



MINERAL EXPLORATION CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
(AN ISO 9001:2008 CERTIFIED COMPANY)

Dr. Babasaheb Ambedkar Bhavan, Highland Drive Road, Seminary Hills.
Nagpur- 440006

Phones: 0712- 2510902, 2510310, 2510111, FAX: 0712- 2510548, E-Mail: mecl_ngp@sancharnet.in Website: www.mecl.gov.in

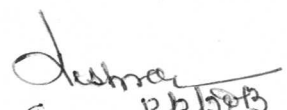
Mineral Exploration Corporation Limited (MECL) a profit making Public Sector Undertaking under the Ministry of Mines, Government of India, requires bright, result oriented, experienced personnel with initiative and enterprise for its Corporate Office at Nagpur and Projects situated all over India. Excellent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

Sl. No.	Name of the post & Pay scale (in Rs.)	No. of Posts	Max. Age as on 31.03. 2013 (In Yrs.)	Qualifications and Experience required
01	Deputy General Manager(P&A) (Rs.36,600-62,000/-- (E/6)	01 (General)	50 years	<p>Essential Qualification:- Graduate with Full time Post Graduate Degree/Full time Post Graduate Diploma (02 years duration) in Personnel Management & Industrial Relations with First Division (minimum 65% marks) OR Full Time Post Graduate Degree in Management with specialization in HR/IR (2 years duration) with First Division (minimum 65% marks) OR Master in Business Administration (MBA-HR) with First Division (minimum 65% marks) OR Master of Management Studies (MMS-HR) with First Division (minimum 65% marks) OR MSW with First Division (minimum 65% marks).</p> <p>Experience: – 17 years' experience in different areas of Personnel Management and Industrial Relations out of which minimum 06 years should be at Senior Managerial level.</p>

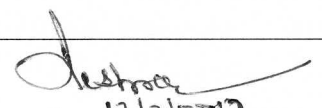
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Sl. No.	Name of the post & Pay scale (in Rs.)	No. of Posts	Max. Age as on 31.03. 2013 (In Yrs.)	Qualifications and Experience required
02	Deputy General Manager (Materials) Rs. 36,600-62,000/- (E/6)	01 (General)	50 years	<p>Essential Qualification:- B.E/B.Tech./B.SC (Mechanical Engg. with First Division (minimum 65% marks).</p> <p>Experience: - 17 years' experience in different areas of materials management out of which atleast 06 years should be at a senior responsible level.</p> <p>Preferable: Experience in matters related to import of equipments.</p>
03	Senior Manager (P&A) Rs. 32,900-58,000/- (E/5)	01 (General)	48 years	<p>Essential Qualification:- Graduate with Full time Post Graduate Degree/Full time Post Graduate Diploma (02 years duration) in Personnel Management & Industrial Relations with First Division (minimum 65% marks) OR Full Time Post Graduate Degree in Management with specialization in HR/IR (2 years duration) with First Division (minimum 65% marks) OR Master in Business Administration (MBA-HR) with First Division (minimum 65% marks) OR Master of Management Studies (MMS-HR) with First Division (minimum 65% marks) OR MSW with First Division (minimum 65% marks).</p> <p>Experience: - 14 years' experience in different areas of Personnel Management and Industrial Relations, out of which minimum six years should be at a Senior level.</p>


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Sl. No.	Name of the post & Pay scale (in Rs.)	No. of Posts	Max. Age as on 31.03. 2013 (In Yrs.)	Qualifications and Experience required
04	Sr. Manager (Finance) Rs. 32,900-58,000/- (E/5)	01 (General)	48 years	<u>Essential Qualification</u> :- CA/ICWA <u>Experience</u> : 14 years' experience in different areas of Financial Management, Management Accounting, Commercial Accounting, Costing and Auditing, out of which atleast six years should be at a senior responsible level.
05	Manager (Finance) Rs.29,100-54,500/- (E/4)	02 { 1 Gen. 1 OBC (Non Creamy Layer)}	45 years	<u>Essential Qualification</u> : - CA/ICWA <u>Experience</u> : 10 years' relevant experience out of which 3 years in the next below grade of Rs.24900-50,500/-(E/3)
06.	Manager (Legal Services) Rs.29,100-54,500/- (E/4)	01 (General)	45 years	<u>Essential Qualification</u> : - Graduate in any discipline and Degree in Law with First Division (minimum 60% marks) OR 05 years Integrated LL.B. with First Division (minimum 60% marks) <u>Experience</u> - 13 years' experience in handling disciplinary matters etc. in a responsible capacity. Should be well conversant with the labour Laws and should have independently conducting inquiries in a large Organisation. Should be conversant with the court proceedings.


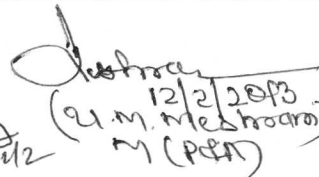

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Sl. No.	Name of the post & Pay scale (in Rs.)	No. of Posts	Max. Age as on 31.03. 2013 (In Yrs.)	Qualifications and Experience required
07.	Assistant Manager (Finance) Rs.24,900-50,500/- (E/3)	02 (General)	40 years	<u>Essential Qualification: -</u> CA / ICWA <u>Experience :-</u> 06 years' relevant experience out of which 3 years in the next below grade of Rs.20,600-46500/-(E/2)
08	Assistant Manager (Mineralogy) Rs.24,900-50,500/- (E/3)	01 (Gen.)	40 years	<u>Essential Qualification:-</u> Master's Degree in Physics with Specialization in X-Ray or Spectroscopy or Solid State Physics OR Master's Degree in Physical Chemistry with First Division (minimum 65% marks). <u>Experience:-</u> 6 years' experience of spectroscopic and/or X-ray analytical techniques out of which atleast 3 years should be in responsible supervisory capacity.
09	Asstt. Manager (Geo Tech/Engg. Geo.) Rs.24,900-50,500/- (E/3)	01 (General)	40 years	<u>Essential Qualification</u> : M.Sc (Geo. / Applied Geology) or M.Sc. Tech / M.Tech (Applied Geology) with First Division (Minimum 65% Marks). Specialization in Engg.Geo/Geo. Tech. will be preferred. <u>Experience:</u> 06 years' post qualification experience in Engineering Geology and Geo-Technical studies preferably for survey, investigation and attending construction stage geological works for Hydro Power Projects.

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Sl. No.	Name of the post & Pay scale (in Rs.)	No. of Posts	Max. Age as on 31.03. 2013 (In Yrs.)	Qualifications and Experience required
10	Accounts Officer Rs. 16,400-40,500/- (E/1)	04 (2 General, 1 SC and 1 PHP-(OH) (Inter changeable to Hearing Handicapped (HH)	35 years	Essential Qualification:- CA / ICWA
11.	Legal Officer Rs. 16,400-40,500/- (E/1)	02 (1-Gen & 1-OBC)	35 years	Essential Qualification:- Graduate in any discipline & Degree in Law with First Division (Minimum 60% marks) <u>OR</u> Five years Integrated LL.B with First Division (Minimum 60% marks). Experience:- - Minimum 03 years' post qualification experience of drafting/vetting/executing of legal documents. Handling cases in various Courts, arbitration proceedings/Legal Education.
12.	Officer Trainee (HR) Rs. 16,400-40,500/- (E/1)	04 {1 Gen., 1 SC, 1 ST & 1 OBC (Non Creamy Layer)}	28 years	Essential Qualification:- Graduate with Full time Post Graduate Degree/Full time Post Graduate Diploma (02 years duration) in Personnel Management & Industrial Relations with First Division (Minimum 65% marks) <u>OR</u> Full Time Post Graduate Degree in Management with specialization in HR/IR (2 years duration) with First Division (Minimum 65% marks) <u>OR</u> Master in Business Administration (MBA-HR) with First Division (Minimum 65% marks) <u>OR</u> Master of Management Studies (MMS-HR) with First Division, (minimum 65% marks) <u>OR</u> MSW with First Division (minimum 65% marks).



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Sl. No.	Name of the post & Pay scale (in Rs.)	No. of Posts	Max. Age as on 31.03.2013(In Yrs.)	Qualifications and Experience required
13	Foreman(Drilling) Rs.9500-24800/- (W/7)	02 { 01 OBC (Non Creamy Layer) & 01 ST }	30 years	<u>Essential Qualification:</u> -Diploma in Drilling Engineering with 60% marks. <u>Experience:</u> - One year's post diploma experience/ training in drilling industry.
14	Technician (Drilling) Rs.8500-18600/- (W/4)	02 (ST)	30 years	<u>Essential Qualification:</u> Matriculation or equivalent with ITI Certificate in Mechanic (Earth Moving Machinery)(EMM)/ Diesel Mechanic/ Motor Mechanic/Fitter Trade <u>Desirable Experience</u> :- 03 Years' experience in drilling trade.

GENERAL CONDITIONS -

1. The cutoff date for reckoning educational qualification, experience and age etc. shall be 31.03.2013.
2. Relaxation in upper age limits and other relaxations/concessions will be given to SC/ST/OBC (NCL)/PHP candidates as per Government of India's directives.
3. The maximum age limits indicated in the advertisement will not apply to the applicants already serving in MECL.
Maximum age is relaxable upto 20(Twenty) years to retrenched ex-contingent workmen of MECL for the post of Technician(Drilling)(Sl.no.14) subject to physical fitness for the job.
4. The qualification possessed by the applicant should be approved/recognized by AICTE/UGC/Board, as the case may be.
5. The prescribed qualifications are minimum and a higher qualification does not entitle a candidate to be called for written test/interview. Where the number of applications received in response to the advertisement is large, the Company reserves the 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. After screening the applications, the candidates will be called for written test/interview.
6. Candidates for the post of Officer Trainee (HR) have to secure minimum marks in the written test to be called for interview. The minimum marks will be decided by the Company based on the performance of the candidates in the written test as well as the number of vacancies to be filled.

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7. The candidates selected for the post at Sr. No. 12 above will be appointed as Officer Trainee (HR). The period of training will be of one year. The trainees will be engaged on a starting basic pay of Rs. 16,400/- per month in the scale of Rs. 16,400-40,500/- with applicable DA, HRA, Conveyance Allowance and Medical facilities as per Company's Rules. On their posting at Projects, the trainees will be paid Field HRA and Field Duty Allowance. Conveyance Allowance is not payable at Projects. On successful completion of training period, the Officer Trainees will be appointed to regular posts at the starting basic pay of Rs. 16,900/- in the pay scale of Rs. 16,400-40,500/-.
8. The Officer Trainees will be required to execute a service agreement bond of Rs. 2.50 lakh on a non-judicial stamp paper of Rs. 500/- to serve the Company for a minimum period of 4 years including the training period.
9. Besides pay, the posts at sl.no.1 to 11 and 13 to 14 above 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.87,562/- in E-6 pay scale, Rs 79,064/- in E-5 pay scale, Rs. 70,336/- in E-4 pay scale, Rs. 59,640/- in E-3 pay scale, Rs. 40,117/- in E-1 pay scale, Rs. 23,929/- in W-7 pay scale and Rs. 21,626/- in W/4 pay scale.
10. The above vacancies are provisional. MECL reserves the right to increase/decrease or not to fill up all or any of these vacancies or cancel/restrict/enlarge/modified/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
11. Candidates appearing for written test will come at their own expenses. All the outstation candidates called for interview will be reimbursed to and fro 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 4 is AC-II, for the post at Sr. No. 5 to 11 AC -III and for the post at Sr. No. 12 to 14 is Sleeper class.
12. Candidates serving in the Government Departments/Public Sector Undertakings/ Autonomous Bodies should apply through proper channel **or produce "No Objection Certificate"** at the time of interview failing which they will not be allowed to appear the interview.
13. Application should be accompanied by India Postal Order/**Crossed Demand Draft** of Rs.100/- (Rupees one hundred only). The Demand Draft should be drawn in favor of Mineral Exploration Corporation Limited, payable at Nagpur. IPO/Demand Draft is not required in case of SC/ST/PHP candidates.

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14. Interested candidates may send their application neatly typed as per the prescribed proforma given in this advertisement. Application should be supported with attested copies of all certificates and testimonials. Recent pass port size photograph of the candidate should be affixed on the application and duly signed by the candidates.
15. Separate application should be made for each post. The post applied for should be clearly super scribed on the envelope. The application should be sent so as to reach the General Manager (P&A), Mineral Exploration Corporation Limited, Dr. Babasaheb Ambedkar Bhavan, Highland Drive Road, Seminary Hills, Nagpur (Maharashtra), Pin-**440006 latest by 31.03.2013.**
16. Incomplete applications, applications without the prescribed fees (except SC/ST/PHP) and the applications received after the closing date i.e. 31.03.2013 will be rejected and no correspondence in this regard will be entertained.
17. No correspondence will be entertained from the candidates for selection/test/interview/ appointment. Canvassing in any form will be treated as disqualification.

Advt. No. 01/Rectt./2013

GENERAL MANAGER (PERS. & ADMN.)

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(G. M. Mesrobian)
GM (P&A)
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MINERAL EXPLORATION CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
SEMINARY HILLS, NAGPUR-440006

APPLICATION FOR EMPLOYMENT

Affix latest passport size
photograph of applicant
with signature on the
photograph.

1. Name of the post applied for : _____
2. Name of the candidate : _____
3. Father's/Husband's name : _____
4. Sex (Male/Female) : _____
5. Date of Birth : _____
6. Age as on 31.03.2013 : _____
7. Place of birth : _____
8. Address:

Present : _____

Permanent : _____

E. mail ID : _____

Mobile and Land line Phone No. : _____

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9. Category : _____
(Attach certificate if SC/ST/OBC (N.C.U./PHP)

10. Qualifications (Academic & Professional) starting from Matriculation/Secondary examination onwards :

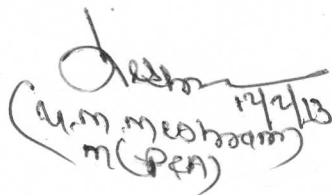
Examination passed	Name of the Board/Institute/ University	Subjects studied	% of marks & Division	Year of Passing

11. Experience (if applicable) :

Name & Address of the employer	Present Post Held	Period From To	Present Basic Pay, Scale of pay with Grade, and Gross Emoluments	Nature of duties performed

12. I.P.O. /DD No., date and amount : _____

13. Details of enclosures attached with the application.


(A.M. Mehta)
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SIGNATURE OF THE APPLICANT