



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/03 dated: 01/10/2022

RECRUITMENT OF EXPERIENCED PROFESSIONALS 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, for its Project "Operation & Maintenance of NISP" at Nagarnar (Chhatisgarh):

1. IMPORTANT DATES:

Activity	Date
Opening date for submission of Online application	To be notified
Closing date for submission of Online application	To be notified

NOTE:

- I. Detailed instructions available on MECON website 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. VACANCY:

S. N.	Area / Discipline	Name of the Post & Post code	No. of Posts	Reserved for
1.	RMHS	AGM (RMHS) (Post code - 01)	2	UR - 12 EWS - 02 OBC - 07 SC - 04 ST - 01
2.	Coke Ovens	AGM (CO) (Post code - 02)	1	
3.	By Product Plant	AGM (BP) (Post code - 03)	1	
4.	Power & Blowing Station	AGM (P&BS) (Post code - 04)	1	
5.	Sinter Plant	AGM (SP) (Post code - 05)	1	
6.	Blast Furnace	AGM (BF) (Post code - 06)	1	
7.	Steel Melting Shop	AGM (SMS) (Post code - 07)	1	
8.	Rolling Mills	AGM (RM) (Post code - 08)	1	
9.	Central Mech Maintenance (CMM)	AGM (CMM) (Post code - 09)	1	
10.	Workshops	AGM (Workshop) (Post code - 10)	1	
11.	Electrical (Power Distribution)	AGM (Electrical) (Post code - 11)	1	
12.	Electrical (D&C)	AGM (Electrical) (Post code - 12)	1	
13.	Operation Garage	AGM (OG) (Post code - 13)	1	
14.	Utility (Water)	AGM (Utility) (Post code - 14)	1	
15.	Utility (Gas)	AGM (Utility) (Post code - 15)	1	
16.	Utility (De dusting & ACVS)	AGM (Utility) (Post code - 16)	1	
17.	Instrumentation / (Instrumentation & Control)	AGM (Inst.) (Post code - 17)	1	
18.	Lubrication & Hydraulics	AGM (L&H) (Post code - 18)	1	
19.	Laboratories	AGM (Lab.) (Post code - 19)	1	
20.	Administration	AGM (Admin.) (Post code - 20)	2	
21.	Human Resources	AGM (HR) (Post code - 21)	2	
22.	Contract Management	AGM (Contracts) (Post code - 22)	2	

AGM= Assistant General Manager: **RMHS =** Raw Material Handling System:

3. GRADE, AGE & PAY SCALE:

Grade	Upper Age limit	Pay scale(Pre-Revised)
E5	44 Years	Rs.43200-3%-66000/-

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 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**.

4. MINIMUM QUALIFICATION & EXPERIENCE REQUIRED:

Post code	Area / Discipline	Name of the post	Minimum Educational Qualification	Required Minimum Experience
1.	RMHS	AGM (RMHS)	Degree in Mechanical Engineering	Minimum 17 years experience in operation/maintenance of Raw Material Handling System in any Integrated Steel Plant of capacity 1 MTPA or above. Candidate should be experienced professionals who are under direct employment of any Central PSUs or any Public/ Private Limited company.
2.	Coke Ovens	AGM (CO)	Degree in Mechanical Engineering	Minimum 17 years experience in operation/maintenance of Coke Oven Battery/Coke Dry Quenching in any Integrated Steel Plant of capacity 1 MTPA or above. Candidate should be experienced professionals who are under direct employment of any Central PSUs or any Public/Private Limited company.
3.	By Product Plant	AGM (BP)	Degree in Mechanical Engineering / Chemical Engineering	Minimum 17 years experience in operation/maintenance of By Product Plant in any Integrated Steel Plant of capacity 1 MTPA or above. Candidate should be experienced professionals who are under direct employment of any Central PSUs or any Public/Private Limited company.

Post code	Area / Discipline	Name of the post	Minimum Educational Qualification	Required Minimum Experience
4.	Power & Blowing Station	AGM (P&BS)	Degree in Mechanical Engineering	Minimum 17 years experience in operation/maintenance of Power & Blowing Station in any Integrated Steel Plant of capacity 1 MTPA or above. Candidate should be experienced professionals who are under direct employment of any Central PSUs or any Public/Private Limited company.
5.	Sinter Plant	AGM (SP)	Degree in Mechanical Engineering	Minimum 17 years experience in operation/maintenance of Sinter Plant in any Integrated Steel Plant of capacity 1 MTPA or above. Candidate should be experienced professionals who are under direct employment of any Central PSUs or any Public/Private Limited company.
6.	Blast Furnace	AGM (BF)	Degree in Mechanical / Metallurgy Engineering	Minimum 17 years experience in operation/maintenance of Blast Furnace in any Integrated Steel Plant of capacity 1 MTPA or above. Candidate should be experienced professionals who are under direct employment of any Central PSUs or any Public/Private Limited company.
7.	Steel Melting Shop	AGM (SMS)	Degree in Mechanical Engineering / Metallurgy Engineering	Minimum 17 years experience in operation/maintenance of Steel Melting Shop in any Integrated Steel Plant of capacity 1 MTPA or above. Candidate should be experienced professionals who are under direct employment of any Central PSUs or any Public/Private Limited company.
8.	Rolling Mills	AGM (RM)	Degree in Mechanical Engineering /Metallurgy engineering	Minimum 17 years experience in operation/maintenance of Hot Strip Mill of an integrated Steel Plant of minimum 2 MTPA capacity. Minimum 7 years of experience shall be in a position of shift in-charge or above in HSM.
9.	Central Mech. Maintenance (CMM)	AGM (CMM)	Degree in Mechanical Engineering /Production Engineering	<p>Minimum 17 years of experience in a Steel Plant of capacity of 2.0 MT or above and out of which at least 10 years shall be in Central Mechanical Maintenance.</p> <p>The applicant shall be responsible for planning of capital maintenance of units, Major repairs of all units of steel plant including cranes and hydraulic systems, regular maintenance programmes, handling and managing maintenance contractors, preparation of technical specification for engaging Maintenance contractors, interaction and co-ordination with client and Contractors for maintenance related activities.</p> <p>He shall work in co-ordination with MECON's Working Management Committee members posted at NISP for different packages.</p> <p>He shall make planning for procurement of spares, consumables and for awarding works contract.</p>

Post code	Area / Discipline	Name of the post	Minimum Educational Qualification	Required Minimum Experience
10.	Workshops	AGM (Workshop)	Degree in Mechanical Engineering /Production Engineering	Minimum 17 years experience in managing heavy machine tools. CNC Machines, Conventional machine tools, Welding and Heat Treatment Facilities in an integrated steel plant of 1.0 MTPA capacity or above.
11.	Electrical (Power Distribution)	AGM (Electrical)	Degree in Electrical Engineering/ any combination with Electrical Engineering	Minimum 17 years of experience in operation/maintenance/commissioning of electrical system comprising of following in any Integrated Steel Plant (s)/ Refinery or Petro chemical plant (s)/Thermal Power Plant (s)/ Any other process Plant (s). Various capacity Transformers, EHV & HV GIS/HT & LT switchgears, Capacitors etc. Relay settings and coordination/ SCADA system/ analysis for the failure and preparation of necessary reports and protocols.
12.	Electrical (D&C)	AGM (Electrical)	Degree in Electrical Engineering/ any combination with Electrical Engineering	Minimum 17 years of experience in operation /maintenance / commissioning of electrical system comprising of following in any Integrated Steel Plant (s)/ Refinery or Petro chemical plant (s) /Thermal Power Plant(s)/Any other process Plant (s). HT/LT switchgear/panels, Bus bar, HT/LT motors, Cables, illumination, earthing & lightning protection system. Experience in operation of PLC based Automation system. Experience in FDA/CCTV/ Telephone will be added advantage.
13.	Operation Garage	AGM (OG)	Degree in Mechanical Engineering/ Automobile Engineering	Minimum 17 years of working experience in ensuring proper functioning of operation garage and routine and periodical repair and maintenance of earth moving equipments like haul packs, excavators, front loaders and trucks, dumpers, dozers, graders with technical knowledge on engine hydraulic system, transmission system, electrical components as per OEM guidelines and ensure availability of inventory of all consumables/spares as per routine requirement in large industry preferably steel.
14.	Utility (Water)	AGM (Utility)	Degree in Mechanical Engineering	Minimum 17 years of working experience in operation and maintenance in any of the following systems of Integrated Steel Plant of Capacity of 1MTPA or above: i) Water Treatment Plant, DM Water plant / Soft water plant ii) Open/Semi open / Closed loop Recirculation system iii) Effluent treatment plant (BF GCP/BOF GCP/ Blow down or Backwash water treatment) iv) Interplant water network /Long distance water piping (Carbon steel/ Ductile Iron/ HDPF etc)

Post code	Area / Discipline	Name of the post	Minimum Educational Qualification	Required Minimum Experience
15.	Utility (Gas)	AGM (Utility)	Degree in Mechanical Engineering	Minimum 17 years of working experience in operation and maintenance of the following in an Integrated Steel Plant of min. 1 MT Capacity. – i) Fuel gas pipeline (BF gas, CO gas & BOF gas) network consisting of condensate drain pot, U-Seal, expansion joints, motorised gate valve etc. ii) Utility pipelines such as HP & LP steam, oxygen, nitrogen etc. iii) Gas compressors and gas mixing station. iv) Coke oven gas & Blast furnace gas flare stack. v) Blast furnace gas cleaning plant. vi) Basic oxygen converter gas cleaning plant. vii) Basic oxygen converter Gas Holder. viii) Gas charging and Gas safety.
16.	Utility (De dusting & ACVS)	AGM (Utility)	Degree in Mechanical Engineering	Minimum 17 years of working experience in operation and maintenance of Dust extraction systems consisting of cyclones/ multi-cyclones/ ESP/bag filter/ wet scrubber/ venturi scrubber, central chilled water plant based air-conditioning systems, package air-conditioning systems as well as in the O&M of various ventilation systems like washed air system based ventilation systems, simple pressurised ventilation systems, air exchange ventilation system like exhaust fans, roof extractors etc. in metal industry (Preferably steel industry). The incumbent shall also have experience in O&M of various blowers/pumps, ducting and its control system, related to the above facilities.
17.	Instrumentation (Instrumentation & Control)	AGM (Inst.)	Degree in Instrumentation Engineering/any combination with instrumentation Engineering	Minimum 17 years of working experience in Erection, Testing, Commissioning & Maintenance of Instrumentation facilities and experience in operation of PLC / DCS based Automation system Involved in any Integrated Steel Plant (s)/ Refinery or Petro chemical plant (s)/Thermal Power Plant (s)/ Any other process Plant (s).
18.	Lubrication & Hydraulics	AGM (L&H)	Degree in Mechanical Engineering	Minimum 17 years of experience in managing operation/maintenance of Hydraulics and Lubrication systems of minimum 2 MTPA Integrated Steel Plant.
19.	Laboratories	AGM (Lab.)	Degree in Chemical Engineering / Metallurgical Engineering Desirable: PHD in Chemistry	Minimum 17 years of working experience in Central Research and Quality Control laboratories of Integrated Steel plant. Should have knowledge of the various Testing procedures to be conducted for the analysis of the raw materials, intermediate products and final products and the types of the testing equipments / laboratory instruments of the different Laboratories of the Integrated Steel Plant, operation of the required testing equipments / laboratory instruments and shall guide the Laboratory personnel in carrying out the routine testing and analysis. Shall have knowledge on the periodic calibration requirement of the various testing equipments / laboratory instruments of different laboratories of Integrated Steel Plant.

Post code	Area / Discipline	Name of the post	Minimum Educational Qualification	Required Minimum Experience
20.	Administration	AGM (Admin.)	PG degree / PG diploma (2 Years duration course)/ MBA / MSW / MA with specialization in HRM / Personnel Management/ IR / Labour Management/ Organizational Development / HRD / Labour Welfare or equivalent	Minimum 17 years experience in handling entire gamut of Administration like housekeeping management, Transit / Guest House Management, Transport Management, Empanelment of Hotels, Travel Desk Management, Event Management and other related activities.
21.	Human Resources	AGM (HR)	PG degree/ PG diploma (2 Years duration course) /MBA/MSW/ MA with specialization in HRM/ Personnel Management/IR / Labour Management/ Organizational Development/ HRD / Labour Welfare or equivalent	Minimum 17 years experience in handling entire gamut of HR and Industrial Relations functions
22.	Contract Management	AGM (Contracts)	Degree in Engineering Desirable: MBA with specialization in Materials Management/ Operation Management/ Supply Chain Management.	Minimum 17 years experience, out of which at least 5 years in Tendering and Contract Management. Working Experience in SAP module shall be preferred.

NOTE:

- i. Requisite educational qualification for Engineering should be acquired through **Regular / Full Time Course only**. For all other posts, the requisite qualification (unless specified) should be acquired through **Regular / Full Time/Open and Distance Learning mode**.
- ii. The candidates from General, OBC (Non-Creamy Layer) & Economically Weaker Sections (EWS) category should have minimum 65% aggregate marks in the requisite educational qualification. For SC, ST and Persons with Disability (PwD) candidates, relaxation of 10% is given in the minimum qualifying marks i.e. 55%. The above percentage of marks in the prescribed educational qualification shall not be applicable for Finance Discipline. In case of dual requisite qualification (i.e. Graduation with MBA / PGDM), the minimum 65% marks should be in MBA / PGDM.
- iii. Wherever percentage (%) of marks is not awarded by the University / Institute and only grades (e.g., CGPA / OGPA / GGPA / SGPA etc.) are awarded, the candidates shall be required to mention equivalent percentage in their application and required to submit grade to percentage conversion document from University / Institute in support of their claim. Unless prescribed by the University, method of determining percentages from grade will be on the principle of proportion as per the following formula;

On a 10-point scale grade of 7.0 will be considered as 70%.

- iv. For the purpose of calculating the aggregate final marks, the aggregate marks of all years / semesters / trimesters would be taken. Rounding of percentage (%) will not be acceptable under any circumstances i.e. **64.99 % will not be rounded off as 65 %**, hence 65% of marks and above will only be considered for General, OBC (Non-Creamy Layer) & Economically Weaker Sections (EWS) category and 55% of marks and above will only be considered for SC, ST and Persons with Disability (PwD) candidates.
- v. 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. **The candidate should submit proof for specialization in MBA / PGDM i.e declaration / certificate from the concerned University / Institute.**

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.

5. DEFINITION OF WORK EXPERIENCE:

- I. The work experience shall be in full time job on regular salary basis and in relevant area as stipulated against respective posts.
- II. 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.
- III. 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.
- IV. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of experience.
- V. Period of on the job training undertaken by the candidates as Management Trainee (MT) / Executive Trainee (ET)/ Graduate Trainee (GT) in only PSUs shall be considered for determining work experience.

- VI. Articleship / Internship / Academic Project experience shall not be considered as Experience. Also, Teaching / Research experience shall not be considered as Experience.

6. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

The candidate is required to submit experience certificate / documentary evidence like **Offer letter/Appointment letter/Office Order/pay slip showing the date of joining** and for continuity of employment, for establishing work experience as mentioned below. The candidates are advised to submit experience certificate / documentary evidence to substantiate the minimum requisite experience details mentioned in the application form.

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 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.

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.

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. 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.

9. TRAVELLING ALLOWANCE (TA) FOR INTERVIEW:

Out station Candidates appearing for the interview for selection shall be reimbursed TA as given below:

Travelling Allowance
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.

10. 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.

11. 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 (Post Superannuation Medical Benefit Scheme) 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.

12. 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.6 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.

13. 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 posts.** 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.9.

- 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: recruitment2022@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.

14. 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 (HR)
MECON Limited, Vivekananda Path,
Doranda, Ranchi – 834002, Jharkhand.