



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

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

CIN :- U13100MH1972GOI016078

Website: www.mecl.co.in

E.Mail: recruitment@mecl.co.in

Advertisement No. 02/Rectt./Contract-2017

Date: 02.05.2017

ADVERTISEMENT FOR ENGAGEMENT OF EXPERTS ON CONTRACT BASIS IN MECL

Mineral Exploration Corporation Limited (MECL) a profit making Public Sector Enterprise (A Miniratna Company) under the Ministry of Mines, Government of India. The Company has its Corporate Office at Nagpur and Zonal Offices, Projects situated all over in India.

Mineral Exploration Corporation Limited (MECL) invites applications for Engagement of Experts from desirous and eligible candidates who retired as Directors, Executives/ Officers of other PSUs/ Central/ State Government(s)/ Autonomous Bodies funded by Government of India/ State Government(s) and Ex-Executives of MECL (who are more than 62 (sixty two) years of age) on Contract basis, having requisite expertise and professional competence of their work domain for engagement against the following levels at MECL on short term contract basis initially for a period of one year, which may be extended further depending upon their performance.

01. EXPERT (CIVIL) : 01 No. (Level- Senior Expert)

Job Profile: Expert (Civil) will provide expert advice on the design, planning and management of civil construction of multi complex laboratories, workshops stores and office and conference cum training centre at utility complex. Expert role is central to ensuring the safe, timely and well-resourced completion of project. Liaisoning with clients and will plan, manage, design and supervise the construction of project.

Eligibility Criteria: Former Chairman–cum-Managing Director, Former Directors of a CPSU or retired from equivalent position from Centre / State Government Departments / Undertakings/ Enterprises / Union Territories & Autonomous Bodies under State/ Central Government.

Type of engagement: Full Time/Part Time.

02. EXPERT (IT): 01 No. (Level- I)

Job Profile: To provide guidance in preparation of GRs / using various softwares and aligning GR preparation processes with ERP. The Expert will provide support in installation, configuration, data migration and testing of ERP System for various activities conducted by Exploration Division including preparation of Geological Reports. He will be responsible for Technical supervision Coordination and quality control for implementing new softwares for preparation of Geological Reports etc.

Eligibility Criteria: Retired Executives at level of E-9 / E-8 / E-7 of CPSUs or retired from equivalent position from Centre / State Government Departments / Undertakings / Enterprises / Union Territories & Autonomous Bodies under State / Central Government.

Type of engagement: Full Time/Part Time.

03. EXPERT (GEOLOGY NON COAL MINERALS) : 02 Nos. (Level-I)

Job Profile: To advice and review geological mapping, sampling programmes, correlation of various test results of Geophysical Exploration & Remote sensing data for green field/ brown field exploration from G-4 to G-1 stages and finalisation of G.R.s and resource estimation during various phases of exploration as per UNFC Guidelines and Mineral (Evidence of Mineral Content) rules 2015. The Expert should assist MECL in formulation of exploration strategy for non-coal minerals. They will be responsible for Technical Supervision/ Coordination and quality control for any outputs such as field study and preparation of Geological Maps / Geological Reports etc.

Eligibility Criteria: Retired Executives at level of E-9 / E-8 / E-7 of CPSUs or retired from equivalent position from Centre / State Government Departments / Undertakings / Enterprises / Union Territories & Autonomous Bodies under State / Central Government.

Type of engagement: Full Time/Part Time.

04. EXPERT (GEOLOGY NON COAL MINERALS) : 04 Nos. (Level- II)

Job Profile: To conduct and review geological mapping, sampling programmes, correlation of various test results of Geophysical Exploration & Remote sensing data for green field/ brown field exploration from G-4 to G-1 stages and finalisation of G.R.s and resource estimation during various phases of exploration as per UNFC Guidelines and Mineral (Evidence of Mineral Content) rules 2015. They will be responsible for Technical Supervision / Coordination and quality control for any outputs such as field data, preparation of geological maps / sections and Geological Reports.

Eligibility Criteria: Retired Executives at level of E-6 / E-5 / E-4 of CPSUs or retired from equivalent position from Centre / State Government Departments / Undertakings/ Enterprises / Union Territories & Autonomous Bodies under State / Central Government.

Type of engagement: Full Time/Part Time.

05. EXPERT (GEOPHYSICS) : 01 No. (Level - I)

Job Profile: Decide surface geophysical methods to be conducted in Greenfield / Brownfield exploration including 2D / 3D Seismic Survey. Interpretation of geophysical anomalies with geological exploration data for mineral targeting and finalisation of geophysical reports as per UNFC Guidelines and Mineral (Evidence of Mineral Content) rules 2015. He / She will also be responsible for Technical Supervision / Coordination and quality control for outputs of various types of Geophysical surveys and their co relation with Geological data / structure.

Eligibility Criteria: Retired Executives at level of E-9 / E-8 / E-7 of CPSUs or retired from equivalent position from Centre / State Government Departments / Undertakings / Enterprises / Union Territories & Autonomous Bodies under State / Central Government.

Type of engagement: Full Time/Part Time.

06. EXPERT (TESTING & ANALYTICAL LABS): 01 No. (Level- I)

Job Profile: To provide guidance to the field geologist for applying latest Geochemical Methods for mineral targeting in Greenfield/ Brownfield exploration. Guiding for preparing advice for chemical analysis, physical & petrological studies etc. for all the minerals and will also assist in planning capacity addition and modernisation of MECL Lab. He / She will be responsible for Technical Supervision / Coordination and quality control for sample preparation and making analyses advice for preparing Geological Reports.

Eligibility Criteria: Retired Executives at level of E-9 / E-8 / E-7 of CPSUs or retired from equivalent position from Centre / State Government Departments / Undertakings / Enterprises / Union Territories & Autonomous Bodies under State / Central Government.

Type of engagement: Full Time/Part Time.

07. EXPERT (GEOLOGY COAL AND LIGNITE EXPLORATIONS): 02 Nos. (Level- I)

Job Profile: Expert to plan / Conduct and review Geological activities of detailed exploration for Coal & Lignite. Finalization of Geological Report's and resource estimation during various phases of exploration as per UNFC / ISP guidelines. He /She will also be responsible for Technical Supervision / Coordination and quality control for any outputs such as field data, Geological maps and preparation of Geological Reports etc.

Eligibility Criteria: Retired Executives at level of E-9 / E-8 / E-7 of CPSUs or retired from equivalent position from Centre / State Government Departments / Undertakings / Enterprises / Union Territories & Autonomous Bodies under State / Central Government.

Type of engagement: Full Time/Part Time.

08. EXPERT (HR) : 02 Nos. (Level-I)

Job Profile: The incumbent in the capacity of Expert (HR) will be responsible for revision of Conduct, Discipline & Appeal Rules and the Standing Orders and for providing organizationally viable advice on all legal/Vigilance matters, revision of the Personnel manual and Industrial Relations Policies in line with the latest developments in the field. He / She will also assist in the implementation of the Post Retired Medical & Pension Schemes and be responsible for evolving HR processes aligned with the latest trends in industry to suit, and in line with organisational feedback and give his/her recommendations. He / She will assist in operationalizing of the HR processes, policies and HR systems of MECL. He/ She will catalyse implementing progressive HR policies for the Company.

Eligibility Criteria: Retired Executives at level of E-9 / E-8 / E-7 of CPSUs or retired from equivalent position from Centre / State Government Departments / Undertakings / Enterprises / Union Territories & Autonomous Bodies under State / Central Government.

Type of engagement: Full Time/Part Time

REMUNERATION: Commensurate with experience with a maximum limit of consolidate remuneration plus DA, Hotel Accommodation, Telephone & Internet charges and traveling entitlement as per MECL Expert entitlements :-

TABLE : I

Category	Compensation / month	Hotel Accommodation	D.A/ day	Fixed Telephone & Internet charges/ month
Senior Expert	Rs.80,000/-	Hotel accommodation limited to Rs.5,000/- per day and Taxes as applicable, will be paid, if guest house is not available, whenever he/she is required to work away from his/her normal place of residence against production of receipt.	D.A. will be paid @ Rs.700/- per day, whenever he/she is required to work away from his/her normal place of residence.	Rs.3000/- for telephone/ internet facilities per month

Expert Level- I	Rs.60,000/-	Hotel accommodation limited to Rs.4,000/- per day and Taxes as applicable, will be paid, if guest house is not available, whenever he/she is required to work away from his/her normal place of residence against production of receipt.	D.A. will be paid @ Rs.500/- per day, whenever he/she is required to work away from his/her normal place of residence.	Rs.2000/- for telephone/ internet facilities per month
Expert Level-II	Rs.50,000/-	Hotel accommodation limited to Rs.3,000/- per day and Taxes as applicable, will be paid, if guest house is not available, whenever he/she is required to work away from his/her normal place of residence against production of receipt.	D.A. will be paid @ Rs.400/- per day, whenever he/she is required to work away from his/her normal place of residence.	Rs.2000/- for telephone/ internet facilities per month

TRAVELLING ENTITLEMENT:

TABLE-II

Positions	Air	Rail/Bus	Taxi
Senior Experts	Economy Class (Actual fare)	AC 1 st class in Rajdhani, Shatabdi etc. / Actual bus fare	Vehicle will be provided for commuting to office when they are at Corporate Office or Delhi. If the official vehicle is not provided, then actual Taxi fare on production of receipt will be given.
Experts- I	Economy Class (Actual fare)	AC 1 st class in Rajdhani, Shatabdi etc. / Actual bus fare	-do-
Experts- II	Not entitled	AC II Tier Sleeper or one class below in Rajdhani, Shatabdi etc./ Actual bus fare	No vehicle will be provided for commuting to office when they are at Corporate Office or Delhi. However, actual Auto fare will be given.

***Note:**

No conveyance will be provided to Expert – II for attending office from place of residence

General Terms & Conditions:

1. Full Time Expert Engagement:

- 1.1 Experts engaged on Full-Time basis for handling assignments, should work from MECL Corporate Office, Nagpur.
- 1.2 Expert engaged on Full time basis will get to and fro fare only one time i.e. at the time of joining and completion of engagement period (return journey) as per entitlement.
- 1.3 If the Expert wants to go to their native place in between of engagement period, they have to perform journey on their own expenses.

2. Part Time Expert Engagement (Retainership Basis):

- 2.1 Expert who are engaged on Retainership (on Part Time basis), he/she shall be paid retainership fee equivalent to 25% (Twenty-Five Percent) of monthly compensation as stated in Table - I and compensated on pro-rata basis for actual number of days he/she has worked at corporate office / registered office/ project(s) or travelled to other places for MECL's work/meeting etc. However, the total compensation to the retaineer shall not exceed the total compensation in the category specified in Table above.
- 2.2 Over and above retainership fee and compensation for working for actual number of days on pro-rata basis, a Lump- Sum allowance for telephone and internet will be paid as per Expert level entitlement, so that the Experts may provide their services during off days also.(Refer Table –I)
- 2.3 Expert engaged on part time basis will get to and fro fare only once in a month as per entitlement, however in exceptional case 2nd time journey to and fro fare will be allowed with the approval of concerned Director on recommendation of concerned HOD.
- 2.4 During the period, the Expert is not required to be present at Corporate Office, he shall make himself available on phone, e-mail and/or Skype/Video call and attend to emergent requirement.
- 2.5 Experts may be engaged on Part-Time basis for handling part time assignments. The incumbents engaged on Part-Time basis can engage in work with other companies etc. other than MECL, however, they should not engage with those companies etc. with whom MECL might have a conflict of interest.

3. Period of engagement: - The engagement shall be initially for a period of one year.

4. Selection Procedure: - Consultant will be selected by a Search cum selection committee, constituted by MECL for this purpose. The engagement will be purely on contract basis, which shall not confirm any right upon Expert for permanency.

5. Scope of Work: - The Experts will work/ assist/ guide in accordance with the scope of work outlined by the indenting department. This will make a part of contract for each case of engagement.

6. Fitness: - Engagement in all cases will be subject to the Expert's being found medically fit and being declared so by a registered medical practitioner.

7. Integrity and discipline:- The Experts, shall, at all time, during their engagement maintain absolute integrity, office discipline, devotion to duty and do nothing which is against the interest of MECL. Any contravention to this condition will entail immediate termination of their engagement.

8. Confidentiality of data and documents: - The Experts, thus engaged, will maintain absolute secrecy and confidentiality in matters related to all official documents / information / or any other data (either in hard copy or soft copy), which they acquire or that may come to their knowledge during their engagement.

The Experts thus engaged shall not carry any document / paper / floppy/ pen drive / data / Cartridge / Compact Discs, etc., out of the office premises without obtaining prior or specific written permission from the respective Head of Department/ Director.

9. Attendance: - Experts who are engaged shall be paid their compensation on actual attendance basis certified by concerned GM / HOD. In case the Expert engaged is stationed at a place other than Nagpur or where the company do not have an establishment the Expert's self-certified attendance duly countersigned by the concerned GM / Head of Department, for the purposes of payment of compensation etc. will be considered. However on requisition by the management the Expert should make himself/ herself available at Nagpur or any other place as advised by the management.

10. Leaves: - The Expert engaged will be entitled for 01 day leave per month on accrued basis.

11. Tax Deduction at Source: - The Income Tax, as applicable, would be deducted at source from the payment made to them.

12. Professional liability: - During the period of full-time engagement, Experts should not take up outside assignment.

13. Guest House: - The Experts from outside Nagpur/Delhi may avail Guest House facilities at Nagpur / Delhi for lodging for free, subject to availability. However, the charges for food will be borne by them.

14. This advertisement is also applicable to Ex-Executives of MECL, who are more than 62 (sixty two) years of age.

15. There will be no employer-employee relationship between MECL and the Experts engaged.

16. Experts, thus engaged, will not be entitled to any medical reimbursement or the benefits, such as EPF, Gratuity, HRA etc.

17. Termination of service:-

If the performance of the Expert is not found satisfactory, the Management will reserve the right to terminate the engagement of expert by giving 30 days' notice. Consequently, the Expert may resign from the engagement by giving a notice of 30 days.

18. Ex-Executives engaged from other PSUs/ Central Govt. / State Govt. and Ex- Executives of MECL shall not undertake work that involves entering into financial commitments for exercising powers or matters, which are likely to bind the company. However, they may give their views and recommendations put up to them for consideration and decision of the management.

19. Any legal proceedings in respect of any matter or claim or dispute arising out of this engagement can be instituted in Nagpur (Maharashtra State) only and Courts/ Tribunals/ Forums at Nagpur (Maharashtra State) only shall have sole and exclusive jurisdiction to try any such cause/dispute.
20. The duly completed application in prescribed proforma at Annexure-I should reach to this office within a period of 30 days from the date of issue of publication in the 'Employment News'. The application should be submitted with the following documents:-
- a) Copy of retirement order / notification.
 - b) Copy of Pension payment order.
 - c) Copy of Supporting certificates/documents.

21. How to apply:-

- i. Willing retired Directors, Executives/ Officers of other PSUs/ Central/ State Government(s)/ Autonomous Bodies funded by Government of India/ State Government(s) and Ex-Executives of MECL (who are more than 62 (sixty two) years of age) may submit their application in the enclosed application format at the following address:

**General Manager (HR),
HR Division,
Mineral Exploration Corporation Limited,
Dr. Babasaheb Ambedkar Bhavan,
Highland Drive Road, Seminary Hills,
Nagpur- 440006 (Maharashtra)**

- ii. The envelope containing the application should be superscribed "**Application for Engagement as Expert_____ on Contract Basis in MECL**".
- iii. Last date for receipt of application: **17/06//2017 (Saturday)**

22. Other instructions to the applicants:

- i. Copy of service certificate / Pension Payment Order and Other Forms may be submitted along with details of pay scale / grade pay, designation at the time of retirement / VRS / resignation etc.
- ii. Candidates may keep photo copy of application for future record.
- iii. Candidature will be cancelled at any stage of engagement process or after joining in case any information provided by the candidate is found to be false. Company reserve right to take action as deemed fit for such false information.
- iv. TA/DA will be paid to the applicant for attending discussions (if required) as per Expert level entitlement. (Refer Table I & II)

General Manager-HR