



**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:11.73.4.1/2018/Cont/09 dated : 02/11/2018

**Advertisement 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 for the following position purely on full time fixed tenure (FTFT) contract basis for deployment at various sites of its client, which is a Central Public Sector Undertaking; a Navratna Company. The details of post and eligibility criteria are indicated below:

**1. Post code, Name of the Post, Number of Post, Qualification and Age Limit:**

Post Code	Name of the Post	No. of post	Qualification	Upper Age Limit
1	Consultant (Legal)	2	Degree in any discipline with Graduate Degree in LAW or Integrated LAW of 5 years duration.	64 years
2	Consultant (HR- Establishment)	2	Degree in any discipline. Desirable - Recognized PG Diploma in Personnel Management / Labour Welfare / Industrial Relations / Management / Behavioral Science / Training & Development / HRD / HRM (duration of not less than 2 years or full time regular course of 1 year) OR MBA with specialization in PM/ IR/ HRD/ HRM (Duration of not less than 2 years) OR PG Diploma in Social Welfare (IISW, Kol) OR Post graduation in Organizational psychology	64 years
3	Consultant (CSR)	1	Graduate with recognized MBA or PG Degree/Diploma in Management / Social work / Social Welfare / Rural Management / Rural Development / Ecology / HR/CSR/ Personnel Management & Industrial Relation.	64 years
4	Consultant (RTI and Parliament Affairs)	1	Degree in any discipline. Desirable - Recognized PG Diploma in Personnel Management/ Labour Welfare/ Industrial Relations / Management / Behavioural Science/ HRD/ HRM (duration of not less than 2 years or full time regular course of 1 year) OR MBA with specialization in PM/ IR/ HRD/ HRM (Duration of not less than 2 years) OR PG Diploma in Social Welfare (IISW, Kol).	64 years
5	Consultant (Protocol and Liaisoning)	1	Degree in any discipline. Desirable - Recognized PG Diploma in Management or MBA	44 years
6	Executive (Mining Production)	5	Degree in Mining Engineering from any recognized institution / University. He should possess minimum second (2 <sup>nd</sup> ) class Mine Manager's Certificate of competency acquired from DGMS, Govt.of India, however 1 <sup>st</sup> class Mine Manager's Certificate of Competency is preferred.	30 years
7	Executive (Chemical Laboratory-production)	4	MSc(Chemistry)	30 years
8	Senior Executive (Design & Engg Corporate-Projects)	1	Graduate in Mechanical Engineering	54 years
9	Senior Executive (Contract Management) - Corporate-Projects / Project Mines / Alumina Refinery / Smelter / CPP	5	Graduate in Mechanical / Electrical / Civil Engineering	54 years
10	Executive (Tender & Contract) at Corporate Office	2	Graduate in any Engineering discipline	44 years



11	<b>Senior Executive (Contract Management)</b> - Production-CRG-Alumina Refinery/ Smelter/ CPP	2	Graduate in Mechanical / Electrical / Civil Engineering	64 years
12	<b>Senior Executive (HR)</b> - Potangi	1	Degree in any discipline. Recognised PG diploma in PM / LW / IR / HR etc or MBA in HR	64 years
13	<b>Executive (HR &amp; Admn.)</b> - Coal Mines, Angul	1	Degree in any discipline. Recognised PG diploma in PM / LW / IR / HR etc or MBA in HR	44 years
14	<b>Executive (Land &amp; Estate)</b> - Potangi	1	Degree in any discipline	64 years
15	<b>Executive (Land &amp; Estate)</b> -Coal Mines	1	Degree in any discipline	64 years
16	<b>Senior Executive (Mechanical)</b> - Port Facilities	2	Graduate in Mechanical Engineering	54 years
17	<b>Executive (Mining)</b> - Corporate-Project Mines	1	Graduate in Mining Engineering	44 years
18	<b>Executive (Mechanical)</b> - Projects-Alumina Refinery/ Smelter/ CPP	6	Graduate in Mechanical Engineering	44 years
19	<b>Executive (Mechanical)</b> - Projects-Alumina Refinery	1	Graduate in Mechanical Engineering	30 years
20	<b>Executive (Electrical)</b> - Projects Refinery, Smelter, CPP & Corporate	7	Graduate in Electrical Engineering	44 years
21	<b>Executive (Electrical)</b> - Projects Refinery	1	Graduate in Electrical Engineering	30 years
22	<b>Executive (Civil)</b> - Projects Refinery, Smelter, CPP	4	Graduate in Civil Engineering	44 years
23	<b>Executive (Civil)</b> - Projects Refinery	1	Graduate in Civil Engineering	30 years
24	<b>Executive (Control &amp; Instrumentation)</b> - Projects- Alumina Refinery	1	Graduate in Electronics Engineering / Tele-Communication Engineering / Instrumentation Engineering / Electrical Engineering	30 years
25	<b>Executive (Information Technology)</b> - Projects- Alumina Refinery	1	Graduate in Computer Science / Information Technology OR Graduate in any discipline with; (a) Recognized PG diploma in Computer science / IT (duration of not less than 2 years) or (b) Master in Computer application /IT or (c) M.Tech in Computer science / IT	30 years
26	<b>Executive (Geology)</b> - Potangi	1	M Sc. in Geology	44 years
27	<b>Executive (Mines Surveyor)</b> - Coal Mines, Angul	1	Diploma in Mines Survey or Mining Engineering and surveyor's Certificate of competency from DGMS under Coal Mines Regulations	44 years
28	<b>Hindi Translator</b>	2	Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa. Diploma in Computer applications(DCA) with minimum blind typing / Data Entry speed of 25 words per minute in English (QWERTY keyboard layout) and in Hindi (in Unicode Mangal font in Inscript keyboard layout only) Preferable: Candidate with Mother-tongue Hindi.	44 years
29	<b>Consultant (Security)</b>	1	Degree in any discipline	64 years



## 2. Details of Experience & Maximum CTC Per Month:

Post Code	Name of the Post	Years of Experience	Experience	Cost to the Company (CTC) per month (in Lakhs)
1	<b>Consultant (Legal)</b>	13 years & above	Relevant experience in areas of legal affairs in HR/ Commercial/ Projects/ Contracts/ Company affairs etc. for a minimum period of 6/7 years, as an executive in Govt./PSU or reputed/ leading organisation/Legal consulting firms.	1.38
2	<b>Consultant (HR- Establishment)</b>	13 years & above	Work experience in relevant field as an Executive/ Officer in PSUs or in leading/ reputed manufacturing / production/ mining / industrial organization/service organization. Conversant with HR Policy development and its implementation, establishment/OD, industrial relations/ Leadership development / welfare activities, Field personnel functions, career counselling, career development, recruitment/ induction/ placement training & development / Performance management and change management interventions, compensation and benefit administration, industrial laws & their implementation, reservation matters, liaisoning with various Government/ Statutory/ Enforcement Agencies, disciplinary matters/domestic inquiry etc. is desirable. Work experience in ERP environment will be preferred.	1.38
3	<b>Consultant (CSR)</b>	5 years & above	Should have of relevant experience in CPSEs / reputed govt. / private sector organizations / NGO / Foundation / Trusts majoring in Liaison with various agencies / formulation of CSR projects and its implementation in areas like rural development, skill development / Rehabilitation & Resettlement related activities inter alia conducting baseline surveys, need assessments, EIA etc. and such other activities that fall under schedule VII of the Company Act.	0.81
4	<b>Consultant (RTI and Parliament Affairs)</b>	12 years & above	Work experience in relevant field as an Executive/ Officer in PSUs or in leading/ reputed organization. Conversant with RTI Act'2005, Parliamentary affairs. Field personnel functions, industrial laws & their implementation, liaisoning with various Government/ Statutory/ Enforcement Agencies, etc. is desirable.	1.17
5	<b>Consultant (Protocol and Liaisoning)</b>	07 years & above	Work experience in relevant field as an Executive/ Officer in PSUs or Private organization. Handling of various miscellaneous jobs in different functions like commercial, sales etc. Conversant with Protocol, Public Relation, liaisoning with various Government/ Statutory/ Enforcement agencies, etc. is desirable.	0.87
6	<b>Executive (Mining Production)</b>	04 years & above	Working experience in any open cast Mine.	0.76
7	<b>Executive (Chemical Laboratory- production)</b>	04 years	Analytical experience in any Industry or Research laboratory.	0.76
8	<b>Senior Executive (Design &amp; Engg Corporate-Projects)</b>	13 years & above	Experience in Design & Engineering Activities in a reputed company/consultancy organisation. Should be conversant with Design & Engineering standards. Should be capable for detailed engineering activities. Should be familiar with computer aided drafting and design (CADD) software programs	1.38



9	<b>Senior Executive (Contract Management)</b> - Corporate-Projects / Project Mines / Alumina Refinery / Smelter / CPP	13 years & above	Experience in Contract drafting, execution, evaluation of contract & awarding contract w.r.t. major work / project / mining.	1.38
10	<b>Executive (Tender &amp; Contract)</b> at Corporate Office	07 years & above	Experience in Contract drafting, execution, evaluation of contract & awarding contract w.r.t. major work / project / mining.	0.92
11	<b>Senior Executive (Contract Management)</b> - Production-CRG- Alumina Refinery/ Smelter/ CPP	13 years & above	Experience in Contract drafting, execution, evaluation of contract & awarding contract w.r.t. major work / project / mining.	1.38
12	<b>Senior Executive (HR) - Potangi</b>	13 years & above	Experience in implementing HR policies, handling IR/R&R issues, CSR activities, liasioning with local district authorities manpower planning in a green field project/mines	1.38
13	<b>Executive (HR &amp; Admn.) - Coal Mines, Angul</b>	07 years & above	Experience in implementing HR policies, handling IR/R&R issues, CSR activities, liasioning with local district authorities manpower planning in a green field project/mines	1.07
14	<b>Executive (Land &amp; Estate) - Potangi</b>	13 years & above	Experience in land acquisition / settlement / consolidation. Experience as Revenue supervisor / Revenue Inspector / Administration is preferred.	0.50
15	<b>Executive (Land &amp; Estate) -Coal Mines</b>	13 years & above	Experience in land acquisition / settlement / consolidation. Experience as Revenue supervisor / Revenue Inspector / Administration is preferred.	0.50
16	<b>Senior Executive (Mechanical) - Port Facilities</b>	13 years & above	Experience in Project Execution through LSTK / EPC contractors of brown field and green field projects	1.22
17	<b>Executive (Mining) - Corporate- Project Mines</b>	07 years & above	Experience in planning & operation of open cast / ground / underground mines. Conversant with relevant statutory requirements, rules & regulation as per Mines Act, MMDR Act, Forest & Environment Act applicable to mines. Preference will be given to experience in open cast Bauxite/Coal Mining.	1.07
18	<b>Executive (Mechanical) - Projects- Alumina Refinery/ Smelter/ CPP</b>	07 years & above	Experience in Project Execution at sites through LSTK / EPC contractors of brown field and green field projects	1.07
19	<b>Executive (Mechanical) - Projects- Alumina Refinery</b>	01 year & above	Experience in Project Execution at sites through LSTK / EPC contractors of brown field and green field projects	0.76
20	<b>Executive (Electrical) - Projects Refinery, Smelter, CPP &amp; Corporate</b>	07 years & above	Experience in Project Execution at sites through LSTK / EPC contractors of brown field and green field projects	1.07
21	<b>Executive (Electrical) - Projects Refinery</b>	01 year & above	Experience in Project Execution at sites through LSTK / EPC contractors of brown field and green field projects	0.76
22	<b>Executive (Civil) - Projects Refinery, Smelter, CPP</b>	07 years & above	Experience in Project Execution at sites through LSTK / EPC contractors of brown field and green field projects	1.07
23	<b>Executive (Civil) - Projects Refinery</b>	01 year & above	Experience in Project Execution at sites through LSTK / EPC contractors of brown field and green field projects	0.76
24	<b>Executive (Control &amp; Instrumentation) - Projects- Alumina Refinery</b>	01 year & above	Experience in handling, erection, commissioning & maintenance of process instrumentation and automation. Knowledge of field mounted instruments like thermocouples, RTDs, Pressure measurement devices, Control valves etc. are essential. Knowledge of PLC, SCADA, DCS, is desirable	0.76



25	<b>Executive (Information Technology)</b> - Projects- Alumina Refinery	Nil	-----	0.46
26	<b>Executive (Geology)</b> - Potangi	07 years & above	Experience in geological deposit evaluation, mine planning and quality control in mining. Conversant with relevant statutory requirements, rules & regulation as per Mines Act, MMDR Act, Forest & Environment Act applicable to mines. Exposure to mine planning & deposit evaluation softwares. Preference will be given to experience in open cast Bauxite Mining.	1.07
27	<b>Executive (Mines Surveyor)</b> - Coal Mines, Angul	07 years & above	Experience in mines surveying and preparing plans of over ground / underground mines. Preference will be given to experience in open cast coal mining. Familiar with Mining softwares	1.07
28	<b>Hindi Translator</b>	03 years & above	Translation work from Hindi to English and vice versa and supervisory jobs for Hindi Implementation in Central or State Government Office, including Government of India Undertakings, or Private Firms.	0.60
29	<b>Consultant (Security)</b>	15 years & above	Should have held the rank of DIG/ Colonel / Sr. Commandant / Commandant in Indian Police Service / Indian army / CISF / BSF / ITBF	0.81

3. **Remuneration:** Selected candidates shall be paid consolidated amount, which shall be fixed depending upon number of years of experience of the candidate and other factors at the discretion of the management, limited to maximum CTC indicated against each post. Higher CTC shall be fixed for deserving candidates. The CTC to be fixed to each selected candidates shall be inclusive of all statutory obligations and other liabilities. The consolidated payment shall be consisting of two components i.e Fixed amount and Variable amount. Fixed amount will be 80% of the total CTC fixed to candidate and variable amount (*Performance Allowance*) will be upto 20% of the total CTC fixed to the candidate depending upon the performance of the candidate. Fixed amount shall be paid monthly and variable amount shall be paid quarterly basis.
4. **Other Facilities:** The selected candidates shall be provided with residential accommodation, Medical facilities, Transport facility and Education facility, subject to availability, on chargeable basis. The charges for the above facilities shall be nominal as per the norms of the client and shall be borne by the candidates. Selected candidates are also eligible for Leave as per norms of the company.
5. **Cut off Date:** 31/10/2018 (for Age and Experience)
6. **Place of Posting:** Any Project/Location/Office of the Client / Company, as per the requirement.
7. Other terms and conditions will be as applicable to contract appointees in the company.
8. **Application Fee:** Rs. 500/- (Rupees Five Hundred)
  - Candidates are required to make a payment of Rs. 500/- (Rs. Five hundred only) separately for each post as Application Fee through Online mode in **Bank of Baroda, Lalpur Ranchi Branch, IFSC Code: BARBOLALRAN (5<sup>th</sup> Character is zero), A/c no. 41110200000192** and enter the Transaction details in the online application form. Candidates belonging to SC / ST, Persons with Disability (PwD) and Ex-servicemen category are exempted from payment of fee.
  - Application without fees / less fee shall be rejected.
  - Application fee once paid is non-refundable, even if the candidate is not able to submit the application.
9. **How to Apply :**
  - a. Candidates satisfying the conditions of eligibility criteria shall apply on-line through our website **www.meconlimited.co.in -> Careers -> Career Opportunities -> Click here to apply Online** from **02.11.2018 to 15.11.2018**. No other mode of submission of application is allowed.
  - b. Before applying on-line, a candidate must have an active email ID and a mobile phone number. Any important information including Corrigendum / Changes / Updates, and information on selected candidates and general instructions (including call letters for interview) during the course of engagement process shall be made available either through the website or on the e-mail id provided by the candidates. Candidates may therefore provide a valid e-mail id and mobile phone number and keep it active for atleast one year.



- c. The candidate should have the relevant documents / certificates pertaining to age, qualification, caste, experience, Disability Certificate (if applicable), Ex-servicemen certificate (if applicable) Meritorious Sportspersons certificate (if applicable) and scanned copy of Latest passport photograph and signature in JPG/JPEG format (size not exceeding 40 KB each) ready before applying on-line, for upload.
- d. The prescribed formats for Caste, Tribe, Disability & Ex Servicemen, shall be provided in our website [www.meconlimited.co.in](http://www.meconlimited.co.in). Candidates can, if required, download and fill in the same before uploading.
- e. Queries, if any, may be addressed to the following e-mail id [recruit@meconlimited.co.in](mailto:recruit@meconlimited.co.in) or contact **No.0651-2483571**.
- f. MECON shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.
- g. MECON will not be responsible for any candidate for not being able to submit their on line application within the last date on account of system error or for any other reasons.
- h. A candidate can apply for one post only.

**10. List of Documents to be uploaded in the Portal:**

Sl. No.	Document
1	Xth Class (High School) Certificate as DOB proof.
2	Certificate of the prescribed educational qualification only. (for e.g. if applying in Civil Discipline, only Degree in Engineering Certificate issued from university/ institution as applicable)
3	Work Experience certificates clearly mentioning duration of the experience. In case of present employment, copy of document indicating date of joining along with latest salary slip/statement issued by the employer.
4	Payment transaction receipt (If Applicable).
5	Caste certificate in the prescribed format, issued by the Competent Authority (If Applicable). OBC (Non Creamy layer) Certificate in prescribed format, not older than 01 year as on 31.10.2018, mentioning the name of Cast & Community appearing in "Central List of Backward classes" shall only be eligible for Age relaxation as per Government Guidelines.
6	Disability Certificate (If Applicable). - Persons suffering from not less than 40% of relevant disability certified by Competent Authority, in the prescribed format, shall only be eligible for Age relaxation as per Government Guidelines.
7	Ex-Servicemen Certificate (If Applicable) & Meritorious Sportsperson Certificate (if applicable).
8	In case Caste certificate/ PwD Certificate/ Ex-Servicemen/ Meritorious Sportsperson Certificate have been issued in a language other than English/Hindi, the candidate should upload a self certified translated copy of the same either in English/Hindi along with original certificate.

**Note :**

- Each document should be duly Self Attested, in PDF Format, and not exceeding 01 MB.
- In case of multiple documents in work experience, all the documents should be converted into in a single PDF file not exceeding 01 MB and uploaded.
- Candidates are requested to check & verify the uploaded documents using View/ Download link available on the portal. In case of documents which are not legible and not uploaded properly, the application is liable to be rejected.

**Important Dates:**

Sl. No.	Activity	Date
1.	Opening date for submission of On – line application.	02.11.2018 (11:00 AM)
2.	Closing date for submission of On – line application.	15.11.2018 (06:00 PM)



**11. Selection Mode:** Through Personal Interview. The management at its discretion may change the mode of selection if required. For the post of Hindi Translator Typing Test shall also be conducted.

**12. Duration of Contractual Engagement:**

The initial contract period is 03 years, which may be extended further period subject to requirement / satisfactory performance of the candidate / norms of the company. The period of contractual engagement can be reduced / terminated due to unsatisfactory performance of the individual, The period of contractual engagement as mentioned in the appointment offer is fixed and there will be automatic cessation of period of contractual service and shall not require any prior notice.

Selected candidate will not have any right whatsoever to claim for regular appointment in MECON by virtue of working as a Contract employee.

**13. General Conditions :**

- a. The existing contract employee of MECON is not eligible to apply.
- b. Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of application. Multiple applications from the same person against a post is not permitted and such applications are liable to be rejected.
- c. Reservation and relaxations for SC/ST/OBC (non-creamy layer)/PWD(Person with Disability) & Ex-servicemen(ESM) candidates shall be as per Government of India guidelines. In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available as per Govt. of India guidelines.
- 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.
- e. Mere submission of application and fulfilling the eligibility criteria give no right to appear for interview and / or employment. The management reserves the right to short list the candidates for interview. No correspondence shall be entertained about the outcome of the application.
- f. MECON reserves the right to cancel / restrict / modify or alter the recruitment process and also reserves the right to increase/decrease/add/delete any post or discipline, if arises without issuing any further reason or assigning any reasons.
- g. 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, it is found that a candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected forthwith.
- h. The joining of the candidate shall be subject to being found medically fit by the authorized medical practitioner.
- i. Any update, corrigendum etc of this advertisement shall be posted at Company's website - [www.meconlimited.co.in](http://www.meconlimited.co.in) only. Hence candidates are requested to regularly check the website.
- j. Canvassing in any form shall disqualify the candidate.
- k. Only Indian Nationals are eligible to apply.
- l. Any dispute with regard to the recruitment against this advertisement shall be under the legal jurisdiction of Ranchi (Jharkhand) district only.

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