



## MINERAL EXPLORATION CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

(AN ISO 9001:2008 CERTIFIED COMPANY)

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Mineral Exploration Corporation Limited (MECL) a profit making Public Sector Undertaking under the Ministry of Mines, Government of India, requires bright, result oriented, experienced personnel with initiative and enterprise for its Corporate Office at Nagpur and Projects situated all over India. Excellent career growth opportunities are open to the deserving candidates. **On-line Applications are invited from the Indian Citizens for the following posts:-**

Sl. No.	Name of the post & Pay scale (in Rs.)	No. of Posts	Max. Age as on 30.9.13 (In Yrs.)	Qualifications and Experience required
01	<b>Manager (Drilling)</b> Rs.29,100-54,500/- (E/4)	03 { 2 General & 1 OBC ( Non Creamy Layer) }	<b>45 years</b>	<b><u>Essential Qualifications</u> :-</b> B.E/B.Tech/B.Sc (Mechanical Engineering) with first division( Minimum 65% marks) <b><u>Experience</u> :-</b> <b>10 Years</b> Experience in core drilling out of which at least 3 years should be at a senior level.

02.	<b>Manager (ERP)</b>  Rs.29,100-54,500/- (E/4)	01 (General)	45 years	<p><b>Essential Qualifications :-</b>          M.C.A/B.Tech/B.E in Computer Science/IT/Computer Technology with 1st Division (Minimum 65% marks) OR          M.Tech/ME in Computer Science/IT/Computer Technology with 1st Division (Minimum 60% marks).</p> <p><b>Experience :-</b>  <b>10 Years</b> experience in executive level in System/IT/Computer Department out of which 3 years should be in the next below grade of Rs.24900-50,500/-(E/3). Having minimum 3 years' experience in managing standard ERP like SAP/Oracle Apps/customized ERP/Open ERP w.r.t. Financial, Material Management, HR, MIS Modules, Database (SQL and PL/SQL), and Reports with good experience in data base concepts and design, technical knowledge of ERP Applications, exposure to complete software development lifecycle, ability to interface with end users and effectively support their requirement, Java/JSP based web application development experience, ability to gather and document complex business requirement.</p> <p><b>Preferred :</b>          Should have worked in ERP in Government Organization.</p>
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03.	<b>Assistant Manager (Drilling )</b> Rs.24,900-50,500/-(E/3)	03 { 2 General and 1 OBC (Non Creamy Layer)}	<b>40 years</b>	<b>Essential Qualifications</b> :- B.E/B.Tech/B.Sc (Mechanical Engineering) with first division( Minimum 65% marks) <b>Experience:-6</b> Years' experience in core drilling out of which at least 3 years should be in a supervisory officer's level.
04.	<b>Assistant Manager ( Business Development and Planning )</b> Rs.24,900-50,500/-(E/3)	01 General	<b>40 years</b>	<b>Essential Qualifications</b> :- Degree in Mechanical/Mining Engineering with first division ( Minimum 65% marks) OR Post Graduate Degree in Earth Science discipline with first division(Minimum 65% marks) OR Master in Business Administration (MBA) with Marketing Specialization with first division (Minimum 65% marks) OR CA/ICWA <b>Experience</b> :-  6 Years' post qualification experience in Executive level in a Business Development of Public/Private Enterprises and well versed in developing business opportunities and representing in National and International forum and liaison thereof etc .
05	Assistant Manager (Materials) Rs.24,900-50,500/-(E/3)	2{ 1 General & 1 OBC(Non Creamy Layer)}	<b>40 Years</b>	<b>Essential Qualifications:-</b> B.E./B. Tech./B.Sc(Mechanical Engineering) with First Division (Minimum 65% marks) <b>Experience:</b> Minimum 06 years' experience in Material Management activities and out of which at least 3 years should be in the Managerial capacity in different areas of Materials Management like Materials Procurement Planning, Procurement of capital & other items including importation, Logistics, Inventory Management, Scrap Management etc. Candidate should also have experience in Import-Export, E-procurement and ERP applications etc.  Additional qualifications like Diploma in Materials Management, Information Technology, Computer applications etc. shall be an added advantage.

06	Mineralogist Rs.16,400- 40,500/-(E/1)	01 (General)	35 Years	<p><b><u>Essential Qualifications :-</u></b> M.Sc (Physics) with specialization in X-ray or Spectroscopy or Solid State Physics with First Division ( Minimum 65% marks )</p> <p><b><u>Preferred</u> : Studied Geology up to B.Sc level.</b></p> <p><b><u>Experience :-</u></b> <b>One Year Post Qualification experience</b> of working in analytical/Research Laboratory carrying out analysis of rocks, mineral, metals and mineral products and/or synthetic materials through physical and/or physico-chemical techniques such as XRD,DTA, OPTICAL SPECTROSCOPY or X-Ray Fluorescence etc.</p>
07	Jr.Programmer Rs.12600- 32500/-(E/O)	02 (01 Gen. & 01 PHP-OH)	30 years	<p><b><u>Essential Qualifications:-</u></b> MCA/B.Tech/B.E. in Computer Science/ IT/ Computer Applications/ Computer Technology with 1st Division (Minimum 65% marks)</p> <p>OR</p> <p>M.Tech /M.E in Computer Science /IT/Computer Applications/Computer Technology with 1st Division (Minimum 60% marks)</p>
08	Foreman(Civil) Rs.9500-24800/- (W/7)	01 General	30 years	<p><b><u>Essential Qualifications:</u></b> Diploma in Civil Engineering with First Division(Minimum 60% marks)</p> <p><b>Experience :-</b> 3 years' experience in Building Construction work, Repairs and maintenance of building field. Having the knowledge of supervision of work, preparation of estimates and billing etc.</p>

09	Foreman(Electricals) Rs.9500-24800/- (W/7)	1 (OBC (Non Creamy Layer)	30 years	<p><b>Essential Qualifications :-</b> Diploma in Electricals Engineering with First Division (Minimum 60% marks) Experience :- 3 years' experience of Industrial/ Domestic internal and external electrical wiring, substations. Having knowledge of estimating, costing and well versed with all electrical rules and regulations, method and application. Preference : Candidate having the additional knowledge of D.G.sets, water pumps and air conditioners etc. will be given preference.</p>
10	<b>Foreman(Drilling)</b> Rs.9500-24800/- (W/7)	38{20 General, 10OBC (Non- Creamy Layer), 5SC & 3 ST }	30 years	<p><b>Essential Qualification:</b> -Diploma in Drilling Engineering with First Division (Minimum 60% marks).  <b>Experience:</b> - <b>One year post diploma experience/ training</b> in drilling industries.</p>
11	<b>Foreman(Mechanical)</b> Rs.9500-24800/- (W/7)	5( 3 General, 1 SC and 1 OBC(NCL)	30 years	<p><b>Essential Qualification and Experience:-</b>  Diploma in Mechanical Engineering with First Division ( Minimum 60% marks) with 2 years' experience in a reputed workshop/Manufacturing unit  Desirable: - Post Diploma qualification in CAD/CAM/CNC programming.  Persons having hands on experience in operation of CNC machine shall be preferred.</p>

12	<b>Hindi Translator</b> Rs.9500-24800/- (W/7)	1 General	32 Years	<p><b><u>Essential Qualification:</u></b> Graduate with English and Hindi as main subjects</p> <p><b><u>Desirable Qualification :-</u></b> Post Graduate Degree in Hindi</p> <p><b><u>Essential Experience: -</u></b> 5 years' experience of translation from English to Hindi and vice-versa including technical articles.</p> <p><b><u>Desirable Experience :</u></b> Journalistic experience in a Technical Journal and Knowledge of computer.</p>
13	<b>Machinist</b> Rs.8500-18600/- (W/4)	02 {1 General, 1ST)	30 years	<p><b><u>Essential Educational Qualifications and experience :-</u></b> Matriculate or equivalent with ITI certificate in Turner, Machinist, Grinder or Millar Trade with 2 years' experience in a reputed workshop in Machinist or related Trades, after passing ITI Certificate</p>
14	<b>Stenographer</b> Rs.8500-18600/- (W/4)	04 {2 General & 1 OBC (Non Creamy Layer) & 1 PHP-OH}	30 years	<p><b><u>Essential Qualification</u></b> Graduate in any stream with English as a subject and shorthand and typing speed of 100 and 50w.p.m. ( typing on computer) respectively</p> <p><b><u>Experience :-</u></b>2 Years' experience of stenography</p> <p><b><u>Preferred:</u></b> Person having experience as Stenographer will be given preference.</p> <p><b><u>Desirable:</u></b> Knowledge of Hindi typing and stenography.</p>

15	<b>Operator (Computer)</b> Scale Rs.8500-18600/-(W/4)	05 {3 Gen, 1 OBC (Non Creamy Layer) & 1 SC }	30 Years	<u><b>Educational/Professional Qualifications :-</b></u> Graduation in any stream and having one year Diploma/PG Diploma in IT/Computer Science/Computer Technology with <b>First Division</b> (Minimum 60% marks)  OR 3 years Polytechnic Diploma in IT/Computer Science/Computer Technology with <b>First Division</b> (Minimum 60% marks)  <u><b>Professional Background</b></u> : MS-Office(Excel, Word, Power Point, Front page)/Page Maker, Hindi/English Typing on computer, Windows Vista/7/8, Data Structure/Computer Organization/Computer Fundamentals/Paintbrush/HTML/DHTML/Office Automation software/Adobe Photoshop/Dream Weaver/Internet. Programming experience in any technology will be given preference.
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### **GENERAL CONDITIONS**

- (1) The cutoff date for reckoning educational qualification, experience and age etc. shall be the **closing date of registration of online application(i.e. 30/09/13)**.
- (2) Before submission of on line application, candidates are advised to carefully read the full advertisement for details of educational qualifications, age, experience and other eligibility criteria and ensure that he/she fulfills the eligibility criteria and other conditions mentioned in this advertisement.
- (3) Shortlisting of candidates for calling for personal interview will be **purely provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of interview call letter to the candidate will not imply that his/her candidature has been finally cleared by MECL. MECL will take up verification of eligibility conditions with reference to **original documents** at the time of personal interview.
- (4) In case it is detected at any stage that a candidate does not fulfill the eligibility criteria, his/her candidature shall be rejected/ cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated.

- (5) For all the above posts, candidates should possess full time regular educational qualifications which are from an Indian University/Institute approved/ recognized by the Government/ UGC/AICTE/appropriate statutory authority.
- (6) Merely meeting the prescribed qualifications and experience shall not entitle a candidate to be called for interview/selection process. Where the number of applications received in response to the advertisement is large, the Company reserves its right to fix the criteria for calling the candidates on the basis of qualification, experience, if any, etc. and keeping in view the number of vacancies. Decision of the MECL Management as to the eligibility or otherwise of a candidate for interview shall be final.
- (7) Persons working under Central/State Govt. /Public Sector Undertakings have to produce 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.
- (8) Only Indian Nationals need apply.
- (9) The above vacancies are tentative and provisional. MECL's Management reserves the right to increase/decrease or not to fill up all or any of these vacancies or to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
- (10) The outstation candidates called for interview will be reimbursed to and from Railway fare or Bus fare, chargeable by the shortest route from railway station/Bus stand nearest to their normal place of residence or from which they actually perform the journey, whichever is nearer, and back to the same station, subject to production of Railway/Bus Tickets/PNR Number. The entitlement to railway fare for the candidates for the posts at Sr. No.1 to 7 is AC –III and for the post at Sr. No. 08 to 15 is Sleeper class.
- (11) No correspondence will be entertained from the candidates for selection/ interview etc. Canvassing in any form will be treated as disqualification.
- (12) Incomplete applications, and the hard copy of the applications without IPO/DD and Caste Certificate/disability certificate or late application will be rejected and no correspondence in this regard will be entertained.
- (13) Any legal proceedings in respect of any matter or claim or dispute out of this advertisement and / or an application in response thereto can be instituted only 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.



### **COMPENSATION PACKAGE**

Besides pay, all the posts carry other benefits like D.A., HRA, PF, Group Insurance, LTC, Medical Facilities etc. as per the rules of the Company in force from time to time. Current CTC at the starting basic pay on posting at Headquarters is Rs.73764/- in E-4 pay scale, Rs 63217/- in E-3 pay scale , Rs.42885/- in E/1 pay scale, Rs.33795/- in E-0 pay scale, Rs.25868/- in W-7 pay scale and Rs.23477/- in W/4 pay scale.

### **RELAXATIONS AND CONCESSIONS**

(1) **Relaxations and concessions for SC/ST/Physically Challenged candidates:**

- (i) Upper age relaxable by 5 years for SC/ST as applicable.
- (ii). For Physically Challenged, upper age is relaxable by 10 years for General Category, 13 years for OBC(Non Creamy Layer) and 15 years for SC/ST category.

Such candidates will be required to produce the requisite certificate, in the prescribed format of Government of India, from a competent authority, at the time of interview, if called for.

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

Upper age limit is relaxable by 3 years to only those OBC candidates belonging to 'Non-Creamy Layer'. Such candidates will be required to produce the requisite certificate, in the prescribed format of Government of India, from a competent authority issued in the current year, at the time of interview, if called for.

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

(3) **Concession for J&K Candidates:**

Upper age limit is relaxable by 5 years for the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01.01.80 to 31.12.89.

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

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

(5) **Relaxation for internal candidates**

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

Maximum age is relaxable up to 20 (Twenty) years to the retrenched ex-Contingent workmen of MECL who apply for the posts of Machinist (Sl.no. 13), Stenographer (Sl.no.14) and Operator (Computer (Sl.no.15) subject, however, to physical fitness for the job.

## **HOW TO APPLY**

Eligible and interested candidates would be required to apply online through MECL's website: [www.mecl.gov.in](http://www.mecl.gov.in). No other means / mode of application shall be accepted.

- 1) Before registering their applications on the website the candidates should possess the following:
  - a) Valid e-mail ID and mobile number, which should remain valid for at least one year.
  - b) Personal details, educational qualification and experience details.
  - c) Details of IPO/DD. (Not required in case of SC/ST/PHP candidates who are not required to pay application fee). Payment of application fees by modes other than IPO and DD is not acceptable.
  - d) If the online transaction is not successfully completed, candidates are required to register again.
- 2) After registration and submission of online application:
  - (a) Take out print of application.
  - (b) Affix your recent passport size photograph in the space provided on the application. Sign across the photograph.
  - (c) Attach IPO/DD for Rs. 100 (Rs. One hundred only) towards payment of application fees. (Not applicable in case of SC/ST and PHP candidates). The IPO/DD should be drawn in favour of Mineral Exploration Corporation Ltd. and payable at Nagpur.
  - (d) Candidate must write his name & application number on the reverse of the IPO/D.D.
  - (e) SC/ST/PHP/OBC candidate should attach self-attested copy of their caste/disability certificate.
  - (f) Name of the post applied for should super scribed on the envelop to be used for sending hard copy of the application.
  - (g) Envelope containing the hard copy of application along with the documents described above should be sent to the General Manager (P&A), Mineral Exploration Corporation Limited, (A Government of India Enterprise), High Land Drive Road, Seminary Hills, Nagpur-440006 (Maharashtra State) by post immediately after submission of on line application. The application must reach the addressee within 10 days from the closing date of registration of on line application.

**IMPORTANT**

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

**IMPORTANT DATES**

1.	Commencement of Online Registration for submitting applications	28.08.2013
2.	Closing date for submitting applications through website	30.09.2013