



## 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:11.73.4.3/2023/Reg/01 dated 23.08.2023

### RECRUITMENT OF HR 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 below:

#### 1. IMPORTANT DATES:

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

#### NOTE:

- I. Detailed instructions available on MECON website [www.meconlimited.co.in](http://www.meconlimited.co.in) may please be referred at the time of applying online application.
- 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:

Post code	Area / Discipline	Name of the post	Grade	No. of Posts	Reserved for
01	Human Resources	Deputy Manager (HR)	E-2	07	03 – UR, 01 – EWS, 02 – OBC, 01- SC
02		Manager (HR)	E-3	03	01 – UR, 01 – OBC, 01 - ST
03		AGM (HR)	E-5	01	UR
<b>Total No. of Posts</b>				<b>11</b>	

**Note:** Reservation for PwBD is applicable on horizontal basis

**Abbreviations:** HR = Human Resource: **AGM** = Assistant General Manager

## 3. GRADE & PAY SCALE:

Sl. No.	Grade	Pay scale (Revised)
1	E2	Rs. 60000-3%-180000/-
2	E3	Rs. 80000-3%-220000/-
3	E5	Rs. 100000-3%-260000/-

## 4. MINIMUM QUALIFICATION & EXPERIENCE REQUIRED:

Name of the post & Post code	Minimum Educational Qualification	Required Minimum Experience
Deputy Manager (HR) (Post code- 01)	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 05 years Experience in handling entire gamut of HR
Manager (HR) (Post code- 02)	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 09 years of Experience in handling entire gamut of HR and Industrial Relations functions
AGM (HR) (Post code- 03)	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.

### NOTE:

1. Requisite educational qualification should be acquired through **Regular / Full Time/ Open and Distance Learning mode.**

- i. 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%. In case of dual requisite qualification (i.e. Graduation with MBA / PGDM), the minimum 65% marks should be in MBA / PGDM.
- ii. 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%.**

- iii. 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.
- 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. **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:**

1. The work experience shall be in full time job on regular salary basis and in relevant area as stipulated against respective posts.
2. In case of intermittent nature of job the actual days engaged in full time job only will be considered for calculating number of years of experience.
3. Any other nature of experience like freelance experience will not be considered as it is not a full time job and required number of years of experience cannot be established.
4. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of experience.
5. Period of on the job training undertaken by the candidates as Management Trainee (MT) / Executive Trainee (ET)/ Graduate Trainee (GT) in PSUs shall be considered for determining work experience.
6. Articleship / Internship / Apprenticeship / 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 in the application

form. The candidates are advised to submit experience certificate / documentary evidence to substantiate the minimum requisite experience details mentioned in the application form.

**NOTE:**

1. Self declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc will not be considered / accepted.
2. **Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.**

**7. SELECTION MODE:**

The mode of selection shall be Personal Interview. The mode of selection may be changed, if required, at the discretion of Management.

Before applying the candidates should ensure that they fulfill all the eligibility criteria. Candidature will be subject to verification of details / documents when the candidate reports for interview, if shortlisted or at any stage of the recruitment process/ appointment.

**PERSONAL INTERVIEW:** List of candidates who are provisionally shortlisted for the Interview will be uploaded on MECON's website and they will be intimated about the date, time and venue of interview through their registered E-mail ID as filled by the candidates in the online application form.

Similarly, the final list of selected candidates will also be uploaded on MECON's website and they will also be intimated about Documents Verification & Medical Examination through MECON website and their registered E-mail ID only.

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

Grade	Travelling Allowance
E1 to E3	III Tier A/C (3A)/ CC by Rail/ Rs. 7 per Km by road or at actual, whichever is less.
E4 to E7	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.

\* Internal Candidates will be governed as per the service rules of the company.

**8. APPLICATION FEE:**

Candidates belonging to GENERAL / OBC (Non-Creamy Layer) / EWS category are required to pay a Non-Refundable **fee of Rs.1000/-** (*Rupees One Thousand only*). SC / ST / PwD / Ex-servicemen category or internal candidates 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 criteria before applying. Applications without fee / less fee shall be rejected.



## 9. UPPER AGE LIMIT GRADEWISE:

The Upper Age Limit for UR & EWS category candidates shall be as mentioned below;

Sl. No.	Grade	Upper Age limit
1	E2	32 Years
2	E3	36 Years
3	E5	44 Years

**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**.

## 10. 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 / 1<sup>st</sup> 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.

**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 etc as per Company's rules.

**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 Executive Employees in the Company.

**MEDICAL EXAMINATION:** Before appointment, the selected candidates will have to undergo Medical Examination. The joining of the selected candidate shall be subject to being found medically fit by the Medical Board of Company's Hospital (Ispat Hospital, Shyamali, Ranchi). The decision of the Medical Board of Company's Hospital will be final and binding.

## 12. HOW TO APPLY:

- I. Candidates satisfying the conditions of eligibility criteria shall apply online through our website [www.meconlimited.co.in](http://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 / Municipal birth certificate, in support of age.
    2. Final/Provisional Certificate for Graduation and Post-Graduation, as applicable.
    3. Last semester / year mark sheet or consolidated mark sheet in support of prescribed percentage of marks in requisite educational qualification.
    4. Work Experience Certificate / other documents as mentioned at Para Sl.No.6 in support of experience claimed.
    5. PAN Card & Aadhar Card
    6. Candidates applying as **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 not be more than 01 year old as on the date of advertisement. Further, OBC (NCL) applicants, if called for interview, will have to show a valid OBC (NCL) Certificate at the time of reporting for interview.
    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 applying as 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 :**

- 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.
- c) The prescribed format of SC/ST/OBC-Non creamy layer/PWD/EWS/Ex-servicemen / Sportspersons Certificates is available at [www.meconlimited.co.in](http://www.meconlimited.co.in) → **Careers** → **Career Opportunities (may be downloaded)**.
- d) Aadhar card is mandatory for online application purpose and for uploading with documents. If any mismatch is found in Aadhar number filled during online application and uploaded Aadhar Card, the application will summarily be rejected.

- III. Eligible candidates should submit only one online application.** If more than one application is received from a candidate for a particular post, most recent (current) application will only be considered as final, subject to payment of application fee for such application and if more than one application is received from a candidate for different posts, then also most recent (current) application will only 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 **MECON Limited through their present employer**. The application may be forwarded to **“Senior Manager (HR), Recruitment Section, HR Department, MECON Limited, Doranda, Ranchi, Jharkhand - 834002”**.
- iii. The Candidate shall produce **all original certificates / documents** before interview failing which they will neither be interviewed nor be paid any TA.
- iv. The 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. 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 candidature.**
- vi. The candidates are required to upload copy of last semester / year mark sheet or consolidated mark sheet showing details of marks of all semesters / years or showing final percentage / Grade of requisite educational qualification.



- 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 applies as OBC (NCL) category 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 and offer of appointment, if issued, will be cancelled 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 candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.
- xiii. 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.7.
- xiv. 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.
- 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 on MECON's website **www.meconlimited.co.in** only. Hence, candidates are requested to regularly check the website for updates.

- 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 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: **recruitment@mecon.co.in** 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).
- xxii. 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.
- xxiii. 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.
- xxiv. 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.
- xxv. 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.
- xxvi. Canvassing by a candidate in any form shall disqualify his / her candidature.
- xxvii. 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. Any information pertaining to this shall only be notified on MECON's website.
- xxviii. 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.

**Senior General Manager (HR)**  
**MECON Limited, Vivekananda Path,**  
**Doranda, Ranchi – 834002, Jharkhand.**