

 MECL	MINERAL EXPLORATION CORPORATION LIMITED (A MINIRATNA GOVERNMENT OF INDIA ENTERPRISE) Dr. Babasaheb Ambedkar Bhavan, Highland Drive Road, Seminary Hills, Nagpur- 440006 (Maharashtra) Ph. No:- 0712-2510141-43, Fax no.0712-2510548 Website: www.mecl.gov.in E.Mail: recruitment@mecl.gov.in	 (AN ISO 9001:2008) CERTIFIED COMPANY
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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 / Scale of Pay (IDA)	Grade	No. of Vacancies	Upper Age as on 13.12.2016	Qualification and Experience.
01	Senior Manager (Engineering) Rs. 32,900-58,000/-	E-5	01 (01-UR)	48 years	Essential Qualification :- B.E./B.Tech/ B.Sc (Engg.) in (Mechanical Engineering) with 60% marks or equivalent. Experience: 13 years' experience in a large Engineering Workshop. 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. 29,100-54,500/- at E-4 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.7600/- (as per 6th CPC). c) In case of candidate with Private Sector drawing minimum annual CTC as indicated in the table at 2(I). Desirable : Working experience in reputed diamond bit manufacturing unit engaged in manufacturing in different exploratory diamond tools, like surface set diamond bits, impregnated diamond bits, reamer shells.
02	Manager (Geology) Rs. 29,100-54,500/-	E-4	02 (02-UR)	45 years	Essential Qualification :- M.Sc/M.Tech./ M.Sc.Tech. (Geology/Applied Geology)/M.Tech. (Geological Technology) with 60% marks or equivalent. Experience: 10 years experience of geological work in mineral targeting with remote sensing and writing of 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/- 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(II). Preferred: 01 year Training in Advanced Remote Sensing through recognised institution. Desirable Experience : Experience in mineral targeting through remote sensing applications using Hyper Spectral Imageries in remote sensing studies and working experience in Erdas/Geomatics or similar software. Knowledge of Auto-Cad, Map-Info or Arc GIS or similar GIS software, Geological modeling and mine planning software system and sound understanding of data base management and Remote Sensing, Image Analysis and GIS software.

03	Manager (Drilling) Rs. 29,100-54,500/-	E-4	02 (01-UR & 01-OBC- NCL)	45 years	Essential Qualification :- B.E./B.Tech/ B.Sc (Engg.) in (Mechanical Engineering) with 60% marks or equivalent Experience: 10 years' experience in core drilling by Hydrostatic rigs for mineral exploration. 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/- 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(II). Desirable Experience: Experience in running of Reverse Circulation and Vacuum Suction rigs.
04	Assistant Manager (Geology) Rs. 24,900-50,500/-	E-3	20 (09-UR, 06-OBC- NCL, 03-SC & 02-ST)	40 years	Essential Qualification :- M.Sc/M.Tech./ M.Sc.Tech. (Geology/Applied Geology)/M.Tech. (Geological Technology) with 60% marks or equivalent. Experience: - 07 years' 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/- 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(III). Preferred: - Certificate course / Training in Advanced Remote Sensing through recognised institution. 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 specialisation in Geostatistics/ore dressing/Geomatics
05	Assistant Manager (Geophysics) Rs. 24,900-50,500/-	E-3	02 (01-UR & 01-OBC- NCL)	40 years	Essential Qualification : M.Sc/ M.Tech/M.Sc.Tech (Geophysics/Applied Geophysics)/M.Tech. (Geophysical Technology) with 60% marks or equivalent. Preferred : Working experience of Seismic, Electromagnetic and Radiometric Surveys Desirable: - background in geophysical instrumentation. Experience: 07 years of post-qualification experience in actual field geophysical surveys and interpretation of geophysical data. 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/- 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(III). Desirable Experience : 3D Seismic Surveys, interpretation of air/helicopter survey Geophysical data and application of UAV (drones) in geophysical surveys.

06	Assistant Manager (Drilling) Rs. 24,900-50,500/-	E-3	05 (02-UR, 01-OBC- NCL & 02-SC)	40 years	Essential Qualification :- B.E./B.Tech/ B.Sc (Engg.) in (Mechanical Engineering) with 60% marks Experience: 07 years experience in core drilling by Hydrostatic rigs for mineral exploration. 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/- 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(III). Desirable Experience in running Reverse Circulation and Vacuum Suction rigs.
07	Assistant Manager (Public Relations) Rs. 24,900-50,500/-	E-3	01 (01-UR)	40 years	Essential Qualification :- Master' s degree in Social Science with first class post graduate degree in public relations /mass communication/ journalism from recognized University, fluent in writing and speaking in English, Hindi /regional language. Sound knowledge of mass media. Experience: 07 years experience in responsible position of PRO in Govt./Public Undertaking/ Private Organisation. 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/- 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 Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2(III).
08	Assistant Manager (HR) Rs. 24,900-50,500/-	E-3	01 (01-SC) #*(PwD- OH)	40 years	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 Experience: 07 years' experience in one or more areas of Personnel Management & Industrial Relations. 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/- 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 Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2(III). Desirable:- Degree in Law.

09	Assistant Manager (Finance) Rs. 24,900-50,500/-	E-3	01 (01-UR) #* (PwD- OH)	40 Years	Essential Qualification : C.A. / ICWA with graduation. Experience: - 07 years' experience in one or more areas of commercial accounting, cost accounting and auditing, 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/- 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 6 th CPC) c) In case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2(III).
10	Assistant Manager (Material- Procurement) Rs. 24,900-50,500),	E-3	01 (01-OBC- NCL)	40 Years	Essential Qualification: Bachelor Degree in Mechanical Engineering with 60% marks. Experience: 07 years experience in one or more areas of materials management and procurement/e-procurement, out of which 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/- 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 6 th CPC). c) In case of candidate with Private Sector drawing minimum annual CTC as indicated in the table at 2(III). Preferable : Experience in matters related to import of equipment and taxation
11	Sr. Instrumentation Engineer Rs. 20,600-46,500/-	E-2	01 (01-UR)	35 Years	Essential Qualification : B.E/B.Tech (Electronics / Instrumentation) Engineering with 60% marks or Equivalent Experience: 04 years' experience in repairing and maintenance of micro-processor base instruments. Aptitude of research. Desirable Experience : Knowledge in network / supporting ERP systems.
12	Sr. Programmer Rs. 20,600-46,500/-	E-2	05 (04-UR & 01-OBC- NCL) (01post is reserved for PwD- OH)	35 Years	Essential Qualification : B.E./B.Tech. (Computer Science/Information Technology/ Computer Technology) / MCA with 60% marks or equivalent Experience: 04 years' experience in computer programming. Desirable Experience : Working experience in Computer Application involving systems analysis & design, database structures, Programming, testing documents, implementation with regard to scientific and commercial applications. Well versed in programming using C/C++/Java and proficiency in RDBMS Oracle/SQL Server / DB2, Database Administration, Oracle Developer/VB.Net, MS Access Database. Windows/Linux/Unix OS, Networking
13	Materials Officer (Procurement) Rs. 16,400-40,500/-	E-1	01 (01-UR) # (PwD- OH)	30 Years	Essential Qualification: Bachelor Degree in Mechanical Engineering with 60% marks. Experience: 02 years' experience in Materials Management. Desirable : Diploma in Materials Management
14	Foreman (Civil) Rs. 9,500-24,800/-	W-7	02 (01-UR & 01-OBC- NCL)	30 Years	Essential Qualification : Diploma in Civil Engineering with minimum 60% marks Experience: 03 years' experience in construction work of multi-storeyed building and/or of large building complex. Desirable : Knowledge of laws and local rules relating to the job
15	Technical Assistant (Survey & Draftsman) Rs. 9,500-24,800/-	W-7	08 (04-UR, 03-OBC- NCL & 01-SC)	30 Years	Essential Qualification : (i) Diploma in Survey Engineering or Civil Engineering with minimum 60% marks. (ii) Certificate course in Auto CAD. Experience : 03 years' experience in surveying like total station / DGPS Preferable: Conducting topo surveys for Mineral exploration / geological mapping / topographical surveying with total station and DGPS

16	Foreman (Drilling) Rs. 9,500-24,800	W-7	14 (07-UR, 05-OBC- NCL , 01- SC & 01- ST)	30 Years	Essential Qualification: - Diploma in Drilling Engineering with 60% marks. Experience: -03 years post diploma experience in operating Hydrostatic rigs/RC rigs. Desirable: Persons having experience in high performance Hydrostatic drilling/RC drilling for Iron Ore/Vacuum suction drilling for Bauxite will be preferred
17	Assistant (Hindi) Rs.8,500-18,600	W-4	01 (01-UR)	30 years	Essential Qualification: - Graduate with Hindi and English as main subjects or Degree in English and having passed equivalent examination in Advance Hindi with typing speed @ 30 w.p.m (on computer) in Hindi. Experience: - 03 years' experience in translation work from Hindi to English and vice-versa. Preferable : Typing speed @ 40 w.p.m (on computer) in English Desirable qualification : Post Graduate Degree in Hindi
18	Assistant (Material) Rs.8,500-18,600	W-4	18 (08-UR, 05-OBC- NCL, 03- SC & 02- ST) (04 posts reserved for PwD-OH)	30 years	Essential Qualification: - Graduate with mathematics OR B.Com with typing speed of 40 w.p.m. on computer. Experience: - 03 Years' experience in handling engineering and technical stores in large organisation
19	Mechanic Rs.8,500-18,600/-	W-4	20 (11-UR, 05-OBC- NCL, 03- SC & 01- ST)	30 years	Essential Qualification : Matriculate or equivalent with ITI certificate in Diesel/Motor Mechanic/fitter trade. Experience: 03 years' experience in repairing /maintenance of Hydraulic systems of medium/heavy duty machines after ITI Certificate.
20	Machinist Rs. 8,500-18,600/-	W-4	08 (02-UR, 03-OBC- NCL, 01- SC & 02- ST)	30 years	Essential Qualification: Matriculate or equivalent with ITI certificate in Turner/ Machinist/ Grinder/ Miller trade . Experience : 03 years' experience in a reputed workshop in Machinist or related trades after passing ITI certificate
21	Technician (Drilling) Rs. 8,500-18,600/-	W-4	40 (19-UR, 11-OBC- NCL, 08- SC & 02- ST)	30 years	Essential Qualification : Matriculate of equivalent with ITI Certificate in Mechanic (Earth Moving Machinery) (EMM)/Diesel Mechanic/Motor Mechanic/Fitter Trade) Experience : 03 years' experience in drilling trade. Desirable : Practical experience in working on drilling rigs
22	Technician (Sampling) Rs. 8,500-18,600/-	W-4	12 (07-UR, 03-OBC- NCL, 01- SC & 01- ST)	30 years	Essential Qualification: - B.Sc degree Experience: - 03 years' experience in Drill Core Mine Sampling.
23	Driver Rs. 8,500-18,600/	W-4	20 (11-UR, 05-OBC- NCL, 03- SC & 01- ST)	30 years	Essential Qualification: - Matriculate or equivalent and possessing valid license for driving light and heavy vehicles. Experience: - 03 years' experience of driving and maintenance of heavy vehicles and also articulate trucks on hilly and rough terrain

Note - (*) Backlog vacancy

(#) For orthopedically handicapped candidates should not be in either hand.

2. Candidates who are working in the Private Sector in Executive cadre and applying for the above post from Serial No. 01 to 10 should be drawing following minimum CTC per annum during the last two years :-

S.No.	Post	Grade	Minimum CTC per annum for last two years (average)
I	Sr. Manager	E- 5	12.00 Lakhs
II	Manager	E- 4	10.00 Lakhs
III	Assistant Manager	E- 3	8.50 Lakhs

3. **SELECTION PROCEDURE:**

- The selection procedure for the post code 01 to 13 will be by the way of personal interview
- The selection procedure for the post code 14 to 23 will be by the way of written test/skill test in computer environment /trade test in concerned trade taking into consideration of job requirement for specific post.
- All the tests will be conducted at Nagpur City only.

4. **GENERAL INFORMATION AND INSTRUCTIONS:**

- Only Indian national needs to apply.
- Application registration fee of Rs. 100/- for General and OBC candidates (Not applicable in case of SC/ST/PwD/Ex-Serviceman /Departmental candidates) will be paid through bank challan (**available at our website**) of Punjab National Bank or State Bank of India. Other mode of payment will not be accepted. MECL will not be responsible in case candidate deposit the fee in wrong account, fee once paid will not be refunded in any circumstances.
- The cutoff date for reckoning educational qualification, experience and age etc. shall be **13.12.2016** for submitting the online application through website.
- 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 fulfills the eligibility criteria and other conditions mentioned in this advertisement for the post applied for.
- Shortlisting of candidates for calling for personal interview/trade test/skill test/written 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 at the time of personal interview for posts from Sr no 01 to 13. Documents verification for remaining posts will be made after written test/trade test/skill test.
- 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 relevant information/material information, his/her candidature/ services shall be summarily terminated without notice.
- 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.
- 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 calling interview shall be final. The name of shortlisted candidates will be displayed on our website www.mecl.gov.in in the column of 'CAREER'.

- 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 10 is AC-III and from Sr. No. 11 to 13 is sleeper class.
- xii. **TA will not be paid to any candidates appearing for written test/ trade test/Skill test.**
- xiii. No correspondence will be entertained from the candidates for selection/interview 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) only and courts/tribunals/forum at Nagpur (Maharashtra State) only 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, if called for.
- xvi. For Executive positions as mentioned at Sl no. 01 to 13, preference will be given to the candidates who have acquired relevant additional higher qualification.
- xvii. Application received other than on line registration or received through any other mode will not be accepted and summarily rejected.
- xviii. Corrigendum / Amendment in respect of above advertisement shall be available on our official website at career column. No further press advertisement will be given. Hence applicants are advised to visit MECL website regularly for above purpose.

5. **COMPENSATION PACKAGE:**

Besides pay, all the posts carry other benefits like D.A., HRA, PF, Group Insurance, Medical Facilities and allowances including 43% of Basic Pay as cafeteria allowance for executives and 30% of basic for Non-Executives if posted at Projects/field and 23% of Basic for Non-Executives if posted at permanent establishments / corporate office as fringe benefit.

6. **RELAXATIONS AND CONCESSION:**

i. **Relaxation for SC/ST**

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

ii. **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 date of document verification will be treated as 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**'.

iii. 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 10 years for General, 15 years for SC/ST and 13 years for OBC-NCL for all posts.

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.

iv. 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.

v. Relaxation for Ex-servicemen:

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

vi. 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.

vii. 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 Sl. No. 14 to 23.

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. 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.

9. HOW TO APPLY:

The candidates are required to apply online. The relevant link will be made available from **13.12.2016** to **12.01.2017** under the head of “**CAREER**” of MECL website: www.mecl.gov.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 and caste certificate & PwD certificate in pdf format if any. Fill in the online form with all relevant details. Upload scanned copy of photograph and signature in JPG/JPEG format and caste and Pwd certificate. Candidates should ensure that the relevant details which name, date of birth, address and qualification etc. entered in the MECL online application should be correct. Candidates of SC/ST and OBC (NCL) category should be careful while filling up category option in the online application format as this will not be allowed to be changed at later date.

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 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 community details.
- (iii) Detail of application fees paid through Bank Challan (for General& OBC-NCL candidates), through Punjab National Bank or State Bank of India.
- (iv) Photograph must be recent passport size color picture. The photo should be in colour, against a light- coloured, preferably white, background. Look straight at the camera with a relaxed face. If the photo is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.

If you have to use flash, ensure there no “redeye” If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions (photo file height should be between 150 pixels to 200 pixels and width should be between 100 pixels to 150 pixels) and (photo file resolution should between 75 dpi to 100 dpi) 150 X 200 pixels (Preferred). Size of the scanned photo image should be less than 50 KB. Ensure that the size of the scanned Image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution during process of scanning.

- (v) Signature image has to sign by the applicant in white paper with Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded Signature. In case of mismatch, the applicant may be disqualified. The dimensions of signature must be (signature file height should be between 50 pixels to 100 pixels and width should be between 150 pixels to 200 pixels) and (signature file resolution should be between 75 dpi to 100 dpi) 50 X 100 pixels (preferred), ensure that the size of the scanned signature Image is not more than 20KB.
- (vi) If candidate belong to SC/ST/OBC(NCL) category has to scanned their own cast certificate in Pdf format & ensure that size of scanned certificate not more than 350KB.
- (vii) If candidate belong to PwD category has to scan their PwD certificate in Pdf format & ensured that the size of scanned certificate not more than 350KB.

(viii) Scanned photograph (Photo File Resolution should be between 75 dpi to 100 dpi), signature (Signature File Resolution should be between 75 dpi to 100 dpi) resolution to a minimum of 200 dpi(dots per inch). Crop the Image in the scanner to the edge of the photograph/signature. The image file should be JPG or JPEG format and document in pdf format. An example file name Is: imaged 01. jpg or image 01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature of jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager, Scanned photograph and signature in any format can be saved in jpg format by using “Save As” option In the File menu and size can be reduced below 50 KB(photograph) & 20KB (signature) by using crop and then resize option (Please see above the pixel size in the “Image” menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling In the Online Application Form the applicant will be provided with a link to upload his photograph and signature in jpg format & caste certificate and PwD certificate in pdf format

- (ix) **Procedure for Uploading:** There will be separate links for uploading Photograph, Signature, caste certificate and PwD certificate. Click on the respective link “Upload Photograph/Signature/ caste certificate/ PwD certificate”. Browse & Select the location where the Scanned Photo/Signature file has been saved. Select the file by clicking on it. Click the “Upload” button. An online application which is incomplete in any respect much as without photograph and signature uploaded in the online application form/without fee payment will not be considered as valid.
- (x) 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.
- (xi) Applicants are advised in their own interest to apply on-line 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 jam. MECL takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the MECL.
- (xii) 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.
- (xiii) Candidate may apply for more than one post. Not more than one application should be submitted by any candidate for same post.
- (xiv) During submission/filling of online application, any problem due to technical or power cut, applicant can retrieve his earlier online application by re-login through filling date of birth and mobile number which was mentioned initially.

Note:-

- a) After online registration, applicants are advised to take a printout of the system generated application form and keep ready with them for future reference.
- b) **No hard copy needs to send MECL.**

IMPORTANT

All correspondence with candidates shall be done through E-mail only at the E-mail address given by the candidate in the application. However MECL Management may, at its discretion, prefer to use other mode of communication viz. SMS/Postal, if felt necessary. 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. MECL will also 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.

The candidates interested to apply for above posts are advised to visit MECL website www.mecl.gov.in at **Career** page for further details regarding pay scales, eligibility criteria, educational qualification, experience, age and for submission of on line application etc. Candidates must apply on-line through the website www.mecl.gov.in. Corrigendum/amendment, including due date, if any, will be notified only on the above website and will not be published in any other media including newspaper.

The date of commencement of on-line registration for submission of application is **13.12.2016** and closing date is **12.01.2017** after which the link will be disabled and no other mode of application is acceptable.

IMPORTANT DATES

1.	Commencement of Online Registration for submitting applications	13.12.2016
2.	Closing date for submitting applications through website	12.01.2017

Note: - The link for submission of online applications will disable at 24:00 Hrs on 12.01.2017.

Advt. No. 03/Rectt./ 2016
Date: 13.12.2016

DY. GENERAL MANAGER- HR