



MECL

MINERAL EXPLORATION CORPORATION LIMITED
(A MINIRATNA GOVERNMENT OF INDIA ENTERPRISE)
Dr. Babasaheb Ambedkar Bhavan, Highland Drive Road, Seminary Hills,
Nagpur- 440006 (Maharashtra)

Website: www.mecl.gov.in

E.Mail: recruitment@mecl.gov.in



(AN ISO 9001:2008)
**CERTIFIED
COMPANY**

Mineral Exploration Corporation Limited (MECL) a profit making Public Sector Enterprise (A Miniratna Company) under the Ministry of Mines, Government of India, requires bright, result oriented, experienced personnel with initiative and enterprise, for its Corporate Office at Nagpur, Zonal Offices and projects situated all over in India. Excellent career growth opportunities are open to the deserving candidates.

On-line applications are invited from those who are citizens of India for **SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PwD)**:

I. Name of the Post, Grade, number of vacancies, age and essential qualification and experience:-

Sr. No.	Name of the post, Grade & Scale of pay	No. of vacancies	Age as on 31.05.2016	Educational qualification
01	Accountant, W-7 Rs. 9,500-24,800/- (IDA)	02 No. (Reserved for PwD-OH/HH/VH)	30 years	Essential qualification –Graduate / Post Graduate with Intermediate pass of CA/ICWA.

NOTE – Since, Reservation for PwD posts are Horizontal, candidates belonging SC/ST/OBC (NCL)/UR category may also apply for the above post. Relaxation will be given as per Government guidelines.

2. SELECTION PROCEDURE:

- i) The selection procedure for the above post will be by the way of written test/skill test in concerned trade taking into consideration of job requirement for Accountant post.
- ii) All the tests will be conducted at Nagpur City only.

If required, selection will be depending upon nature of the post. The decision of the MECL will be final in this regard. The name of the shortlisted candidate will be displayed on MECL website www.mecl.gov.in under head "CAREER".

3. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian national needs to apply.
- ii. No any application registration fee for above special recruitment drive for persons with disabilities (PwD).
- iii. The cutoff date for reckoning educational qualification, experience and age etc. shall be the **31.05.2016** for submitting the online application through website.
- iv. 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.
- v. Shortlisting of candidates for calling for written test / skill test will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of call letter for the written test 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 selection procedure.
- vi. 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

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relevant information/material information, his/her candidature/ services shall be summarily terminated without notice.

- vii. For the above post, candidates should possess Degree / Diploma 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.
- viii. Merely meeting the prescribed qualifications and experience 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 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 selection procedure, failing which they will not be allowed to participate in selection procedure 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. No TA will be paid for attending written/skill test.
- xii. No correspondence will be entertained from the candidates for selection/written test etc. Canvassing in any form will be treated as disqualification.
- xiii. 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.
- xiv. 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.
- xv. Application received other than on line registration or received through any other mode will not be accepted and summarily rejected.
- xvi. 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 respective applicants are advised to visit MECL website regularly for above purpose.

4. COMPENSATION PACKAGE:

Besides pay, all the posts carry other benefits like D.A., HRA, PF, Group Insurance, Medical Facilities and allowances including 30% of Basic Pay as cafeteria allowance if posted at Projects/field and 23% of Basic as fringe benefit.

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5. RELAXATIONS AND CONCESSION:

i. 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 above post.

Such candidate 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 written test / skill test, if Persons with Disabilities (PWD) candidate's will be required to produce medical certificate in the prescribed form issued by the Competent Medical Authorities for the purpose of employment.

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 selection procedure, 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**'.

ii. 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.

iii. 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 the Recruitment Policy of the corporation. Maximum age is relaxable up to 20 (twenty) years to retrenched ex-contingent workmen of MECL for the post of Accountant.

6. HEALTH:

Appointment of candidates shall be subject to his/her being declared medically fit for the Company's service by Govt. Medical Officer/CMO.


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7. **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 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 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/ test hall such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:

- (a) To be disqualified from the examination.
- (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.

8. **HOW TO APPLY:**

The candidates are required to apply online. The relevant link will be made available from **20.06.2016 to 19.07.2016** 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. 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. No change in email id will be allowed after filling online application. 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) 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 150 X 200 pixels (preferred). Size of image should be 50KB. 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 50 X100 pixels (preferred), ensure that the size of the scanned image is not more than 20KB.

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- (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, signature resolution to a minimum of 200 dpi(dots per inch). Set Color or True Color, File Size as specified above. 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 50KB(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 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.

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.**

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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 test call letter/any other information shall be of the candidate.

IMPORTANT DATES

1.	Commencement of Online Registration for submitting applications	20.06.2016
2.	Closing date for submitting applications through website	19.07.2016

Advt. No. 02/Recvt./ 2016
Date: 20/06/2016.

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