	03 (01-SC & 02-ST)	<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: 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 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) 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 recognized 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 / Geometrics 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 specialization in Geostatistics/ore dressing/Geomatics</p>	40 years

03	Assistant Manager (Drilling)/ (E-3)/ Rs. 24,900-50,500/-	02 (02-SC)	<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 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 Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p> <p>Desirable: Experience in running Reverse Circulation and Vacuum Suction rigs.</p>	40 years
04	Assistant Manager (HR)/ (E-3)/ Rs. 24,900-50,500/-	01 (01-SC) (reserved for PwD-OH)	<p>Essential Qualification: Graduate with full time post graduate degree/full time post graduate diploma (02 years duration) in Personal Management and Industrial Relations with 60% marks or equivalent. OR full time post graduate degree in Management with specialization in HR/IR (02 years' duration) with 60% marks or equivalent. OR Master in Business Administration (MBA-HR) with 60% marks or equivalent. OR Master of Management Studies (MMS-HR) with 60% marks or equivalent OR MSW with 60% marks or equivalent</p> <p>Experience: 07 years' post qualification experience in one or more areas of Personnel Management & Industrial Relations. 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 Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.</p> <p>Desirable: Degree in Law</p>	40 years
05	Accounts Officer/ (E-1)/ Rs. 16,400-40,500/-	01 (01-SC)	<p>Essential Qualification: C.A./ I.C.W.A with graduation.</p> <p>Experience: 02 years post qualification experience in different areas of Financial Management Accounting, Commercial Accounting, Costing etc.</p>	30 years
06	Accountant/ (W-7)/ Rs. 9,500-24,800/-	02 (01-SC & 01-ST) (both are reserved for PwD-OH)	<p>Essential Qualification: Graduate/Post Graduate with Intermediate pass of C.A./ I.C.W.A</p>	30 years
07	Technician (Sampling)/ (W-4)/ Rs. 8,500-18,600/-	02 (01-SC & 01 ST)	<p>Essential Qualification: B.Sc. degree</p> <p>Experience: 03 years' post qualification experience in Drill Core Mine Sampling.</p>	30 years
08	Technician (S&D)/ (W-4)/ Rs. 8,500-18,600/-	02 (01-SC & 01-ST)	<p>Essential Qualification: Matriculate or equivalent with ITI Certificate in Survey / Draftsmanship (civil).</p> <p>Experience: 02 years' post qualification experience in the line.</p>	30 years
09	Machinist/ (W-4)/ Rs. 8,500-18,600/-	02 (02-ST)	<p>Essential Qualification: Matriculate or equivalent with ITI certificate in Turner/ Machinist/ Grinder/ Miller trade.</p> <p>Experience: 03 years' post qualification experience in a reputed workshop in Machinist or related trades after passing ITI certificate.</p>	30 years

Note: The IDA scales mentioned at column no. 02 for each posts above are pre-revised.

2. **Candidates who are working in the Private Sector in Executive cadre and applying for the above post from Serial No. 01 to 04 should be drawing following minimum CTC per annum during the last two working years:**

S. no.	Post	Grade	Minimum CTC per annum during last two working years
1	Manager	E- 4	10.00 Lakhs
2	Assistant Manager	E- 3	8.50 Lakhs

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

3. SELECTION PROCEDURE:

- (i) The selection procedure for the post code 01 to 05 will be through document verification & personal interview.
- (ii) The selection procedure for the post code 06 to 09 will be as per rules of the Company taking into consideration of job requirement for specific post.
- (iii) All the tests will be conducted at Nagpur City only.

4. RELAXATIONS AND CONCESSION:

(i) Relaxation for SC/ST

Upper age relaxable by 5 years for SC/ST as applicable.

(ii) 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 15 years for SC/ST. 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.

(iii) 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.

(iv) Relaxation for Ex-servicemen:

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

(v) 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.

(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 for the posts indicated at above from S. no. 06 to 09.

5. COMPENSATION PACKAGE:

Besides pay, all the posts carry other benefits like D.A., HRA, PF, Group Insurance, Medical Facilities and allowances under cafeteria approach for Executives and Non-Executives will be paid as per directives issued by 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.

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

The appointee for post code 05, after completion of probation period of 01 year from the date of appointment in MECL with minimum **Very Good** rating in Special PAR (Performance Appraisal Report) during the probation period, he/she will be absorbed in the scale of pay Rs. 20,600-46,500/- (E-2) (IDA) (Pre-Revised) at starting basic of Rs. 20,600/- (Twenty Thousand Six Hundred Only) (Pre-Revised).

7. 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.

8. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian nationals are eligible to apply.
- ii. The cut-off date for reckoning educational qualification, experience and age etc. shall be **26.02.2018** for submitting the online application through website.
- iii. 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 he/she fulfils the eligibility criteria and other conditions mentioned in this advertisement for the post applied for.
- iv. Shortlisting of candidates for calling for personal interview/written test/document verification/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.
- v. **Candidature of a registered candidate is liable to be rejected at any Stage of recruitment process or after recruitment or joining, if any Information provided by the candidate is found false or is not found to be in conformity with eligibility criteria mentioned in this Advertisement.**

- vi. 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.
- vii. 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, if any, etc. and keeping in view the number of vacancies. 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”.
- viii. Candidates, if shortlisted for personal interview for posts at S.no. 01 to 05, 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 personal interview, failing to which they will not be allowed to appear for the personal interview and no TA will be admissible.
- ix. 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 interview, failing which they will not be allowed to appear in the interview and no TA will be paid to them.
- x. 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 need so arise, without issuing any further notice or assigning any reason what so ever.
- xi. The outstation candidates called for personal interview 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 for the candidates for posts code from Sr. No. 01 to 04 is AC-III and Sr. No. 05 is sleeper class.
- xii. TA will not be paid to any candidates appearing for written test/ document verification/ trade test/ skill test for post code from 06 to 09.**
- xiii. 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.
- xiv. 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.
- xv. 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 copy

of these norms in respect of his/her University/Institute at the time of interview and document verification/ trade test/ skill test, if called for.

xvi. Application received other than online recruitment portal or received through any other mode will not be accepted and summarily rejected.

xvii. 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 as no documents are called for, hence, the candidates himself/herself will be held responsible in case of any false information provided.

xviii. The candidate must ensure to provide information in Online Recruitment Portal accurately. Shortlisting of candidates will be done on this information only. Any deviation during document verification process will be liable to rejection of the candidate for the applied post.

xix. Corrigendum/ Amendment in respect of above advertisement shall be available on our official website www.mecl.co.in at career column only. 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 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:

(a) To be disqualified from the personal interview /written test/Skill test/ Trade test.

(b) To be debarred either permanently or for a specified period from any examination conducted by MECL.

(c) 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 Only. The relevant link will be made available from **09.04.2018 (Monday) to 08.05.2018 (Saturday)** under the head of “**CAREER**” of MECL website: www.mecl.co.in. Applications received through any other mode will not be accepted. Before filling application online, candidate should keep ready scanned copy of passport size

photograph and signature in JPG/JPEG format. Candidates are required to register on the Online Recruitment Portal by filling all mandatory details. After successful completion of registration, candidates can login into Online Recruitment Portal. Interested candidates should click on “**Apply for a Post**” for filling the online form with all relevant details. Candidates should ensure that all the relevant details entered in the MECL online application should be correct. Candidates should be careful while filling up category option in the online application as this will not be allowed to be changed at later date/stage of recruitment process.

Before registering their applications on the MECL’s 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 atleast 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) Photograph must be recent passport size colour picture. Applicant should ensure that size of the scanned photo image to be uploaded should be less than 100 KB and in JPG/JPEG/GIF format only.
- (iv) 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 mismatch, the applicant may be disqualified. Applicant should ensure that size of the scanned signature to be uploaded should be less than 100 KB and in JPG/JPEG/GIF format only.
- (v) MECL shall not be responsible for any application made/wrong information provided by an unauthorized person & institution. Applicant is advised not to share/ mention their application details with/to anyone.
- (vi) Applicants are advised in their own interest to apply 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 beyond the control of MECL.
- (vii) 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.
- (viii) Candidate may apply for more than one post. Only one application should be submitted by any candidate for same post.
- (ix) During submission/ filling of online application, any problem due to technical or power cut, applicant can retrieve his earlier online application by re-login into Online Recruitment Portal of MECL.
- (x) After successful submission for a certain post in Online Recruitment Portal, applicants are advised to take a printout of the system generated application form and keep 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 claims to help in getting the 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 mode 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, responsibility of receiving, downloading and printing of personal interview call letter/any other information shall be of 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 a candidate fails to access his/her e-mail/website in time.

IMPORTANT DATES

1	Date of Reckoning for Eligibility criteria	26.02.2018
2	Commencement of Online Registration for submitting applications	09.04.2018
3	Closing date for submitting applications through website	08.05.2018

Advt. No. 02/Rectt./2018

GENERAL MANAGER (HR)

Date: 05/03/2018