



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:11.73.4.1/2020/Cont/01 dated: 12/02/2020

RECRUITMENT FOR CONTRACTUAL ENGAGEMENT OF PROFESSIONALS (BOTH ENGINEERING & NON-ENGINEERING) 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 **THROUGH ONLINE APPLICATION MODE ONLY** for the following positions purely on full time fixed tenure contract basis. The details of posts and eligibility criteria are indicated 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.	05.03.2020 (05:00 PM) (Thursday)

NOTE:

1. Detailed instructions available on MECON website 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 will 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. POST CODE, NAME OF POST, NUMBER OF POST, QUALIFICATION:

AREA/ REQUIREMENT	Post Code	Name of the Post	No. of Post	Qualification
Instrumentation	01	Assistant Project Engineer (Instrumentation)	6	Degree Engineering in Instrumentation
Market Research	2A	Assistant Executive (Market Research)	2	Degree in Engineering with MBA / PGDM (Specialization in Marketing) or equivalent 2 years duration course).
	2B	Executive (Market Research)		
	2C	Sr. Executive (Market Research)		
	2D	Manager (Market Research)		
	2E	Sr. Manager (Market Research)		
Civil	03	Assistant Project Engineer (Civil)	3	Degree Engineering in civil
Contract & Purchase	04	Assistant Executive (Contract & Purchase)	3	Degree in Engineering
Marketing	05	Manager (Marketing)	1	Degree in Engineering with MBA / PGDM (Specialization in Marketing / Sales Management) or equivalent 2 years duration course).
Chemist	06	Sr. Chemist	3	BSc with Chemistry / Environmental Science
Protocol Management	07	Assistant Protocol Officer (Airports)	1	Graduate in any discipline
Human Resource	08	Jr. Executive (HR)	4	PG degree / PG diploma (2 Years duration) / MBA / MSW / MA with specialization in HRM / Personnel Management / IR / Labour Management / Organizational Development / HRD / Labour Welfare or equivalent.
Legal	09	Jr. Executive (Legal)	2	Graduate and 3 years degree in law (LLB or equivalent) with minimum 55% marks OR five years Integrated Law with minimum 55% marks.
Secretarial Services	10	Personal Secretary	6	Graduation in any discipline with certificate course (Minimum 01 year duration) in Stenography(in English)/Secretarial services

NOTE:

- i. The above vacancy is tentative and may increase or decrease as per requirement.
- ii. Degree / Diploma in Engineering / Architecture / other requisite educational qualification should be acquired through Regular/Full Time Mode only.

- iii. Requisite educational qualification must be from University / Institute recognized by appropriate statutory authority in India (AICTE / UGC University approved). **The candidate should submit proof for specialization in MBA i.e. declaration / certificate from the concerned university / Institute. In case of dual specialization in MBA course, the elective subjects should be clearly indicated in the mark sheet / mark statement / degree certificate etc.**
- iv. The candidate appearing in final year / semester / trimester and will pass out in the academic year 2019-20 are also eligible to apply.

In case of any dispute arising about admissibility of any particular qualification the decision of Chairman & Managing Director, MECON Limited shall be final and binding.

3. POST CODE, NAME OF POST, EXPERIENCE, AGE, REMUNERATION:

Post Code	Name of the Post	Post Qualification Experience (Minimum)	Age in years (Maximum)	Remuneration Per Month (Rs) (Consolidated)	
				If posted at Design office	If posted at Site office
1	Assistant Project Engineer (Instrumentation)	Minimum 02 years of experience in supervision / handling of Instrumentation and automation jobs at site. Experience in related activities like instrument calibration, erection testing and commissioning of instrumentation items like transmitters, analysers, PLC/DCS panels etc.	32	35,000	38,000
2A	Assistant Executive (Market Research)	Minimum 02 years of experience in the field of market survey/market research including end use demand study in the areas of industrial products.	32	35,000	38,000
2B	Executive (Market Research)	Minimum 06 years of experience in the field of market survey / market research including end use demand study in the areas of industrial products.	38	45,000	50,000
2C	Sr. Executive (Market Research)	Minimum 11 years of experience in the field of market survey / market research including end use demand study in the areas of industrial products.	43	60,000	65,000
2D	Manager (Market Research)	Minimum 16 years of experience in the field of market survey/market research including end use demand study in the areas of industrial products.	48	70,000	75,000

2E	Sr. Manager (Market Research)	Minimum 21 years of experience in the field of market survey/market research including end use demand study in the areas of industrial products.	53	80,000	85,000
3	Assistant Project Engineer (Civil)	Minimum 02 years Site Experience in Civil	32	35,000	38,000
4	Assistant Executive (Contract & Purchase)	Minimum 01 year experience in procurement / contract related activities.	32	33,000	34,000
5	Manager (Marketing)	Minimum 16 years experience in Communication / Telecommunication functions / projects	48	70,000	75,000
6	Sr. Chemist	Minimum 11 years of experience in the field of Environment Monitoring and Analysis of various environments. Parameters for Stack emissions, Ambient air, water, waste water, soil, solid and Hazardous waste, Microbiological, Metrological and Socioeconomic Study.	43	60,000	65,000
7	Assistant Protocol Officer (Airports)	Minimum experience of 02 years of handling protocol duty at Airport.	32	30,000	-
8	Jr. Executive (HR)	Nil	30	32,000	33,000
9	Junior Executive (Legal)	Nil	30	32,000	33,000
10	Personal Secretary	Minimum 02 years working experience with in-depth knowledge of MS Office & other computer skills and short hand typing	32	Design Office (Ranchi) 21,000	Metro Location 25,000

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 post qualification 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 / Academic Project experience shall not be considered as Post Qualification Experience.
7. Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of 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 three 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. Self declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc will not be considered / accepted.

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

6. UPPER AGE LIMIT POSTWISE:

The Upper Age Limit for General (UR) & EWS category candidates shall be as mentioned against each post.

AGE RELAXATION: Upper Age Limit is relaxed by:

- 3 Years for OBC (Non-Creamy Layer)
- 5 Years for SC / ST
- Persons with Disabilities candidate:
 - By 10 Years for General (UR)
 - By 13 Years for OBC (Non-Creamy Layer)
 - By 15 Years for SC / ST
- 5 Years for the candidates who are the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.
- 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 post qualification work experience shall be **20.02.2020**.

7. RESERVATIONS AND RELAXATIONS:

1. Reservations and relaxations for SC / ST / OBC (Non-Creamy Layer) / PwD (**Percentage of Disability - 40% or above**) / EWS candidates will be provided as per guidelines of Govt. of India for the purpose. The reservation for PwD is on horizontal basis.

SC, ST & OBC (Non-Creamy Layer) category candidates applying as General (UR) category shall be considered on the general category merit and no relaxation in Upper Age Limit and online application fee, is applicable to them.

2. For getting benefits of reservation under OBC category:

- (a) The name of caste and community of the candidate must appear in the "Central List of Other backward Classes".
- (b) The candidates must not belong to Creamy layer.
- (c) The candidates need to furnish their latest OBC Certificate as per format prescribed by Govt. of India.
- (d) The OBC candidates who belong to "Creamy layer" are not entitled for concession admissible to OBC (Non Creamy Layer) candidates and such candidates will have to indicate their category as "General". Category once filled cannot be changed subsequently.

3. For getting benefits of reservation under EWS category:

- (a) Should not be covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 Lakhs (Rupees Eight Lakhs Only). Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- 5 acres of agricultural land and above;
 - Residential Flat of 1000 Sq Ft and above;
 - Residential Plot of 100 Sq Yards and above in notified municipalities;
 - Residential Plot of 200 Sq yards and above in areas other than the Notified Municipalities.
- (b) The property held by a "Family" in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS Status.
- (c) The term "Family" for this purpose will include the person who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- (d) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by Competent Authority. The income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as belonging to EWS:
- District Magistrate / Additional District magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 - Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
 - Revenue Officer not below the rank of Tehsildar and
 - Sub-Divisional Officer of the Area where the candidate and / or his family normally resides.
- (e) The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

8. APPLICATION FEE:

Candidates belonging to GENERAL (UR) / OBC (Creamy Layer & Non-Creamy Layer) / EWS category are required to pay a Non-Refundable **fee of Rs.500/-** (*Rupees Five Hundred only*). SC / ST / PWD / Ex-servicemen category are exempted from the payment of application fee. 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.

9. 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 Travelling Allowance as per rules of the Company.

10. OTHER DETAILS:

REMUNERATION: In addition to the consolidated Pay indicated against each post, the selected candidate will be eligible for subsidized accommodation, if available or HRA in lieu thereof, medical facilities, PF, Leave and GPA as per Company rules applicable to contract employees / practice being followed in the Company for contract employees.

PLACE OF POSTING: Candidates 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 contract employees in the Company.

DURATION OF THE CONTRACTUAL ENGAGEMENT:

The contract is for a Maximum period of **3 years**. However, the selected candidates shall be issued with offer of appointment initially for a period of 1 year and it will be renewed after every spell of 1 year based on satisfactory performance.

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.

11. 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 05.03.2020**. 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 / provisional Certificate for Graduation and Post-Graduation, as applicable.
 3. Individual mark sheet of all semesters / years of relevant minimum educational qualification.
 4. Work Experience Certificate / other documents as mentioned at Para Sl.No.5.B.2 & 5.B.3 in support of experience claimed.
 5. Scanned copy of the PAN Card.
 6. Candidates belonging to **OBC (Non-Creamy Layer), SC / ST** will have to upload self-attested copy of valid caste certificate. OBC (Non-Creamy Layer) certificate should be as per the format prescribed by Government of India and it must be issued on or after 1st July 2019.
 7. For **PwD category**, certificate in the prescribed format of Govt. of India duly issued by the competent authority, has to be uploaded.
 8. Candidates belonging to Economically Weaker Sections (**EWS**) will have to upload self attested copy of valid Income & Asset certificate issued by the competent authority as per OM No.36039/1/2019-Estt (Res) dated 31.01.19 of DoPT, Ministry of PPG&P, Govt. of India.
 9. Discharge / Service Certificate in case of Ex-Servicemen.
 10. Certificate issued in the prescribed format by the competent authority in respect of J&K domicile.
 11. Meritorious Sportspersons certificate (if applicable).

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.
- The prescribed formats of SC / ST / OBC-Non creamy layer / PwD / EWS / Ex-servicemen / Sportspersons Certificates are available at **www.meconlimited.co.in**
→ **Careers** → **Career Opportunities (may be downloaded)**.

- III. Candidate can submit online application for one post only. 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.

12. 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 and 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. All qualifications should be recognized by AICTE / UGC / appropriate Indian Statutory Authorities.
- v. The candidates are required to upload copy of Final Certificate for Graduation and Post-Graduation, as applicable. In case the candidate has not got final Degree / PG Degree certificate then the provisional Degree / PG Degree certificate needs to be uploaded. **Non-submission of Degree / PG Degree certificate may lead to rejection of the candidature.**
- vi. The candidates are required to upload copies of Individual mark sheet of all semesters / years of relevant minimum educational qualification. Only last semester/year mark sheet with details of all previous semester / year marks **shall not be considered and will lead to rejection of the candidature**. Consolidated mark sheet showing details of all semesters / years marks and all subjects studied can be submitted in case the University is not issuing individual mark sheets for each semester / year.
- vii. 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.
- viii. Each document to be uploaded while applying online should be duly Self Attested.
- ix. In case the candidate applied as OBC (NCL) category candidate and does not submit valid OBC (NCL) certificate in the prescribed format at the time of Document Scrutiny, their candidature will not be considered.
- x. 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 forthwith.

- xi. 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.**
- xii. 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 candidate is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.
- xiii. 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 per rules of the Company.
- xiv. 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 along with TA form 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.
- xv. 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.
- xvi. 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.
- xvii. 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.
- xviii. 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.
- xix. 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.
- xx. 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.
- xxi. 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 in MECON Limited 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 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 **Email 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 05.03.2020).

- 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.

13. 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.