

**MINERAL EXPLORATION & CONSULTANCY LIMITED**

(Formerly Mineral Exploration Corporation Limited)

(A MINIRATNA-I GOVERNMENT OF INDIA ENTERPRISE)

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Website: www.mecl.co.in

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Advertisement No.: 02/Rectt./2025

Date: 16.05.2025

**ENGAGEMENT OF YOUNG PROFESSIONALS ON FIXED TERM ENGAGEMENT (FTE)
CONTRACTUAL BASIS, IN MECL**

Mineral Exploration & Consultancy Limited (MECL), (formerly Mineral Exploration Corporation Limited), a Mini-Ratna-I CPSE, under the Ministry of Mines, Government of India, requires smart, result oriented, experienced Young Professionals on Fixed Term Engagement (FTE) Contractual basis. Interested & eligible candidates are requested to visit the career section of MECL's website and submit online application for the various openings as under:

1. Name of Post, number of posts, essential educational qualification, minimum post qualification relevant experience:

| Post Code | Name of FTE Post | Number of FTE Posts | Essential Educational Qualification | Minimum Post Qualification Relevant Experience |
|-----------|---------------------------------|---|---|--|
| (1) | (2) | (3) | (4) | (5) |
| 1 | Young Professional (Geology) | 12 [Fresh: 11 (05-UR, 02-OBC-NCL, 02-SC, 02-EWS)] [Backlog: 01-SC] | M.Sc/ M.Tech. /M.Sc.Tech. (Geology/Applied Geology/Earth Science/Exploration Geology/Mineral Exploration/Geological Technology) OR equivalent [Courses to be approved by UGC & AICTE (wherever applicable) & Degree to be recognized by UGC & AICTE (wherever applicable) [ODL Degrees not permissible] | 02 years post qualification relevant field experience in exploration of various minerals. |
| 2 | Young Professional (Geophysics) | 07 [Fresh: 06 (03-UR, 01-OBC-NCL, 01-EWS, 01-ST); Backlog: 01-ST] | M.Sc/ M.Tech./ M.Sc.Tech. (Geophysics/ Applied Geophysics/ Geophysical Technology) OR equivalent [Courses to be approved by UGC & AICTE (wherever applicable) & Degree to be recognized by UGC & AICTE (wherever applicable) [ODL Degrees not permissible] | 02 years post qualification relevant experience in Geophysical surveys. |
| 3 | Young Professional (IT/SAP-ERP) | 01 (01-UR) | B.Tech./B.E. in Computer Science/ Information Technology/Computer Technology (OR) MCA OR equivalent <u>Desirable</u> : Certification in SAP-ABAP or any other SAP Module [Courses to be approved by UGC & AICTE (wherever applicable) & Degree to be recognized by UGC & AICTE (wherever applicable) [ODL Degrees permissible] | 02 years post qualification relevant experience in Computer Programming 02 years post qualification relevant experience in SAP ERP Environment in Implementation/ rollout/ upgrade/ migration/ operational and maintenance of SAP ERP system with knowledge of SAP-ABAP and ability to make changes |

| | | | | |
|---|---|--|---|---|
| 4 | Young Professional (Civil Engineering) | 01 (01-UR) | B.Tech./B.E. in Civil Engineering OR equivalent [Courses to be approved by UGC & AICTE (wherever applicable)& Degree to be recognized by UGC&AICTE (wherever applicable) [ODL Degrees not permissible] | 02 years post qualification relevant experience in Estate administration/management, contract handling, construction & maintenance work of building & roads in large housing colonies/ township/ offices/ other building work including preparation of estimate, specification, measurement of work & billing, quality control and execution etc./ 02 years post qualification relevant experience in geotechnical investigations, managing project budgets, project set-ups, and invoicing |
| 5 | Young Professional (Electrical Engineering) | 01 (01-UR) | B.Tech./ B.E. in Electrical Engineering/Electrical & Electronics Engineering (OR) equivalent [Courses to be approved by UGC & AICTE (wherever applicable)& Degree to be recognized by UGC&AICTE (wherever applicable) [ODL Degrees not permissible] | 02 years post qualification relevant experience in the installation, commission and testing of HT Breakers, VCB, PLC, LT Breakers, Transformers, RTCC, DG Sets, Motors, Pumps along with operation & maintenance of same. |
| 6 | Young Professional (Materials) | 02 (02-UR) Suitable for PwD-OH/HH | Bachelor Degree in Mechanical Engineering [Courses to be approved by UGC & AICTE (wherever applicable)& Degree to be recognized by UGC&AICTE (wherever applicable) [ODL Degrees not permissible] | 02 years' post qualification experience in one or more areas of materials management and procurement/e-procurement involving public procurement systems & processes |
| 7 | Young Professional (Business Development & Marketing) | 01 (01-UR) Suitable for PwD-OH/HH | MBA/PGDM (General Management) [Courses to be approved by UGC & AICTE (wherever applicable) & Degree to be recognized by UGC & AICTE (wherever applicable) [ODL Degrees permissible] | 02 years post qualification relevant experience in one or more areas of Business Development/ Marketing domain <u>Desirable:</u> Work experience in preparation of financial proposals, financial due diligence related work and marketing (shall be preferred) |
| 8 | Young Professional (Finance & Accounts) | 01 (01-UR) Suitable for PwD-OH/HH | CA/ICWA OR 2 years MBA/PGDM in Finance Management [Courses to be approved by UGC & AICTE (wherever applicable) & Degree to be recognized by UGC & AICTE (wherever applicable) [ODL Degrees permissible in case of MBA(Finance)] | 02 years post-qualification relevant experience in one or more areas of financial accounting/ management, cost accounting and auditing. |
| 9 | Young Professional (Medical Doctor) | 01 (01-OBC-NCL) Suitable for PwD-OH | MBBS from recognized University | 02 years of relevant post-qualification work experience as practicing Medical Doctor |

Table-I

***Abbreviations used:**

- a. UR: Unreserved
- b. OBC-NCL: Other Backward Classes (Non-Creamy Layer)
- c. SC: Scheduled Caste
- d. EWS: Economically Weaker Section
- e. PwD: Persons with Disabilities (Benchmark Disability)
- f. OH: Orthopedically Handicapped (degree of disability 40% & above)
- g. HH: Hearing Handicapped (degree of disability 40% & above)

NOTE:

- i. All the Degree/Diploma should be from recognized university approved by the UGC/Govt. of India and all full time Technical/Professional courses should be approved by the AICTE/ Govt. of India.
- ii. Degrees acquired through ODL Mode are valid for employment in MECL. However, for the programmes for which AICTE is the regulator, its approval for ODL courses is necessary
- iii. AICTE does not presently recognize ODL degrees in subject areas other than Management or Information Technology
- iv. For all other non-professional courses/ degrees acquired by individuals from UGC recognised ODL programmes are valid degrees

2. GENERAL TERMS & CONDITIONS:

- i. “Young Professionals on Fixed Term Engagement (FTE) Contractual Basis” shall be engaged for assignment/project on purely temporary & contractual basis.
- ii. Legal Status: Young Professionals on Fixed Term Engagement (FTE) Contractual basis shall have the legal status of a Temporary Contractual Appointee vis-a-vis MECL and shall not be regarded, for any purposes, as being either a "staff member" of MECL, or an "official" or “employee” of MECL. Their engagement shall be purely contractual in nature and determinable at any time at the discretion of the Corporation. Nothing within or relating to the Contract for engagement shall establish the relationship of employer and employee, or of principal and agent, between MECL and the Contractual FTE Young Professional. The Contractual FTE Young Professional will be engaged only for a prescribed period and for a specific assignment / project for the duration of such specific assignment/project on contract basis. The engagement of Contractual FTE Professional is purely contractual in nature and shall never constitute a regular appointment on the rolls of the Corporation. The engagement of a particular person as Contractual FTE Professional shall not create any right in the favour of such person, and his / her engagement shall continue to be purely contractual in nature, and determinable at any time at the discretion of the Corporation.
- iii. The engagement of Contractual FTE Young Professional is of temporary and purely contractual nature and MECL can terminate the engagement at any time without providing any reasons.
- iv. Contractual FTE Young Professional engaged by MECL would not be permitted to take up any other assignment during the period of engagement with MECL. However, an exception may be made for individual selected to Post Code 9 (Young Professional – Medical Doctor) above, with the approval of CMD – seeing as the duty hours for this post will be for all working days for minimum 02 hours per day.
- v. Fixed Tenure: Contractual FTE Young Professional will be engaged initially for a period of One year which may be extended up to another two years (one year at a time, maximum of 3 years) based on the Organizational requirement (Duration of Project being engaged for) and individual performance after obtaining the requisite approval. The extension of period will only be in exceptional circumstances when the engagement of the Contractual FTE Professional is required for completion of any assigned task / responsibility of such Project during their tenure, based on the requirement of the respective Division and with the approval of the CMD, MECL.
- vi. Engagement under Contractual FTE Basis would be purely on contractual basis intended for limited time with no scope for regularization.
- vii. The selected candidates may be posted at any of the MECL Projects/Offices of the Company located anywhere in India as per requirement of the Company.
- viii. Reservations / Relaxation & Concessions will be applicable to candidates belonging to SC/ST/OBC-NCL/EWS/PwD as per Government Directives.
- ix. Location of work: The contract employee may be posted anywhere in India as per the Project requirement.

- x. 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). 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.
- xi. No correspondence will be entertained from the candidates for selection/interview/document verification etc., Canvassing in any form will lead to disqualification.
- xii. Any legal proceedings in respect of any matter or claim or dispute out of any 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 copies of these norms as prescribed in his/her University/Institute at the time of document verification if called for.
- xiv. The period/duration of Apprenticeship / Training / Internship / Articleship / etc., which is attained during academic course curriculum, will not be considered as experience.
- xv. Applicants should refrain from furnishing any particulars that are false, tampered with or fabricated, and should not suppress any material information while submitting the application form. 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 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 examination/interview such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be also liable:
- To be disqualified from the personal interview.
 - To be debarred either permanently or for a specified period from any examination conducted by MECL.
 - For termination of contract, if he/ she has already joined MECL as Young Professional
- xvi. Certificate from Local Police Station: The Selected candidate will be required to submit a certificate from local police station of the area where he/she is presently residing, certifying 'no' adverse remarks against him/ her and indicating period of stay in that area.
- xvii. Character Certificate: The Selected candidate will be required to submit a Character Certificate from the Gazetted Officer.
- xviii. MECL reserves the right to cancel or postpone the Contractual engagement process at any stage without assigning any reason.

- xix. Candidates working in any organization, if selected, have to submit release letter, in original, from present employer at the time of engagement.
- xx. Candidates should bring Salary Slips of last 03 months and ITR of last 02 years showing their salary details in support of above work experience at the time of document verification, which are to be verified with originals prior to the personal interview, failing which they will not be allowed to appear for the personal interview.
- xxi. The Young Professionals shall not make any claim for regular employment/permanency in the Company, since the appointment is purely contractual and temporary for specified period. They are not entitled to regular employment by mere virtue of having served as Young Professional in FTE Contractual capacity.
- xxii. TA/DA for attending Selection Process & Joining for duty: Candidates will not be paid TA/ DA for attending the selection process / joining for duty. They will have to arrange their own boarding, lodging and commute facilities during the selection process.
- xxiii. The contract employees should authorize any of his former employers listed in the application form to give the Company their record of his/her service, the reasons for his leaving their employment with all other information they may have concerning him, whether or not on their records, and the contract employee should release the former employers from liability for any damages whatsoever in giving said records to Company.

3. SELECTION PROCEDURE:

The selection process will entail short listing of candidates based on academic credentials, relevant experience and suitable expertise, followed by Document Verification & Personal Interview (PI) for the post code from 01 to 09), as per rules of the Company. Personal Interviews will be conducted at Nagpur City only.

4. RESERVATION, RELAXATIONS AND CONCESSIONS:

- i. Reservation/ Relaxations for SC/ ST/ OBC-NCL/ EWS/ PwD (degree of disability 40% & above) 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 is 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 as per Government of India guidelines.
- 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.

5. Age & Remuneration Criteria for engagement as Young Professionals in MECL

| S. No. | Post Nomenclature | Monthly Fixed Remuneration (consolidated) | Maximum Age (years) for UR Category* |
|--------|--------------------|---|--------------------------------------|
| 1 | Young Professional | Rs. 60,000/- | 35 |

*Age relaxation for SC/ST/OBC-NCL/PwD/Ex-SM will be as per Government directives.

- i. The Young Professionals on Fixed Term Engagement (FTE) Contractual Basis may be required to undertake domestic tours during contractual period for which TA/DA & Hotel Accommodation as per entitlement allowed to E-1 Grade Executives will be allowed.
- ii. Further, as per provisions of extant Employees' Provident Funds & Miscellaneous Provisions Act, Professionals on Fixed Term Employment (FTE) Contractual Basis individual's Provident Fund contribution @ 12% of monthly consolidated amount will be made from within the monthly consolidated amount, and further MECL shall make matching monthly contribution to the PF Account of the individual.
- iii. Apart from the above remuneration and benefits indicated above Contractual Employees engaged under this Policy will not be eligible for any other benefits/facilities.
- iv. **Insurance:** Insurance coverages (covering Accident & Death) shall be obtained by concerned Contractual Person engaged under this Policy from a bonafide insurer registered with IRDAI (with coverages and premiums in line with Pradhan Mantri Jeevan Jyoti Bima Yojana- for life cover & Pradhan Mantri Suraksha Bima Yojana- for accident cover), at the time of joining and copy of the policy shall be submitted to HR Department along with Receipt of Premium paid. Premium to be paid to Insurance Company shall be borne by concerned contractual person and the same will be reimbursed in full to the concerned contractual person by MECL upon production of premium receipt & policy. Responsibility for subsequent renewal of the Insurance Policy during the tenure with the Company is vested with the Contractual Person. In the event of extension of tenure, it will be mandatory for the concerned Contractual Employee to submit the copy of the renewed Insurance Policy & premium payment receipt to the HR Department.
- v. **Leaves:** All Contractual Employees engaged under this policy will be entitled to 1 day leave for every completed month of contract service. Unused leaves can be accumulated up to a maximum of 12 days leave in a year (Year to mean time period from date of joining till end of 12 months from Date of Joining). No encashment/carry forward of leave for next year will be admissible.
- vi. **TDS/ Income Tax:** TDS / Income Tax amount will be deducted from the remuneration as per the Income Tax Rules.

6. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. The minimum post qualification relevant experience under Table-I 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. 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. 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
- v. The cut-off date for reckoning essential educational qualification, relevant experience, age etc., shall be **15.05.2025** for submitting the online application through the website of MECL (<https://www.mecl.co.in/Careers.aspx> or [meclrecruitment.co.in](https://www.meclrecruitment.co.in)).
- vi. 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.
- vii. The name of candidate or his/her Father/Mother/Spouse 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.
- viii. Short listing of candidates for document verification/ personal interview will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of call letters to the candidates will not imply that his/ her candidature has been finally cleared.
- ix. MECL will undertake verification of eligibility conditions with reference to original documents as per rules of the Company.
- x. 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 engagement issued in favour of candidate will be withdrawn/cancelled before/after the joining in MECL.
- xi. For all the essential qualifications, the minimum qualifying marks shall be 60%, except the qualifications like CA & ICWA. However, MECL reserves the right to increase the minimum qualifying marks for the purpose of short listing of candidates.
- xii. 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.
- xiii. Merely meeting the prescribed qualifications and experience shall not entail 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 essential educational qualification, relevant experience, etc., and keeping in view the number of vacancies, the decision of MECL management as to the eligibility or otherwise of a candidate to call for interview shall be final.
- xiv. The name of shortlisted candidates will be displayed only on our website under “CAREER” section (<https://www.mecl.co.in/Careers.aspx> or [meclrecruitment.co.in](https://www.meclrecruitment.co.in)).

- xv. Applications will be accepted only through MECL Online Recruitment Portal. 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.
- xvi. Short listing of the candidates for the above posts will be done on the basis of information provided by the candidate on Online Recruitment Portal only. MECL will not be responsible for the veracity of the information provided by the candidate as no physical documents are called for at the time of submission of application. Hence, the candidates will be held responsible in case of any false information provided.
- xvii. 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.
- xviii. 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.
- xix. 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'.
- xx. Corrigendum/Amendment in respect of present advertisement shall be made available on our official website under **Career section only** (<https://www.mecl.co.in/Careers.aspx> or [meclrecruitment.co.in](https://www.meclrecruitment.co.in)). No further press advertisement will be given. Hence, applicants are advised to visit MECL website regularly for above purpose.

7. HOW TO APPLY:

- 7.1** The candidates are required to apply through MECL Online Recruitment Portal Only.
- 7.2** The relevant link will be made available from **22.05.2025 to 12.06.2025** under the head of “**CAREER**” of MECL website: www.mecl.co.in.
- 7.3** Applications received through any other mode will not be accepted.
- 7.4** Before filling application online, candidate should keep ready scanned copy of passport size photograph and signature in JPG/JPEG format.
- 7.5** Candidates are required to register on the Online Recruitment Portal by filling all mandatory details.
- 7.6** After successful completion of registration, candidates can login into Online Recruitment Portal.
- 7.7** Candidates should ensure that all the relevant details entered in the MECL online application should be correct.
- 7.8** 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.

7.9 Before registering their applications on the MECL's website, 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. They are further advised to check their E-mail regularly for any communication from MECL in this regard.
- ii) Personal details, educational qualification and category/ community details.
- iii) Details of application fees paid, if applicable.
- iv) 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.
- v) 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. **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.**
- vi) 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.
- vii) 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 Online Recruitment Portal of MECL.
- viii) After successful submission for a certain post in Online Recruitment Portal, applicants are advised to take a printout of the system generated application form and keep ready with them for future reference.
- ix) Applicant can retrieve his password through filling date of birth and mobile number mentioned initially, in case of any technical problems encountered while submitting/ filling their application.
- x) For any technical query pertaining to MECL Recruitment Portal, candidate may write e-mail to hod-itc@mecl.co.in, clearly indicating the issues faced, if any, with screenshots.
- xi) 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.No. | Document Name | Format | File size limit | Remarks |
|-------|--|----------|-----------------|--|
| 1 | Recent Passport Size Colour Photograph | JPG/JPEG | 50 KB | Dimensions: Height 170-pixel and Width 132 pixel |
| 2 | Scanned Signature in blue/black against white background | JPG/JPEG | 20 KB | Dimensions: Height 75 pixel and Width 170 pixel |
| 3 | Caste/Community Certificate i.e. (SC/ST/OBC-NCL (Latest)/ EWS) certificate | PDF | 300 KB | Wherever applicable |
| 4 | PwBD Certificate (wherever applicable) | PDF | 300 KB | Wherever applicable |

| S.No. | Document Name | Format | File size limit | Remarks |
|-------|---|--------|-----------------|---------------------|
| 5 | Ex-SM Certificate/ documents clearly indicating tenure of service in Armed Forces issued by Competent Issuing Authority | PDF | 300 KB | Wherever applicable |
| 6 | ID Proof (Aadhaar Card (mandatory) + PAN, Driving License, etc.) | PDF | 300 KB | |
| 7 | Proof of Payment of application fees (if applicable) | PDF | 300 KB | Wherever applicable |

8. IMPORTANT

- 8.1 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 personal interview/ admit card/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.
- 8.2 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.
- 8.3 The above advertised posts are provisional. MECL reserves the right to increase/ decrease or not to fill up any/ all of these advertised posts OR cancel/ restrict/enlarge/modify/alter/ withdraw the Recruitment process of any/ all of these advertised posts 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) | 15.05.2025 |
| 2 | Commencement of Online Registration for submitting applications | 22.05.2025 |
| 3 | Closing date for submitting applications through website | 12.06.2025 |

Advt. No. 02/Rectt./2025

GENERAL MANAGER (HR)

Date: 16.05.2025