

**MINERAL EXPLORATION & CONSULTANCY LIMITED**

(Formerly Mineral Exploration Corporation Limited)

(A MINIRATNA-I GOVERNMENT OF INDIA ENTERPRISE)

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RECRUITMENT FOR NON-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, Group Performance Related Incentive, Group Medical Insurance Facilities, MECL-Employee Defined Contributory Superannuation Scheme, Group Personal Accident Insurance and Term Insurance, Two/Four-wheeler vehicle loan and House Building Advance as per Company guidelines.

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

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

Post Code	Post/ Scale of Pay (IDA)	Grade	No. of Vacancies*	Essential Educational Qualification	Minimum Post Qualification Relevant Experience	Max Age (years)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Accountant Scale: Rs. 22,900-55,900/-	W-7	06 Backlog: 06 (02-OBC-NCL, 03-SC & 01-ST) (Of which, 02 reserved for PwD-VH/HH/OH & 04 reserved for Ex-SM)	Graduate/ Post Graduate with Intermediate pass of CA/ICWA.	03 years post qualification relevant experience after passing Intermediate of CA/ICWA, in Accounts work	30
2	Hindi Translator Scale: Rs. 22,900-55,900/-	W-7	01 Backlog: 01 (01-OBC-NCL)	(i) Post Graduate in Hindi (ii) Hindi and English are subject at graduate level <u>Desirable qualification:</u> Knowledge of Hindi/English Typing on computer.	03 years' post qualification experience of translation from English to Hindi and vice-versa including technical articles. <u>Desirable Experience:</u> Journalistic experience in a Technical Journal and knowledge of Computer.	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)
3	Technician (Survey & Draftsman) Scale: Rs. 20,200-49,300/-	W-4	15 Fresh Vacancies: 11 (08-UR, 01-OBC-NCL, 01-SC, 01-EWS) Backlog: 04 (02-OBC-NCL, 01-SC & 01-ST)	Matriculate (or) equivalent With ITI in Survey/ Draftsmanship (Civil).	03 years post qualification relevant experience in Survey (OR) Draftsman.	30
4	Technician (Sampling) Scale: Rs. 20,200-49,300/-	W-4	02 Backlog: (01-ST), (01-OBC-NCL-reserved for Ex-SM)	B.Sc.	03 years post qualification relevant experience of Drill Core/Mine Sampling.	30
5	Technician (Laboratory) Scale: Rs. 20,200-49,300/-	W-4	03 Backlog: 03 (01-OBC-NCL, 01-ST)(of which 01 reserved for Ex-SM) & 01-ST- Reserved for Ex-SM)	B.Sc. in Chemistry/ Physics/ Geology	03 years post qualification relevant experience in Chemical/ Petrological/ Mineralogical or similar Laboratories.	30
6	Assistant (Materials) Scale: Rs. 20,200-49,300/-	W-4	16 Fresh Vacancies: 11 (05-UR, 03-OBC-NCL, 01-SC, 01-ST, 01-EWS)(of which 01 reserved for PwD-A/M & 03 reserved for Ex-SM) Backlog: 05 (03-SC, 02-ST) (Of which, all reserved for PwD-VH/HH/OH/ A/M)	(i) Graduate with Mathematics OR B.Com. (ii) Certificate in Typing with 40 wpm in English from Govt. recognized institutes/board.	03 years post qualification relevant experience after passing qualification at (i), in handling engineering and technical stores.	30
7	Assistant (Accounts) Scale: Rs. 20,200-49,300/-	W-4	10 Fresh Vacancies: 07 (03-UR, 01-OBC-NCL, 01-SC, 02-EWS) (of which 01 reserved for PwD-OH & 02 reserved for Ex-SM) <u>Backlog:</u> 03 (01-UR-PwD- reserved for PwD-VH/HH/OH, 01-ST-PwD- reserved for PwD-VH/HH/OH, 01-OBC-NCL- reserved for Ex-SM)	B.Com. <u>Desirable Qualification:</u> Post-Graduation in Commerce/ Finance and Knowledge of Computer.	03 years post qualification relevant experience, in Accounts work. <u>Desirable Experience:</u> SAP-ERP FICO	30

8	Stenographer (English) Scale: Rs. 20,200- 49,300/-	W-4	04 Backlog: 04 (03-OBC-NCL, 01-ST) (of which 01 reserved for PwD-VH/HH/OH & 03 reserved for Ex-SM)	(i) Graduate in any stream (ii) Certificate in both Shorthand with 80 wpm and Typing with 40 wpm in English from Govt. recognized institutes/ board. <u>Desirable</u> Knowledge of Hindi Typing	03 years post qualification relevant experience <u>after</u> <u>passing Certificate in</u> <u>Shorthand and Typing</u> , as a Stenographer.	30
9	Assistant (Hindi) Scale: Rs. 20,200- 49,300/-	W-4	01 Backlog: 01 (01-SC)	(i) Graduate with Hindi and English as subjects (OR) Degree in English and having passed equivalent examination in Advance Hindi. (ii) Certificate in Typing with 30 wpm in Hindi from Govt. recognized institutes/ board. <u>Desirable</u> <u>Qualification</u> Post Graduate Degree in Hindi <u>Preferable</u> : Typing speed @ 40 w.p.m. in English (on computer).	03 years' post qualification experience of working as Office Assistant in Hindi in reputed company (Public/Pvt) or organization	30
10	Electrician Scale: Rs. 20,200- 49,300/-	W-4	01 Backlog: 01 (01-OBC-NCL) (reserved for Ex-SM)	(i) Matriculate (or) equivalent with ITI (Electrical) (ii) Valid Wireman certificate	03 years post qualification relevant experience after passing Wireman Certificate, in electrical wiring/ repairs of Electrical Machinery/ power generation/ power transmission/ power distribution.	30
11	Machinist Scale: Rs. 20,200- 49,300/-	W-4	05 Fresh Vacancies: 04 (01-UR, 01- OBC(NCL), 01-SC, 01- ST) Backlog:01 (01-ST)	Matriculate (or) equivalent with ITI certificate in Turner/ Machinist/ Grinder/ Miller trade.	03 years post qualification relevant experience after passing ITI Certificate , in workshop in field of Machinist or related trades	30
12	Technician (Drilling) Scale: Rs. 20,200- 49,300/-	W-4	12 Backlog: 12 (04-OBC-NCL, 04-SC, 04-ST) (12 reserved for Ex-SM)	Matriculate (or) equivalent with ITI Certificate in Mechanic (Earth Moving Machinery / Diesel Mechanic / Motor Mechanic / Fitter Trade.	03 years post qualification relevant experience after passing ITI Certificate , in drilling trade	30
13	Mechanic Scale: Rs. 20,200- 49,300/-	W-4	01 Backlog: 01 (01-OBC-NCL)	Matriculate (or) equivalent with ITI Certificate in Diesel/Motor Mechanic/Fitter trade	03 years post qualification relevant experience after passing ITI Certificate , in Diesel Mechanic/ Motor Mechanic/Fitter Trade	30

14	Mechanic-cum-Operator (Drilling) Scale: Rs. 20,200-49,300/-	W-4	25 Fresh Vacancies: 25 (08-UR, 06-OBC(NCL), 04-SC, 02-ST, 05-EWS) (of which 03 reserved for Ex-SM)	Matriculate (or) equivalent with ITI Certificate in Mechanic (Earth Moving Machinery) (EMM) / Diesel Mechanic / Motor Mechanic / Fitter trade).	03 years' experience in diesel/motor mechanic /fitter trade /drilling trade after ITI certificate	30
15	Junior Driver Scale: 19,600-47,900/-	W-3	06 Fresh Vacancies: 06 (04-UR, 01-OBC(NCL), 01-SC) (of which 01 reserved for Ex-SM)	Matriculate (or) equivalent and possessing valid license for driving light and heavy vehicles	3 years' post qualification experience of driving and maintenance of light/heavy vehicles and also articulate trucks on hilly and rough terrain	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 and 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) |
| | l. Ex-SM: Ex-Serviceman |

2. SELECTION PROCEDURE:

The selection process will entail shortlisting of candidates based on academic credentials, relevant experience and suitable expertise, followed by Written Test, Document Verification & Skill test/ Trade test (as per DOPT O.M. No. 39020/01/2013-Estt(B)-Part dated 29.12.2015), taking into consideration job requirements for the specific post, as per rules of the Company. All the tests will be conducted at Nagpur City only.

Taking into consideration job requirements for the specific post, as per rules of the Company, the following shall be the selection procedure after receipt of applications:

A. Screening of eligibility of Applications as Eligible' and 'Not Eligible'

- a) Screening Committee will be constituted for screening of on-line applications of advertised positions, to segregate "Eligible" candidates & "Not Eligible" candidates on the basis of information provided in on-line application by the applicant as per advertisement specification.

B. Written competitive examination (Weightage: 100%)

- a) For candidates shortlisted by Screening Committee, Written Test will be conducted at Nagpur, by an Independent External Agency, which has been notified as 'Public Examination Authority' under 'The Public Examination (Prevention of Unfair Means) Act, 2024. The external agency will provide marks lists of all appeared candidates category-wise. Cut-off percentage of total marks of written test for different categories of candidates will be as follows

S. No.	Category	Cut-off marks
1	UR/OBC/EWS	50%
2	SC/ST	45%
3	PwD	With Relaxed Standard as per extant Government Guidelines

- b) Based on application of above cut-off standard merit list shall be drawn up by Written Test Committee
- c) Merit List of Written Test will be approved by Concerned Director. In case of tie during drawing of merit list, decision of Chairman of Committee (documented with reason) will be final.
- d) Candidates scoring equal to and above the specified percentage of marks will be arranged in the order of merit.

- C. Document Verification of candidates in merit list of written test
- a) Candidates clearing written test will be called for Document Verification process ordinarily in the ratio of 1:7 in order of merit as recommended by the Written Test Committee. If the number of candidates clearing written test are significantly high, then ratio of 1:7 will be followed i.e. 7 candidates in order of merit for every vacancy advertised will be called for DV. Else, if number of candidates clearing written test is lower than 1:7, all clearing candidates will be called. That is, ratio of Up to 1:7 depending upon number of candidates in pool with approval of Competent Authority.
- D. Skill/Trade Test of candidates clearing Document Verification (Qualifying in nature)
- a) Candidates clearing Document Verification will progress to the Skill Test/ Trade Test Round.
- b) Skill test/Trade Test will be conducted by Internal Skill Test/Trade test committee and the committee will segregate the candidates into 'Suitable' or 'Not Suitable' based upon their performance in Skill Test/Trade test.
- c) It is to be noted that Skill test/Trade Test will be of qualifying nature only.
- d) After eliminating the 'Not Suitable' candidates in Skill test/Trade test, the Final Merit List will be drawn in order of merit on the basis of Written Test marks already conducted. In case of tie during drawing of merit list, decision of Chairman of Committee (documented with reason) will be final. Proceedings of Skill Test/ Trade Test Committee and Final Merit List shall require approval of Concerned Functional Director.

3. RESERVATION, RELAXATIONS AND CONCESSIONS:

The reservation, upper age limit & other relaxation/concessions will be given to the Scheduled Castes, Scheduled Tribes, OBC, EWS, Persons with Benchmark Disabilities (PwBD), Ex Servicemen (Ex-SM) and other categories as per Government of India directives. Accordingly, SC/ST/OBC (NCL)/ EWS & PwBD & Ex-SM rosters will be maintained.

- i. 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.
- ii. Upper age limit is relaxable by 05 years for SC/ ST candidates as per Government of India guidelines.
- iii. 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 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 if permissible as per Government of India guidelines issued from time to time.
- 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, and as and when any change in format or authority is made, the same shall be applicable in MECL mutatis mutandis.
- viii. Maximum age is relaxable up to 20 (twenty) years to retrenched ex-contingent workmen of MECL.
- ix. The internal candidates serving in the scale next lower to the level for which recruitment is being made, who fulfil necessary requirements stipulated for the post under recruitment, and have applied for the same, may be considered along with other candidates, provided that said internal candidate should have been serving in the immediately lower scale for at least 01 year on the cut-off date specified in the advertisement. The prescribed application fees shall not apply in such cases.
- x. Relaxation in maximum age criteria, up to a relaxation of at most 01 year, may be granted to internal candidates, upon approval of CMD, and his decision shall be final.
- xi. There shall be no relaxation in the qualifications & experience (length & nature) criteria for internal candidates.

4. REMUNERATION:

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

5. PLACE OF POSTING:

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

6. PROBATION:

- i. 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.
- ii. During the period of probation, an employee shall be liable to be discharged from the service of the Company without notice, or without assigning any reason, at the sole discretion of the Company.
- iii. The period of probation may be extended in individual cases by the Appointing Authority, on the merits of each case depending upon probationer's performance, maximum by one year.
- iv. On satisfactory completion of the period of probation, The Assessment Report shall be processed on completion of 01 year service, and thereafter, the position will be confirmed at the respective Grade, but shall not be regarded as having been automatically confirmed, unless an order to this effect is issued to him/her in writing.

7. MEDICAL FITNESS:

Appointment of candidates on selection shall be subject to his/ her being declared medically fit by a Govt. Medical Officer/ CMO of Govt. Hospital, accompanied with Appointee's declaration (as per Company's Proforma) for the Company's service. The medical fitness evaluation is to include, but not be limited to, the assessment of the following parameters by the Government Medical Officer or the Chief Medical Officer (CMO) of Government Hospital. Candidates with valid PwD Certificate with benchmark disability are to be examined by the Competent Medical Authority keeping in mind their disability:

- General physical examination (height, weight, BMI)
- Vision and colour blindness testing
- Hearing ability
- Blood pressure and cardiovascular health
- Respiratory function
- Musculoskeletal condition
- Neurological health
- Mental health assessment
- Urinalysis and routine blood tests (e.g., CBC, blood sugar, etc.,)
- Screening for communicable diseases (e.g., tuberculosis, hepatitis)
- Any other test deemed necessary by the Competent Medical Authority.

8. GENERAL INFORMATION AND INSTRUCTIONS:

- (i) Only Indian nationals are eligible to apply.
- (ii) **The minimum post qualification relevant experience under Table 1, will be reckoned only after passing the essential qualification specified against each post 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) The cut-off date for reckoning essential educational qualification, relevant experience, age etc., shall be **20.05.2025** for submitting the online application through the portal.
- (v) The candidate should ensure that he/she fulfils the eligibility criteria and other norms as mentioned in this Advertisement.
- (vi) The essential educational qualifications, wherever applicable, should be from an Indian University/Institute recognized by AICTE/Government of India/UGC.
- (vii) **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.**
- (viii) **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.**
- (ix) **Application received other than online registration or received through any other mode will not be accepted and summarily rejected.**
- (x) Shortlisting of the candidates for Written Test/ Document Verification/ Skill Test/ Trade Test, will be done on the basis of information provided by the candidate on Online Recruitment Portal only. Candidate himself/herself will be held responsible in case of any false information provided, and in such cases of deviation, the candidature will be liable to be disqualified.
- (xi) No correspondence will be entertained from the candidates for selection/ document verification/ Written Test/ Skill Test/ Trade Test etc., Canvassing in any form will lead to disqualification.

- (xii) 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.
- (xiii) 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, as prescribed, in respect of his/her University/Institute at the time of document verification, if called for.
- (xiv) No candidate who has more than one spouse living or who, having a spouse living, contracts another marriage which is void by reason of its taking place during the lifetime of such spouse, shall be eligible for appointment to any of the posts in the Company, except where this may be permitted under the Central Government rules for its employees.
- (xv) 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.
- (xvi) The name of the candidate or his/her father/ Mother/ Spouse's name etc., should be spelt correctly in the application as it appears in the Certificates/ Mark-sheets/ Identity proof. Any change/ alteration found may disqualify the candidature.
- (xvii) Merely meeting the prescribed qualification & experience criteria shall not entitle a candidate to be called for selection process. Where the number of applications received in response to the advertisement is large, the Company reserves its right to fix the criteria for calling the candidates on the basis of essential qualification, relevant post-qualification work experience etc., and keeping in view the number of vacancies. Decision of MECL management as to eligibility or otherwise of a candidate, to call for Written Test/ Document Verification/ Skill Test/ Trade Test, shall be final.
- (xviii) The candidate must ensure to provide information in the Portal accurately. Shortlisting of candidates will be done on this information only. Any deviation during document verification process will make the candidate liable to be rejected as candidate for the applied post.
- (xix) Payment of Application registration fee of Rs. 500/- for General/OBC/EWS candidates (Not applicable in case of SC/ST/PwD/Ex-Serviceman /Departmental candidates) is to be made by the Candidates through Online Payment/ Net-Banking in the following MECL Bank Account. A QR Code of the following Bank Account will also be hosted on the MECL Website under Careers Section under Advertisement Notices & Results – which candidate may scan for making requisite payment, as applicable. Other mode of payment will not be accepted. MECL will not be responsible in case candidate deposits the fee in wrong account.
- Bank Name: State Bank of India
Bank Account Number: 34991261440
IFSC Code: SBIN0000432
Branch: Nagpur Main Branch
- (xx) 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.
- (xxi) Shortlisting of candidates for written test/ document verification/ skill test/ trade test will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of such call letters to the candidates will not imply that his/ her candidature has been finally cleared. MECL will undertake verification of eligibility conditions with reference to original documents as per rules of the Company.

- (xxii) 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.
- (xxiii) Appointment of any person in the service of the Company or his continuance in service shall be subject to his character and antecedents being verified and found satisfactory, in the prescribed manner.
- (xxiv) The Date of passing of Qualification of Degree/Diploma/ other qualifying exams etc., will be the date on the mark-sheet 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.
- (xxv) **TA will not be paid to any candidate appearing for written test/ document verification/ trade test/ skill test.**
- (xxvi) The period/ duration of Apprenticeship/ Training/ Internship/ Articleship/ etc., which is attained during academic course curriculum will not be considered as relevant post-qualification experience.
- (xxvii) 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.
- (xxviii) 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.
- (xxix) Joining Time: Joining Time on first appointment will normally be allowed for a period up to 30 days from the receipt of acceptance of offer of employment from the Company. On reasonable grounds, and on a written request from the candidate, this period may be extended by the Appointing Authority for a maximum period of 3 months.
- (xxx) Withdrawal and cancellation of offers of appointment: In case a selected candidate, to whom an offer of employment has been made for a post in the Company, fails to submit acceptance of offer of employment, or report to duty within stipulated time, the offer of employment issued to him will automatically stand withdrawn and cancelled unless otherwise approved by the Competent Authority.
- (xxxi) 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 (for Skill Test/ Trade Test etc.), failing which their candidature will not be processed further.

- (xxxii) For all the essential qualifications, the minimum qualifying marks shall be 60%. However, MECL reserves the right to increase the minimum qualifying marks.
- (xxxiii) The Date of passing of Qualification of Degree/Diploma/ other qualifying exams etc., will be the date on the mark-sheet 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.
- (xxxiv) The name of shortlisted candidates will be displayed only on our website under "CAREER" section (<https://www.mecl.co.in/Careers.aspx>).
- (xxxv) Applications will be accepted only through the Portal accessible from Link which will be available on MECL Website under Careers Section under "Advertisement Notices & Results" Tab. 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.
- (xxxvi) 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'.
- (xxxvii) One candidate shall be allowed to apply for only one post as per his/her eligibility and choice.

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

Applicants are advised in their own interest that they should refrain from furnishing any particulars that are false, tampered with or fabricated, and should not suppress any material information while submitting the online application form. At the time of written examination/ document verification/ skill test/ trade test or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the written examination/ document verification/ skill test/ trade test or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein, in whole or in part thereof, in any form or by any means, verbal or online, electronically or mechanically for any purpose or resorting to any irregular or improper means in connection with his/ her candidature or obtaining support for his/ her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the written test/ skill test/ trade test, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be also liable:

- i. To be disqualified from the written examination hall/ document verification/ skill test/ trade test.
- ii. To be debarred either permanently or for a specified period from any examination conducted by MECL.
- iii. For termination of service, if he/ she has already joined MECL.

10. **HOW TO APPLY:**

- 10.1 **The candidates are required to apply through the Portal only accessible from Link which will be available on MECL Website (www.mecl.co.in) under “Careers” Section under “Advertisement Notices & Results” Tab.**
- 10.2 **The relevant link will be made available from 14.06.2025 to 05.07.2025. Applications received through any other mode will not be accepted.**
- 10.3 Before filling application online, candidate should keep ready scanned copy of passport size photograph and signature in JPG/JPEG format.
- 10.4 Candidates are required to register & apply on the Portal by filling all mandatory details as per instructions in the portal.
- 10.5 Candidates should ensure that all the relevant details entered in the online application should be correct.
- 10.6 Candidates belonging to SC/ST/OBC(NCL)/EWS category 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.
- 10.7 Before registering their applications on the Portal, the candidates 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 candidate 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.
 - ii. They are further advised to check their E-mail regularly for any communication from MECL in this regard.
 - iii. Personal details, educational qualification details, experience details including nature of duties issued by competent issuing authority, category/ community details.
 - iv. Details of application fees paid, if applicable.
 - 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.
 - vii. **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 the MECL.**
 - viii. 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.
 - 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 the Portal accessible through MECL Website. Please make a note of your registration ID/ Login credentials etc.,
 - x. After successful submission for post in the Portal, applicants are advised to take a printout of the system generated application form and keep ready with them for future reference.
 - xi. Candidate may not apply for not more than one post from the advertisement.

- xii. For any technical query pertaining to the Portal, candidate may contact Help-Desk (which is functional during 09:30 AM to 06:00 PM on all working days), on which candidates can lodge their complaints/ grievances. The same can be accessed through <https://cgrs.ibps.in/>.
- xiii. The following documents, clearly scanned and self-attested need to be uploaded with the application form on the MECL Recruitment Portal before submitting application :

S.N o.	Document Name	Format	File size limit & Dimensions
1	<ul style="list-style-type: none"> Aadhaar ID Proof (mandatory) Valid Driving License (mandatory for applicants for Jr. Driver post only) Caste/Community Certificate i.e. (SC/ST/OBC-NCL (Latest)/ EWS) certificate (wherever applicable) PwBD Certificate (wherever applicable) Ex-SM Certificate/ documents clearly indicating tenure of service in Armed Forces issued by Competent Issuing Authority (wherever applicable) 	PDF	500 KB (All certificates to be scanned in one PDF)
2	<ul style="list-style-type: none"> Essential Qualification Marks Statement (all terms/ semesters OR consolidated) issued by concerned University/Institute/ITI Essential Qualification Passing/Degree Certificate issued by concerned University/Institute/ITI 	PDF	500 KB (All certificates to be scanned in one PDF)
3	<ul style="list-style-type: none"> 10th Standard Marks Statement & Passing Certificate issued by concerned Board 12th Standard Marks Statement & Passing Certificate issued by concerned Board Copy of Norms adopted by candidate's university/ institute /ITI indicating equivalent percentage of marks for CGPA / OGPA or grading system in Degree (as applicable)- issued by concerned University/Institute/ITI – as applicable 	PDF	500 KB (All certificates to be scanned in one PDF)
4	<ul style="list-style-type: none"> Experience certificate of various organizations (post acquiring essential qualification) duly signed and stamped by issuing authority indicating date of appointment, date of relieving and nature of duties 	PDF	500 KB (All certificates to be scanned in one PDF)
5	<ul style="list-style-type: none"> Valid proof in support of the Nature of Duties/ Role and Responsibilities (post acquiring essential qualification, if any) Salary Slips of last 03 months NOC from present employer, wherever applicable (if presently employed in CPSE/SPSE/Central Govt./ State Govt./ Autonomous Body etc.,) 	PDF	500 KB (All certificates to be scanned in one PDF)

11. IMPORTANT

- 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 document verification/ admit card for written test/ skill test/ trade test/any other communication/ information shall lie with the candidate. MECL will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or any delay/non-receipt of communication/ information if the candidate fails to access his/her e-mail/ MECL website(www.mecl.co.in) in time.
- 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.
- 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)	20.05.2025
2	Commencement of Online Registration for submitting applications	14.06.2025
3	Closing date for submitting applications through website	05.07.2025

Advt. No. 03/Rectt./2025**Date: 03.06.2025****GENERAL MANAGER (HR)**