



# MECON LIMITED

(A PSU under Ministry of Steel, Govt. of India)

H.O: Doranda, Ranchi-834002;

Phone: 0651-2483000

CIN No.: U74140JH1973GOI001199

Ref. Adv. No:11.73.4.3/2022/Reg/01 dated 28/04/2022

## RECRUITMENT OF COMPANY SECRETARY IN THE REGULAR SCALE OF PAY

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 **THROUGH ONLINE APPLICATION MODE ONLY** for recruitment for the post of **Company Secretary**.

### 1. IMPORTANT DATES:

| Activity   | Date                  |
|--|-----------------------|
| Opening date for submission of Online application. | 30.04.2022 (Saturday) |
| Closing date for submission of Online application. | 29.05.2022 (Sunday)   |

### NOTE:

- I. Detailed instructions available on MECON website [www.meconlimited.co.in](http://www.meconlimited.co.in) may please be referred at the time of applying online application.
- II. Candidates, in their own interest are advised not to wait till the last date & time and register their application well within the time. MECON shall not be held responsible, if the candidates are unable to submit their application due to last minute rush.
- III. Candidates should read the instructions in the advertisement carefully before making any entry of selecting options for filling online applications.

## 2. Details of the post:

|                                  |   |          |
|----------------------------------|---|----------|
| Name of Post                     | Company Secretary & AGM / DGM / GM (Board & Coordination)   |          |
| Number of Post                   | 01  |          |
| Grade                            | E5 / E6 / E7  |          |
| Scale of Pay<br>(Under Revision) | E5 - Rs. 43200-3%-66000   |          |
|                                  | E6 - Rs. 51300-3%-73000   |          |
|                                  | E7 - Rs. 51300-3%-73000   |          |
| Category                         | UR  |          |
| Qualification                    | Company Secretary Qualification with Associate/ Fellow membership of ICSI   |          |
| Minimum Experience               | E5 Grade  | 17 Years |
|                                  | E6 Grade  | 21 Years |
|                                  | E7 Grade  | 25 Years |
| Area of experience               | The candidate should have experience in Company Secretarial Compliances in Govt./ Public/ Private Company. The candidate should have experience in handling Board matters such as organizing board meetings, presentation of Board memoranda/ agendas. The candidate should be able to cope up with all responsibilities of a Company Secretary including statutory compliance under the Companies Act and other relevant Corporate Laws. The candidate should possess thorough knowledge of matters pertaining to Institutional Finance, Company Law, Corporate and Secretarial Functions. Full time UG/PG Degree in Law OR CA/CMA will be an added advantage. |          |
| Maximum Age Limit                | E5 Grade  | 44 Years |
|                                  | E6 Grade  | 47 Years |
|                                  | E7 Grade  | 52 Years |

## 3. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below;

### A. For Past employment:

#### 1. Work Experience Certificate.

The submission of work experience **certificate indicating the date of joining and date of relieving is compulsory**. The current pay, pay scale with duration may be included in the experience certificate. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature. So candidates are advised to ensure that the experience certificate indicating the date of joining, date of relieving and other details as mentioned above is attached for minimum requisite experience details mentioned in the application form.

## **B. For Current employment**

1. **Experience Certificate with all the details mentioned at Sl. No. 3.A.1**

Or

2. **Offer letter/Appointment letter/Office Order/pay slip showing the date of joining** (Proof of date of joining) mentioned by the candidate in the application form

and

3. Proof of continuity of present employment – **Latest Pay slips.**

## **4. SELECTION MODE:**

The mode of selection shall be Personal Interview. The mode of selection may be changed, if required, at the discretion of Management.

Before applying the candidates should ensure that they fulfill all the eligibility criteria. Candidature will be subject to verification of details / documents when the candidate reports for interview, if shortlisted or at any stage of the recruitment process/ appointment.

**PERSONAL INTERVIEW:** List of candidates who are provisionally shortlisted for the Interview will be uploaded on MECON's website and they will be intimated about the date, time and venue of interview through their registered E-mail ID as filled by the candidates in the online application form.

Similarly, the final list of selected candidates will also be uploaded on MECON's website and they will also be intimated about Documents Verification & Medical Examination through MECON website and their registered E-mail ID only.

**5. TRAVELLING ALLOWANCE (TA) FOR INTERVIEW:** Out station Candidates appearing for the interview for selection shall be reimbursed TA as given below:

| <b>Travelling Allowance</b>  |
|--|
| II Tier A/C (2A)/ III Tier A/C (3A)/ First Class/ CC by Rail/Rs. 7 per Km by road or at actual, whichever is less. |

The Internal Candidates will be governed as per the service rules of the company.

## **6. APPLICATION FEE:**

Candidates are required to pay a Non-Refundable **fee of Rs.1000/-** (*Rupees One Thousand only*). Application fee is to be paid online through payment gateway provided by MECON by clicking on the link "[Proceed for online payment](#)" provided in the online application form.

There will be no other mode of payment of application fee.

Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility criteria before applying. Applications without fee / less fee shall be rejected.

**AGE RELAXATION:** Relaxation for Ex-Servicemen category candidates is as per extant Govt. of India guidelines.

**CUT OFF DATE:** The cutoff date for deciding the age and work experience shall be the date of advertisement.

**NOTE:** The Upper Age Limit is relaxed subject to the condition that maximum age of the applicant on the cut off date shall not exceed **52 years**.

## **7. OTHER DETAILS:**

**REMUNERATION:** In addition to Basic Pay and DA (IDA pattern), the selected candidate will be eligible for subsidized accommodation, if available, or HRA in lieu thereof, Perks & Allowances (as admissible under 'Cafeteria Approach'), Performance Related Pay (PRP) and various other benefits like medical facilities for self and dependent family member, PF, Gratuity, Leave, GPA, MEGPS (Defined Contribution Pension Scheme) and PSMBS etc as per Company's rules.

**MEDICAL EXAMINATION:** Before appointment, the selected candidates will have to undergo Medical Examination. The joining of the selected candidate shall be subject to being found medically fit by the Medical Board of Company's Hospital (Ispat Hospital, Shyamali, Ranchi). The decision of the Medical Board of Company's Hospital will be final and binding.

## **8. HOW TO APPLY:**

- I. Candidates satisfying the conditions of eligibility criteria shall apply online through our website **www.meconlimited.co.in** → **Careers** → **Career Opportunities** → **Click here to apply Online** on the dates as shall be notified on the website. No other mode of submission of application is allowed.
- II. While applying online, candidate needs to upload the following documents: -
  - a) Scanned copy of the recent passport size colour photograph **in jpg/jpeg format** (size not exceeding 40 KB).
  - b) Scanned copy of signature with Blue / Black ink pen **in jpg/jpeg format** (size not exceeding 40 KB).
  - c) **Self-Attested** scanned copies of the documents **in pdf format** as follows:
    1. Matriculation / Secondary Board level Certificate / Mark sheet / Municipal birth certificate, in support of age.
    2. Final/Provisional Certificate for requisite educational qualification.
    3. Work Experience Certificate / other documents as mentioned at Para Sl.No.3 in support of experience claimed.
    4. PAN Card
    5. Discharge / Service Certificate in case of Ex-Servicemen.

### **NOTE :**

- a) While uploading the scanned documents online, the candidates are required to ensure that the scanned documents are legible else the application may get rejected.
  - b) In case of multiple documents, all the documents should be merged into a single PDF file not exceeding 1 MB and uploaded.
- III. Eligible candidates are advised to submit only one application through online. If more than one application is received from a candidate, most recent (current) application will be considered as final subject to payment of application fee for such application.

## 9. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. The Candidates employed in Central/State Government/Public Sector Enterprises/Autonomous bodies shall either forward their application **through Proper Channel** or must produce **No Objection Certificate (NOC)** from their present employer at the time of interview; without which such candidate will neither be interviewed nor be paid any TA. For forwarding the application through Proper Channel, the candidate needs to apply online, complete the application process and forward the hard copy of the online application to **"Deputy Manager (HR), Recruitment Section, HR Department, MECON Limited, Doranda, Ranchi, Jharkhand - 834002"**, through their present employer.
- iii. The Candidate shall produce **all original certificates/documents** before interview failing which they will neither be interviewed nor be paid any TA.
- iv. The required educational qualifications must have been acquired from Universities / Institutes recognized by Government/ accredited by councils / bodies like UGC /AICTE / MCI / ICAI / ICSI set up by Central or State Government for the purpose.
- v. Company takes no responsibility to collect any certificate/ remittance sent separately. Candidates are advised, in their own interest, to ensure that all the required certificates/ testimonials are uploaded.
- vi. **Each document to be uploaded while applying online should be duly Self Attested.**
- vii. Furnishing of wrong / false information will lead to disqualification and MECON will not be responsible for any of the consequences of furnishing such wrong / false information. If at any stage during the recruitment and selection process or joining, it is found that candidate has furnished wrong / false information or is found ineligible with respect to any of the eligibility parameters, his / her candidature will be rejected and offer of appointment, if issued, will be cancelled forthwith.
- viii. Before applying, **candidates are advised to go through the requirements of essential qualification, requisite experience, age etc. and satisfy themselves that they are eligible for the post.** When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and **decision of MECON shall be final.**
- ix. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that of the original testimonies, the candidature of such candidates may be liable for rejection. Hence, utmost care should be taken to furnish correct details before submitting the online application.
- x. The outstation candidates eligible for interview will be reimbursed Travelling Allowance (TA) to & fro Rail Fare by the shortest route from the mailing address, as mentioned in the application, to the place of interview, as mentioned above under Sl.No.5.
- xi. The outstation candidates eligible for interview will be required to submit the filled in Travelling Allowance (TA) form along with proof of travel i.e. tickets (for both Onward & Inward journey), bank account no. of candidate and IFSC Code No. of Bank Branch for payment of TA. Candidates having **"Wait Listed"** tickets for Rail journey shall be paid TA, limited to sleeper class only. In the event of non submission of proof for return journey, TA for return journey shall be limited to sleeper class only.
- xii. If any certificate etc. is issued in a language other than Hindi / English, candidates are advised to submit a certified translation of the same in either Hindi or English language.
- xiii. The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile

number. No change in E-mail ID & Mobile number as declared in the online application will be allowed.

- xiv. MECON reserves the right to raise the minimum eligibility standards and reserves the right to fill or not to fill or partially fill any of the above vacancy without assigning any reasons whatsoever.
- xv. MECON also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- xvi. Any modifications / amendments / corrigendum in the advertisement will be given on MECON's website **www.meconlimited.co.in** only. Hence, candidates are requested to regularly check the website for updates.
- xvii. SC, ST & OBC (Non-Creamy Layer) category candidates applying against UR category post shall be considered on the General category merit and no relaxation in Upper Age Limit, Qualification marks and online application fee, is applicable to them.
- xviii. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement the candidate may check on MECON's website **www.meconlimited.co.in** only.
- xix. All correspondences / announcements with respect to above recruitment process shall be done through E-mail / Notices on MECON website **www.meconlimited.co.in** only. Important information regarding recruitment will be available on MECON's website only and as such, candidates are advised to visit the same frequently. Responsibility of receiving, downloading and printing of the Interview Letters, information / communication etc. will be of the candidate. Company will not be responsible for any loss of E-mail sent, due to invalid / wrong Email ID provided by the candidate in online application or due to any other reason. Candidates are advised to retain the same E-mail ID and Mobile number active for at least 1 year.

Queries, if any, candidates may write to E-mail ID: **recruitment2020@meconlimited.co.in** or may reach at Contact No. **0651-2483571** and for IT related queries, candidates may reach our IT Cell at **itranchi@meconlimited.co.in** or Contact No. **0651-2483475** between 10 AM to 05 PM on working days i.e. Monday to Friday (on dates as shall be notified on the website).

- xx. Mere submission of application and fulfilling the eligibility criteria gives no right for employment. The Company reserves the right to alter any of the advertised condition depending upon the circumstances.
- xxi. Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- xxii. No hard copies of documents are required to be sent. However, hard copy of online application is required to be submitted at the time of interview, if called for.
- xxiii. The candidates not short listed for interview / not selected shall not be communicated regarding the status of their candidature. No correspondence will be entertained about the outcome of the application, at any stage.
- xxiv. Canvassing by a candidate in any form shall disqualify his / her candidature.
- xxv. Management reserves the right to cancel the advertisement/selection process. The advertised vacancy/post is tentative and may increase/decrease any time without any prior information.
- xxvi. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Ranchi (Jharkhand) only.

**10. MECON's DECISION FINAL:**

The decision of Chairman & Managing Director, MECON Limited in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**Senior General Manager (HR)  
MECON Limited, Vivekananda Path,  
Doranda, Ranchi – 834002, Jharkhand.**