



MECON LIMITED
(A PSU under Ministry of Steel, Govt. of India)
H.O: Doranda, Ranchi-834002;

Ref. Adv. No:11.73.4.1/2017/Reg/04 dated : 06.11.2017

Advertisement for Contractual Engagement of Hindi Officer on Full Time Fixed Tenure (FTFT) Basis.

MECON, A Premier Miniratna, Schedule "A", Govt. of India Enterprise under Ministry of Steel, providing Engineering, Consultancy, Contracting and Project Management Services invites application from committed; result oriented, suitably qualified and experienced individuals for the following position purely on full time fixed tenure contract basis. The details of post and eligibility criteria are indicated below:

1. Post, Number of Post, Age Limit, Remuneration & Duration of Contract:

Name of the Post	No. of Post	Upper Age Limit	Remuneration Per Month(All Inclusive)	Duration of Contract
Hindi Officer	01	45 Years	Rs. 45,000/-	3 years

2. Essential Eligibility Criteria:

Qualification	Experience
Master's degree in Hindi with English as subject at Graduation Level or Master's degree in English with Hindi at Graduation Level from an Indian University recognized by UGC.	Minimum six (06) years experience in Hindi implementation/ English-Hindi-English translation etc.

3. Cut off Date: 30.11.2017 (for Age and Experience)

4. Job responsibilities (indicative not exhaustive):

- i. Implementation of statutory & administrative requirements regarding the use of Hindi in Official language.
- ii. Organisation of Hindi workshop/ Hindi Pakhwara/ Hindi function/Hindi competitions periodically for promotion of Rajbhasha.
- iii. Prepare help and reference materials/ literature for facilitating the use of Hindi in noting & drafting.
- iv. Organising Official language committee meeting/prepare Agenda papers /record maintenance and circulate minutes.
- v. To prepare Hindi speeches, articles for the senior executives.
- vi. Translation of Official documents/papers/technical articles/ manuals/Code etc from English to Hindi & vice-versa.
- vii. To coordinate with concerned Government Authority for implementation of Official Language and other allied matters.
- viii. Other related activities.

5. Place of Posting: MECON, Ranchi.

6. Other benefits:

Medical Facilities: Free medical facilities for self and dependent spouse at Company's Hospital at Ranchi, Jharkhand.

Accommodation Facilities: The candidates shall be entitled for Company's quarter (at rates applicable to regular employees).

7. Last date of receiving application form: 06.12.2017 (Wednesday).

8. Procedure of Application :

Interested candidates meeting the above requirements may apply by visiting Careers section of our website www.meconlimited.co.in. Candidates may download the application form and send it duly filled in after affixing recent passport size photograph along with self attested copies of all the Certificates and Testimonials in support of his/her application, by Registered post/Courier/ Speed Post to Deputy General Manager I/c (Personnel), MECON Limited, Vivekananda Path, At/PO: Doranda, Ranchi-834002 (Jharkhand). The envelope containing the application shall be superscribed as "Applied for the post of Hindi Officer".

9. **Selection Mode:** Personal Interview. The management at its discretion may change the mode of selection if required.

10. Duration of Contractual Engagement:

The contract period is for a Maximum period of 03(three) years not beyond, **renewable after every spell of 01(one) year based on satisfactory performance with an annual increment of Rs. 1000/- each year.** However, the period of contractual engagement can be reduced/ terminated due to unsatisfactory performance of the individual.

11. General Conditions :

- Those working in Central/ State Govt. Dept., PSUs etc. must route their applications through proper channel or produce No Objection Certificate (NOC) at the time of interview.
- Applications that are incomplete, not in prescribed format, not legible or without the required enclosures, not filling the relevant experience details will be summarily rejected without assigning any reasons and no correspondence in this regard will be entertained.
- Candidates called for interview should produce all original documents (date of birth proof, qualification mark-sheets, degree certificates, caste certificate (if applicable), experience certificates, NOC (wherever applicable) etc) at the time of Interview, failing which such candidates will not be permitted to appear for the interview.
- Before applying, candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement.
- Mere submission of application and fulfilling the eligibility criteria gives no right to any person to appear for interview and/or employment.
- Reservation and relaxations for SC/ST/OBC (non-creamy layer) candidates will be as per Government of India guidelines.
- The application is liable to be rejected at any stage of recruitment process, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- Shortlisted candidates called for personal interview will be reimbursed "to and fro" AC III class fare by shortest route on production of ticket. Travelling allowance will not be paid to such candidates who are disqualified to appear in the Personal Interview because of failing to produce requisite certificates/documents in original.
- The joining of the candidate will be subject to him/her being found medically fit by the medical Board of Company's Hospital (Ispat Hospital, Shyamali, Ranchi).
- Canvassing in any form will disqualify the candidate.
- Any update, corrigendum etc of this advertisement will be posted on our website only. Hence candidates are requested to keep in regular touch with our website www.meconlimited.co.in.
- The Age and Experience may be relaxed for deserving candidates which is at the sole discretion of the Management. The monthly remuneration may be increased at the sole discretion of management for deserving candidates.
- No correspondence will be entertained about the outcome of the application.
- Only Indian Nationals are eligible to apply.
- Management reserves the right to cancel the advertisement/ selection process any time without any prior information.
- Any dispute with regard to the recruitment against this advertisement will be under the legal jurisdiction of Ranchi (Jharkhand) district only.