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MINERAL EXPLORATION CORPORATION LIMITED
(A MINIRATNA COMPANY OF GOVERNMENT OF INDIA)
& ISO 9001:2008 CPSE

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Mineral Exploration Corporation Limited (MECL) a profit making Public Sector Enterprise (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 at Hyderabad, Ranchi, Nagpur and projects situated all over in India. Excellent career growth opportunities are open to the deserving candidates. **On-line Applications** are invited from the Indian Citizens for the following posts:-

Sl. No.	Name of the post & Pay scale (in Rs.)	No. of Posts	Max. Age as on 22-07-2014	Qualifications and Experience required
01	Manager (Drilling) Rs.29,100-54,500/- (E/4)	03 { 2 General & 1 OBC (Non Creamy Layer) }	45 years	<u>Essential Qualifications :-</u> B.E/B.Tech/B.Sc (Mechanical Engineering) with first division(Minimum 65% marks) <u>Experience :-</u> 10 Years Post Qualification Executive Experience in core drilling out of which at least three years' experience should be in the next below grade of Rs.24900-50500/- (IDA)(E3)

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02	Manager (P&A) Rs.29100-54500/-(E/4)	02 (Gen)	45 Years	<u>Essential Qualification:-</u> Graduate with Full time Post Graduate Degree/Full time Post Graduate Diploma (02 years duration) in Personnel Management & Industrial Relations with First Division (Minimum 65% marks). <u>OR</u> Full Time Post Graduate Degree in Management with specialization in HR/IR (2 years duration) with First Division (Minimum 65% marks) <u>OR</u> Master in Business Administration (MBA-HR) with First Division (Minimum 65% marks) <u>OR</u> Master of Management Studies (MMS-HR) with First Division (Minimum 65% marks) <u>OR</u> MSW with First Division (Minimum 65% marks) <u>Experience:</u> 10 years' Post Qualification Executive experience in different areas of Personnel Management and Industrial Relations, out of which at least three years' experience should be in the next below grade of Rs.24900-50500/-(IDA)(E3)
3	Manager (Finance) Rs.29,100-54,500/- (E/4)	01 OBC (NCL)	45 years	<u>Essential Qualification</u> : – CA/ICWA <u>Experience</u> : 10 years' Post qualification Executive experience in different areas of Finance and Accounts Discipline out of which at least three years' experience should be in the next below grade of Rs.24900-50500/-(IDA)(E3)

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4.	Assistant Manager (Drilling) Rs.24,900-50,500/-(E/3)	03 { 2 General and 1 OBC (Non Creamy Layer)}	40 years	Essential Qualifications :- B.E/B.Tech/B.Sc (Mechanical Engineering) with first division(Minimum 65% marks) Experience :- 6 Years Post Qualification Executive Experience in core drilling out of which at least one years' experience should be in the next below grade of Rs. 20600 – 46500 /-(IDA)(E-2).
05	Assistant Manager (Finance) Rs.24,900-50,500/-(E/3)	02 (1 General & 1 PWD (OH)	40 years	Essential Qualification: - CA / ICWA Experience :- 06 years' Post qualification Executive experience in different areas of Finance and Accounts Discipline out of which at least one year experience should be in the next below grade of Rs. 20600 – 46500 /-(IDA)(E-2).
06	Assistant Manager (Chemical) Rs.24,900-50,500/-(E-3)	01 General	40 years	Essential Qualification : M.Sc.(Chemistry) with First Division (Minimum 65% marks) Experience:-6 years Post Qualification executive experience in analysis of ores, minerals, rocks and coal samples using instrumentation methods like ICP,XRF,XRD out of which at least one year experience should be in the next below grade of Rs.20600 – 46500 /-(IDA)(E-2).

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07	Assistant Manager (Chemical) (Mud Technology) Rs.24,900-50,500/-(E-3)	01 General	40 years	<u>Essential Qualification :</u> M.Sc.(Chemistry) with First Division (Minimum 65% marks) <u>Experience:-</u> 6 years Post Qualification executive experience in the field of mud sampling / mud analysis for exploratory drilling, drilling fluid technology and experience on working in mineral/coal testing laboratory <u>out of which at least one year</u> should be in the next below grade of Rs.20600 – 46500 /-(IDA)(E-2). <u>Desirable :-</u> Experience in analysis of ores, minerals, rocks and coal samples using instrumentation methods like XRF,XRD, ICP and other methodologies in mineral and coal analysis.
08	Assistant Officer (Business Development & Planning)(E0) Rs.12600-32500/-(IDA)	02 (1 Gen & 1 OBC (NCL)	30 yrs.	<u>Essential Qualification:</u> MBA (Marketing) with Minimum 60% marks OR Post Graduate Diploma in Management with specialization in Marketing with Minimum 60% marks. <u>Experience :</u> Two years' experience in responsible position working in Government/Public Sector Undertaking.
9	Foreman (Drilling) Rs.9500-24800/- (W-7)	39 (22 Gen, 10, OBC (NCL), 2 ST & 5 SC)	30 years	<u>Essential Qualification :</u> Diploma in Mechanical Engineering with First Division (Minimum 60% marks) OR Diploma in Drilling Engineering with First Division (Minimum 60% marks). <u>Experience :</u> One year post diploma experience / training in drilling industries <u>is desirable</u>.

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10	Technical Assistant (S&D) Rs.9500-24800/- (W-7)	07 {3 Gen, 2 OBC (NCL), 1SC & 1 ST}	30 years	Essential Qualification University Degree with Mathematics with 4 (four) years' experience in the line OR Diploma in Surveying / Diploma in Draftsmanship (Civil) with Auto CAD. OR Post Matriculation (10th. + 2) Diploma in Surveyor or ITI certificate (2 years duration) in surveyor after Post Matriculation (10th. + 2) with 05 years Experiences in Surveying. Preferable: Preferable in jobs connected with Mineral Exploration / Geological mapping and cartography.
11	Technician (Drilling) Rs. 8500-18600/- (W-4)	38 {19 Gen, 10 OBC (NCL), 3 ST & 6 SC}	30 years	Essential Qualification : Matriculation or equivalent with ITI Certificate in Mechanic (Earth Moving Machinery) (EMM) / Diesel Mechanic / Motor Mechanic / Fitter Trade Desirable Experience : 03 years' experience in drilling trade
12	Mechanic (Diesel/Motor Mechanic Trade) Rs. 8500-18600/- (W-4)	50 {25 Gen, 14 OBC (NCL), 3 ST & 8 SC}	30 years	Essential Qualification : Matriculate or equivalent with ITI Certificate in Diesel/Motor Mechanic/Fitter trade Experience : 03 years' experience in diesel/motor mechanic/fitter trade after ITI Certificate
13	Driver Rs.8500-18600/- (W/4)	10 (7 General, 1 SC and 2 OBC (NCL)	30 yrs.	Essential Qualification:Matriculate or equivalent & possessing valid licence for driving light & heavy vehicles. Experience : 04 years experience of driving and maintenance of light/heavy vehicles and also articulate trucks on hilly and rough terrain.
14	Stenographer Rs.8500- 18600/-(W/4)	04 (2 Gene ral, 1PHP(OH)1 OBC(NCL)	30 years	Essential Qualification Graduate in any stream with English as a subject and English shorthand and English typing speed of 100 and 50w.p.m. (typing on computer) respectively Experience :-2 Years' experience of stenography Preferred: Person having experience as Stenographer will be given preference. Desirable: Knowledge of Hindi typing and stenography.

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GENERAL INSTRUCTIONS

- (1) Only Indian Nationals need apply.
- (2) The cutoff date for reckoning educational qualification, experience and age etc. shall be the **closing date for submitting the online application through website.**
- (3) Before submission of **on line 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 fulfills the eligibility criteria and other conditions mentioned in this advertisement for the post applied for.
- (4) Shortlisting of candidates for calling for personal interview will be **purely provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of interview call letter 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** at the time of personal interview.
- (5) In case it is detected at any stage that a candidate does not fulfill the eligibility criteria, his/her candidature shall be rejected/ cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated.
- (6) For all the above posts, candidates should possess Degree/ Diploma from an Indian University/Institute approved/ recognized by the Government/ UGC/AICTE/appropriate statutory authority, as the case may be.
- (7) Merely meeting the prescribed qualifications and experience shall not entitle 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 interview shall be final.
- (8) Persons working in Central/State Govt. /Public Sector Undertakings/Autonomous bodies 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.

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- (9) The above vacancies are tentative and provisional. MECL's Management reserves the right to increase/decrease or not to fill up all or any of these vacancies or to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
- (10) The outstation candidates called for interview will be reimbursed to and from 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 Tickets/PNR Number. The entitlement to railway fare for the candidates for the posts at Sr. No.1 to 8 is AC -III and for the post at Sr. No. 9 to 14 is Sleeper class.
- (11) No correspondence will be entertained from the candidates for selection/ interview etc. Canvassing in any form will be treated as disqualification.
- (12) Incomplete applications / hard copy of the applications left unsigned / hard copy of application with photocopies of all relevant documents received after the **closing date** in MECL will be **summarily rejected** and no correspondence in this regard will be entertained.
- (13) 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) only and courts/tribunals/forum at Nagpur (Maharashtra State) only shall have sole and exclusive jurisdiction to try any such cause/dispute.
- (14) 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 attach a copy of these norms in respect of his/her University/Institute along with his application and also produce the same at the time of interview, if called for.

COMPENSATION PACKAGE

Besides pay, all the posts carry other benefits like D.A., HRA, PF, Group Insurance, LTC, Medical Facilities, Conveyance Allowance, etc. as per the rules of the Company in force from time to time.

In addition to pay & allowances mentioned above, except conveyance allowance, the employee posted at the projects will be paid Field HRA and Field Duty Allowance as per Company's Rules.

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RELAXATIONS AND CONCESSIONS

(1) **Relaxations and concessions for SC/ST/Persons with Disabilities(PHP) candidates:**

- (i) Upper age relaxable by 5 years for SC/ST as applicable.
- (ii). For Persons with Disabilities (PHP), upper age limit is relaxable up to **Five** years for General { **10** years for SC/ST and **8** years for OBC(Non Creamy Layer } for group A and B posts and **ten** years for General { **15** years for SC/ST and **13** years for OBC(Non Creamy Layer } for Group C posts

Such candidates will be required to produce the requisite certificate, in the prescribed format of Government of India, from a competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST and the village/town the candidate is ordinarily a residence of, at the time of interview, if called for,

Persons with Disabilities (PHP) candidates will be required to produce medical certificate in the prescribed form issued by the Competent Medical Authorities for the purpose of employment.

(2) **Relaxation for OBC (Non Creamy Layer):**

Upper age limit is relaxable by 3 years to only those OBC candidates belonging to '**Non-Creamy Layer**'. 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 residence of, at the time of interview, if called for.

OBC (Non Creamy Layer) Candidates must ensure that the name of their Caste(including its spelling) as indicated in the certificate should be exactly the same as published in the lists, notified by the Central Government from time to time. A Certificate containing any variation in the caste will not be accepted.

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

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

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(3) **Concession 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 01.01.80 to 31.12.89.

(4) **Relaxation for Ex-servicemen:**

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

(5) **Relaxation for internal candidates**

The maximum age limits indicated in the advertisement will not apply to the applicants already serving in MECL.

Maximum age is relaxable up to 20 (Twenty) years to retrenched ex-contingent workmen of MECL for the posts indicated from sl.no.11 to 14 above, subject, however to physical fitness for the job.

HOW TO APPLY

Eligible and interested candidates would be required to apply online through MECL's website: www.mecl.gov.in. **Applications received through any other mode would not be accepted and summarily rejected.**

- 1) Before registering their applications on the website the candidates should possess the following:
 - a) Valid e-mail ID and mobile number, which should remain valid for at least one year.
 - b) Personal details, educational qualification and experience details.
 - c) Details of Demand Draft (Not required in case of SC/ST/PHP candidates who are not required to pay application fee). Payment of application fees by modes other than Demand Draft is not acceptable.
 - d) If the online transaction is not successfully completed, candidates are required to register again.
- 2) After registration and submission of online application:
 - (a) Take out print of on line application finally submitted, affix your recent Passport size photograph in the space provided on the application and sign across the photograph, attach A/c payee Demand Draft for Rs. 100/- (Rs. One hundred only) towards payment of application fees. (Not applicable in case of SC/ST and PWD(PHP) candidates). The DD should be drawn in favour of Mineral Exploration Corporation Ltd. and payable at Nagpur. Candidate must write his name & application number on the reverse of the D.D.

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- (b) With the above application attach self-attested photocopies of all documents in support of date of birth, Caste/Tribes/Community/Non-creamy layer/disability certificates, experience, Educational qualification and professional qualifications together with mark sheets of all qualifying years/semesters, Degree, Diploma, ITI Certificates with mark sheets etc and applications duly completed in all respect with photocopies of all documents in support of information given by the candidates in their on line application, may please be send to the **Deputy General Manager (P&A), Mineral Exploration Corporation Limited, (A Government of India Enterprise), High Land Drive Road, Seminary Hills, Nagpur-440006 (Maharashtra State)** by post immediately after submission of on line application. The application must reach the addressee along with all documents by **01-08-2014** after closing date for submission of on line application through website
- (c) It may please note that without hard copy of application, a candidate's application in soft copy will not be entertain.
- (d) Please note not enclosing requisite documents as state above may be treated as incomplete application.
- (e) Name of the post applied for should super scribed on the envelop to be used for sending hard copy of the application.
- (f) Candidates are advised in their own interest to apply on line much before the closing date for submitting on line application through web site and not to wait till the last date to avoid the possibility of disconnection/Inability/failure to log on to the website on account of heavy load on internet or website jam.
- (g) MECL does not assume any responsibility for the candidate not being able to submit their on line applications within the last date on account of aforesaid reason or for any other reasons.
- (h) Any corrigendum/addendum/errata in respect of above advertisement shall be made available only on our official website www.mecl.gov.in. Hence prospective applicants are advised to visit MECL website regularly for above purpose.

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Deputy General Manager
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IMPORTANT

All correspondence with candidates shall be done through post only at the present address given by the candidate in the application. However MECL Management may, at its discretion, prefer to use other mode of communication viz. E. mail /SMS, if felt necessary. MECL will not be responsible for any loss of letter, sent to candidates by post at the present address of the candidate, due to postal delay or for any reasons whatsoever. In case of E.mail/SMS, responsibility of receiving, downloading and printing of 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 fail to access his/her mail/website in time

IMPORTANT DATES

1.	Commencement of Online Registration for submitting applications	23-06-2014
2.	Closing date for submitting applications through website	22-07-2014
3.	Last date for receipt of hard copy of applications with documents	01-08-2014

Advt. No. 02/ Rectt./ 2014
Dated: 18/06/2014

DY.GENERAL MANAGER (PERS. & ADMN.)

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(A. M. Mesthagam)
M(P&A)