



# 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:11.73.4.3/2020/Reg/02 dated 12/02/2020

## RECRUITMENT OF CHIEF GENERAL MANAGER / EXECUTIVE DIRECTOR (FINANCE) 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 against the posts mentioned given below:

### 1. IMPORTANT DATES:

Activity	Date
Opening date for submission of Online application.	20.02.2020 (11:00 AM) (Thursday)
Closing date for submission of Online application.	20.03.2020 (05:00 PM) (Friday)

### NOTE:

1. 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.
2. 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.
3. Candidates should read the instructions in the advertisement carefully before making any entry of selecting options for filling online applications.

## 2. VACANCY:

Post code	Name of the post	Grade	Pay scale (Pre-Revised)	No. of Post	Maximum age
01	Chief General Manager (Finance)	E-8	Rs.51300-3%-73000/-	01 (UR)	52 years
02	Executive Director (Finance)	E-9	Rs.62000-3%-80000/-		54 years

## 3. MINIMUM QUALIFICATION & EXPERIENCE REQUIRED:

### A. FOR CHIEF GENERAL MANAGER (FINANCE) :

- I. **Minimum Educational Qualification:** Qualified Chartered Accountant from ICAI / Qualified Cost and Management Accountant from ICAI.
- II. **Minimum Post Qualification Experience Required:**
  1. The candidates should have extensive post qualification experience of minimum 25 years in finance as executive and familiarity with latest systems of Financial Accounting (including IndAS), EPC, Supply and Deposit jobs, PMC and Consultancy jobs, management reporting, direct and indirect taxation, Companies Act 2013, financial planning, budgeting & budgetary control, tender evaluations, financial appraisal of projects, financial concurrence of proposals, fund management, preparation & finalization of accounts and treasury management. Candidates should have experience in dealing with financial institutions/banks, statutory auditors, CAG, Rating Agencies & Govt. Departments.
  2. The candidates from CPSUs/CPSEs should have minimum experience of 5 years in E7 grade of schedule - A PSU or equivalent in the pay scale Rs.51300-3%-73000 (2nd PRC).
  3. In case of other candidate, he/she should be from Public Limited Company having minimum turnover of Rs.500 crores. The candidates should have extensive post qualification experience of minimum 25 years out of which minimum 15 years as executive in Public Limited Company (having minimum turnover of Rs.500 crores) in finance and should have worked as head of finance for a minimum period of 5 years. The annual CTC of such candidate should not be less than Rs.31 Lakhs. Present emoluments should be equivalent or more than the amount of the minimum basic pay (Rs.51300) plus DA (157.30 % of Minimum BP) and Perks (47% of Minimum BP), HRA of the related below level grade and 2nd PRC pay scales of DPE, besides taking into consideration the required period as well as level of experience. In such cases, the payment/CTC components towards performance related pay/incentives, issue of shares/bonus shares/ESOP to the employees by the Employer, superannuation benefits and any other privilege should not be considered for computation. Accordingly, the candidate should produce the proof of their emoluments by taking the pay/basic pay, DA or similar allowances and perks only. To this effect, while applying online, the candidates should upload copy of a self declaration that the components towards incentive, shares/bonus shares/ESOP and superannuation benefits, etc as mentioned above are not considered under perks.

## **B. FOR EXECUTIVE DIRECTOR (FINANCE) :**

i. **Minimum Educational Qualification:** Qualified Chartered Accountant from ICAI / Qualified Cost and Management Accountant from ICAI.

### **ii. Minimum Post Qualification Experience Required :**

1. The candidates should have extensive post qualification experience of minimum 27 years in finance as executive and familiarity with latest systems of Financial Accounting (including IndAS), EPC, Supply and Deposit jobs, PMC and Consultancy jobs, management reporting, direct and indirect taxation, Companies Act 2013, financial planning, budgeting & budgetary control, tender evaluations, financial appraisal of projects, financial concurrence of proposals, fund management, preparation & finalization of accounts and treasury management. Candidates should have experience in dealing with financial institutions/banks, statutory auditors, CAG, Rating Agencies & Govt. Departments including Ministries of Govt. of India.
2. The candidates from CPSUs/CPSEs should have minimum experience of 2 years in E8 grade of schedule - A PSU or equivalent in the pay scale Rs.51300-3%-73000 (2nd PRC).
3. In case of other candidate, he/she should be from Public Limited Company having minimum turnover of Rs.500 crores. The candidates should have extensive post qualification experience of minimum 27 years out of which minimum 17 years as executive in Public Limited Company (having minimum turnover of Rs.500 crores) in finance and should have worked as head of finance for a minimum period of 7 years. The annual CTC of such candidate should not be less than Rs.37 Lakhs. Present emoluments should be equivalent or more than the amount of the minimum basic pay (Rs.62000) plus DA (157.30 % of Minimum BP) and Perks (47% of Minimum BP), HRA of the related below level grade and 2nd PRC pay scales of DPE, besides taking into consideration the required period as well as level of experience. In such cases, the payment/CTC components towards performance related pay/incentives, issue of shares/bonus shares/ESOP to the employees by the Employer, superannuation benefits and any other privilege should not be considered for computation. Accordingly, the candidate should produce the proof of their emoluments by taking the pay/basic pay, DA or similar allowances and perks only. To this effect, while applying online, the candidates should upload copy of a self declaration that the components towards incentive, shares/bonus shares/ESOP and superannuation benefits, etc as mentioned above are not considered under perks.

## **4. DEFINITION OF POST QUALIFICATION WORK EXPERIENCE:**

1. The post qualification work experience is the period of work experience starting from the month immediately succeeding the month and year of final examination in which the candidate acquires the minimum essential educational qualification. The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.
2. In case of intermittent nature of job the actual days engaged in full time job only will be considered for calculating number of years of experience.
3. Any other nature of experience like freelance experience will not be considered as it is not a full time job and required number of years of experience cannot be established.

4. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of experience.
5. Period of on the job training undertaken by the candidates as Management Trainee(MT) / Executive Trainee (ET)/ Graduate Trainee (GT) in PSUs after acquiring the requisite qualification mentioned above shall be considered for determining post qualification work experience.
6. Articleship / Internship / Apprenticeship / Academic Project experience shall not be considered as Post Qualification Experience.

## 5. 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, date of relieving, current pay, pay scale with duration and nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc is compulsory** for all the past employments which the candidate is mentioning in the application form. 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 Or

#### 2. Offer letter/ Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form

or

**Offer letter / Appointment letter** where date of joining is not mentioned along with any other document issued by the employer (including **pay slip / identity card issued by employer**) where date of joining is clearly mentioned.

and

#### 3. Proof of continuity of present employment – **Latest Pay slips for six months.**

**NOTE :** 1. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at Sl No. 5.B.2 & 5.B.3 to clearly prove the continuity in the job.

2. **Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.**

## 6. 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.

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

Grade	Travelling Allowance
E8 / E9	II Tier A/C (2A)/ III Tier A/C (3A)/ CC/First Class by Rail/Economy class by air limited to Rs.5000/ Rs. 7 per Km by road or at actual, whichever is less.

## 7. 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 before applying. Applications without fee / less fee shall be rejected.

## 8. CUT OFF DATE:

The cutoff date for deciding the age and post qualification work experience shall be **20.02.2020**.

## 9. OTHER DETAILS:

**REMUNERATION:** In addition to Basic Pay and DA (Presently 157.30% of BP), the selected candidate will be eligible for subsidized accommodation, if available, or HRA in lieu thereof, Perks & Allowances (Presently 47% of BP 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.

**PLACE OF POSTING:** Selected candidate shall be posted at Ranchi. However, candidate may be posted in any project / location / office of the company as per the requirement. Only candidates willing to serve anywhere in India should apply.

Other terms & conditions will be as applicable to Executive Employees in the company.

**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.

## 10. 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** from **20.02.2020 to 20.03.2020**. 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 Black ink pen **in jpg/jpeg format** (size not exceeding 40 KB)
  - c) Scanned copies of the documents **in pdf format** as follows:
    1. Self-attested copy of Matriculation / Secondary Board level certificate / Municipal birth certificate, in support of age.
    2. Final Certificate for CA / CMA.
    3. Work Experience Certificate / documents as mentioned at Para Sl.No.5.B.2 & 5.B.3 in support of experience claimed.

**NOTE :** While uploading the scanned documents online, the candidates are required to ensure that the scanned documents are legible else the application may get rejected.

## 11. 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. In case, the application of candidate is not forwarded through proper channel or the candidate fails to produce NOC from his/her present employer at the time of interview, the 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 **MECON Limited through their present employer**. The application may be forwarded to **“Deputy Manager (Personnel), Recruitment Section, Personnel Department, MECON Limited, Doranda, Ranchi, Jharkhand - 834002”**.
- 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 candidates are required to upload copy of Final Certificate of CA / CMA. **Non-submission of certificate may lead to rejection of the candidature.**
- 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 / incorrect information will lead to disqualification and MECON will not be responsible for any of the consequences of furnishing such wrong / false / incorrect information. If at any stage during the recruitment and selection process or joining, it is found that candidates has furnished wrong / false / incorrect information or is found ineligible with respect any of the eligibility parameters, his / her candidature will be rejected 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 is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.
- x. The outstation candidates appearing 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 Ranchi, as mentioned above under Sl.No.6 above.
- xi. The outstation candidates called 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 is to be submitted 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 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 in MECON's website **www.meconlimited.co.in** only. Hence, candidates are requested to regularly check the website.
- xvii. 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.
- xviii. All correspondences / announcements with respect to above recruitment process shall be done through E-mail / Notices on MECON's website **www.meconlimited.co.in** only. Important information regarding recruitment will be available in MECON Limited website

only and as such, candidates are advised to visit the same frequently. Responsibility of receiving, downloading and printing of Interview Letters, information / communication etc. will be of the candidate. Company will not be responsible for any loss of email 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** only or Contact **No.0651-2483571/2483043** and for IT related queries, candidates may reach our IT Cell at **itranchi@meconlimited.co.in** or Contact No. **0651-2483414** between 10 AM to 05 PM on working days i.e. Monday to Friday (From 20.02.2020 to 20.03.2020).

- ix. 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.
- x. 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.
- xi. 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.
- xii. 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.
- xiii. Canvassing by a candidate in any form shall disqualify his / her candidature.
- xiv. Depending on the requirement, the Company reserves the right to cancel / restrict/ enlarge / curtail the recruitment process without any further notice and without assigning any reason thereof.
- xv. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Ranchi (Jharkhand) only.

## **12. 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.

**Chief General Manager (P&A)**  
**MECON Limited**  
**Vivekananda Path**  
**Doranda, Ranchi – 834002, Jharkhand.**