



# Mineral Exploration Corporation Limited

(A MINIRATNA CPSE & ISO 9001:2008 CERTIFIED COMPANY)

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## RECRUITMENT FOR VARIOUS POSTS IN MECL

Mineral Exploration Corporation Limited (MECL) a profit making Public Sector Enterprise (A Miniratna Company) under the Ministry of Mines, Government of India, invites Online applications from promising, energetic and result oriented persons with brilliant academic record to join the Organization for following posts:

Post Code	Post/ Level/ Scale of Pay (IDA)	No. of Vacancies/ Upper Age as on 25.05.2018(*)	Essential Qualifications & Experience
01	<b>Deputy General Manager (Finance)/ E-6/</b> Rs. 90,000- 2,40,000/-	01 (01-OBC) (NCL)/ <b>50 years</b>	<b>Essential Qualification:</b> C.A./I.C.W.A with graduation, <b>Experience:</b> 17 years' post qualification experience, out of which at least 6 years should be in a senior responsible managerial position in Financial Management, Management accounting and various aspects of commercial accounting, auditing and cost accounting. Out of which, (a) In case of candidates with PSU experience: 02 years experience in one grade below i.e in IDA pay-scale of Rs. 32,900-58,000/- (Pre-Revised) at E-5 Level. (b) 05 years should be: In case of candidates working in CDA pattern of pay scale of Rs.15600-39100/- with grade pay of Rs.7600/- (as per 6th CPC). (c) 02 years of experience, in case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.
02	<b>Manager (Drilling)/ E-4/</b> Rs. 70,000-2,00,000/-	02 (01-UR & 01-OBC) (NCL) / <b>45 years</b>	<b>Essential Qualification:</b> B.E./B.Tech/B.Sc (Engg.) in (Mechanical Engineering) with 60 % marks or equivalent. <b>Experience:</b> - 10 years' post qualification experience in core drilling by Hydrostatic rigs for mineral exploration. Out of total experience, 02 years should be: (a) In case of candidates with PSU experience: one grade below i.e in IDA pay-scale of Rs. 24,900-50,500/- (Pre-Revised) at E-3 Level. (b) In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs. 15600-39100/- with grade pay of Rs.6600/- (as per 6th CPC). (c) In case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table 2 of detailed advertisement.
03	<b>Manager (HR)/ (E-4)/</b> Rs. 70,000-2,00,000/-	01 (01-OBC) (NCL) / <b>45 years</b>	<b>Essential Qualification:</b> Graduate with full time post graduate degree/ full time post graduate diploma (02 years duration) in Personnel Management and Industrial Relations with 60% marks or equivalent. <b>Or</b> full time post graduate degree in Management with specialization in HR/IR (02 years duration) with 60% marks or equivalent <b>Or</b> Master in Business Administration (MBA-HR) with 60 % marks or equivalent <b>Or</b> Master of Management Studies (MMS-HR) with 60% marks or equivalent <b>Or</b> MSW with 60% marks or equivalent. <b>Experience:</b> 10 years' post qualification experience in different areas of HR / Personnel Management and Industrial Relations. Out of 10 year of experience minimum 02 year experience should be. (a) In case of candidates with PSU experience: one grade below i.e in IDA pay-scale of Rs. 24,900-50,500/- (Pre-Revised) or equivalent E-3 Level. (b) In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs. 15600-39100/- with grade pay of Rs.6600/- (as per 6th CPC). (c) In case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table 2 of detailed advertisement. <b>Desirable Qualification:</b> Degree in Law.
04	<b>Assistant Manager (Geology)/ (E-3)/</b> Rs. 60,000-1,80,000/-	01 (01-OBC) (NCL)/ <b>40 years</b>	<b>Essential Qualification:</b> M.Sc/M.Tech./M.Sc.Tech.(Geology/ Applied Geology)/ M.Tech. (Geological Technology) with 60% marks or equivalent. <b>Experience:</b> 07 years' post qualification experience of geological works in mineral exploration with drilling and/ or exploratory mining. Experience as member of geological field party engaged in detailed mineral exploration assignments. Out of total experience, 02 years should be: <b>a)</b> In case of candidates with PSU experience: one grade below i.e in IDA pay-scale of Rs.20,600-46,500/- (Pre-Revised) at E-2 Level. <b>b)</b> In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs.15600-39100/- with grade pay of Rs.5400/- (as per 6th CPC) <b>c)</b> In case of candidate with Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement. <b>Preferred:</b> Certificate course/ Training in Advanced Remote Sensing through recognised institution. <b>Desirable Experience:</b> Experience in mineral targeting projects through remote sensing applications using Hyper Spectral Imaginaries in remote sensing studies and working experience in Erdas/ Geomatics or similar software. Knowledge of Auto-CAD MapInfo or Arc GIS or similar GIS software, geological modelling & mine planning software system and a sound understanding of data base management and Remote Sensing, Image Analysis & GIS software(s) <b>Or</b> specialisation in Geostatistics/ ore dressing/Geomatics.
05	<b>Assistant Manager (Drilling)/ (E-3)/</b> Rs. 60,000-1,80,000/-	03 (02-UR & 01-OBC (NCL))/ <b>40 years</b>	<b>Essential Qualification:</b> B.E./B.Tech/ B.Sc (Engg.) in (Mechanical Engineering) with 60% marks. <b>Experience:</b> 07 years post qualification experience in core drilling by Hydrostatic rig for mineral exploration. Out of total experience, 02 year should be: <b>a)</b> In case of candidates with PSU experience: one grade below i.e in IDA pay-scale of Rs. 20,600-46,500/- (Pre-Revised) at E-2 Level <b>b)</b> In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs. 15600-39100/- with grade pay of Rs.5400/- (as per 6th CPC). <b>c)</b> In case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.
06	<b>Assistant Manager (Legal)/ (E-3)/</b> Rs. 60,000-1,80,000/-	01 (01-UR)/ <b>40 years</b>	<b>Essential Qualification:</b> Graduate in any discipline and Degree in Law with 60% marks or equivalent or Five years Integrated LL.B with 60% marks or equivalent. <b>Experience:</b> 07 years' post qualification experience of Drafting/ Vetting / executing of legal documents, handling cases in various courts, Service Matter, Contract/ arbitration proceedings / legal education, Employee Disciplinary matters, Industrial Dispute issues etc. Out of 07 years' of experience minimum 02 year should be: <b>a)</b> In case of candidates with PSU experience: one grade below i.e in IDA pay-scale of Rs. 20,600-46,500/- (Pre-Revised) at E-2 Level <b>b)</b> In case of candidates working in CDA pattern of pay scale: one grade below in pay-scale of Rs. 15600-39100/- with grade pay of Rs.5400/- (as per 6th CPC). <b>c)</b> In case of candidate with Banks or Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement.
07	<b>Assistant Manager (Finance)/ (E-3)/</b> Rs. 60,000-1,80,000/-	01 (01-UR) (Post reserved for PwD-OH)/ <b>40 years</b>	<b>Essential Qualification:</b> CA/ICWA with graduation. <b>Experience:</b> 07 years' post qualification experience in one or more areas of commercial accounting, cost accounting and auditing. Out of total experience, 02 years should be: <b>a)</b> In case of candidates with PSU experience, one grade below i.e. in IDA pay-scale of Rs. 20,600-46,500/- (Pre-Revised) at E-2 level <b>b)</b> In case of candidates working in CDA pattern of pay scale, one grade below in pay scale of Rs. 15600-39100/- with grade pay of Rs. 5400/- (as per 6th CPC). <b>c)</b> In case of candidates with Banks or Private Sector drawing minimum annual CTC as indicated in table at 2 of detailed advertisement.
08	<b>Assistant Manager (Procurement &amp; Contract)/ (E-3)/</b> Rs. 60,000-1,80,000/-	01 (01-OBC (NCL)) / <b>40 years</b>	<b>Essential Qualification:</b> Bachelor Degree in Mechanical Engineering with 60% marks. <b>Experience:</b> 07 years' post qualification experience in one or more areas of materials management and procurement/e-procurement, out of which 02 year should be <b>a)</b> In case of candidates with PSU experience, one grade below i.e. in IDA pay scale of Rs. 20,600-46,500/- (Pre-Revised) at E-2 level. <b>b)</b> In case of candidates working in CDA pattern of pay scale, one grade below in pay scale of Rs. 15,600-39,100/- with grade pay of Rs. 5,400/- (as per 6th CPC). <b>c)</b> In case of candidates with Private Sector drawing minimum annual CTC as indicated in the table at 2 of detailed advertisement. <b>Preferable:</b> Experience in matters related to import of equipment and taxation.
09	<b>Accounts Officer/ (E-1)/</b> Rs. 40,000-1,40,000/-	03 (02-UR & 01-OBC (NCL))(01 post is reserved for PwD-OH)/ <b>30 years</b>	<b>Essential Qualification:</b> C.A./I.C.W.A with graduation. <b>Experience:</b> 02 years' of post qualification experience in different areas of Financial Management Accounting, Commercial Accounting, Costing etc.

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Post Code	Post/ Level/ Scale of Pay (IDA)	No. of Vacancies/ Upper Age as on 25.05.2018(*)	Essential Qualifications & Experience
10	Procurement & Contract Officer/ (E-1)/ Rs. 40,000-1,40,000/-	01(01-UR) (Post reserved for PwD-OH)/ 30 years	<b>Essential Qualification:</b> Bachelor Degree in Mechanical Engineering with 60% marks. <b>Experience:</b> 02 years' post qualification experience in Materials Management. <b>Desirable:</b> Diploma in Materials Management
11	Foreman (Drilling)/ (W-7)/ Rs. 22,900-55,900/-	30 (12-UR, 12-OBC (NCL),05-SC & 01-ST)/ 30 years	<b>Essential Qualification:</b> Diploma in Drilling/Mechanical Engineering with 60% marks. <b>Experience:</b> 03 years post qualification experience in operating Hydrostatic rigs/RC rigs. <b>Desirable:</b> Persons having experience in high performance Hydrostatic drilling/RC drilling for Iron Ore/Vacuum suction drilling for Bauxite will be preferred.
12	Technical Assistant (Survey & Draftsman)/ (W-7)/ Rs. 22,900-55,900/-	06 (01-UR, 04-OBC (NCL) & 01-SC)/ 30 years	<b>Essential Qualification:</b> i) Diploma in Survey Engineering or Civil Engineering with minimum 60% marks. ii) Certificate course in AutoCAD <b>Experience:</b> 03 years' post qualification experience in surveying like Total Station/DGPS <b>Preferable:</b> Conducting Topo Survey for mineral exploration/Geological mapping/Topographical surveying with total station and DGPS.
13	Hindi Translator/ (W-7)/ Rs. 22,900-55,900/-	01 (01-UR) / 30 years	<b>Essential Qualification:</b> (i) Post Graduate in Hindi. (ii) Hindi and English are subject at graduate level. <b>Desirable qualification:</b> Knowledge of Hindi/English Typing on computer. <b>Essential Experience:</b> 03 years' post qualification experience of translation from English to Hindi and vice-versa including technical articles. <b>Desirable Experience:</b> Journalistic experience in a Technical Journal and knowledge of Computer.
14	Accountant/(W-7)/ Rs. 22,900-55,900/-	03 (02-UR & 01-OBC (NCL))/ 30 years	<b>Essential Qualification:</b> Graduate/ Post Graduate with intermediate pass of C.A./ I.C.W.A.
15	Stenographer (English)/ (W-4)/ Rs. 20,200-49,300/-	10 (04-UR, 04-OBC (NCL),01-SC & 01-ST) (01 post reserved for PwD-OH) / 30 years	<b>Essential Qualification:</b> (i) Graduate in any stream (ii) Certificate in both Shorthand with 80 wpm and Typing with 40 wpm in English from Govt. recognized institutes/ board. <b>Experience:</b> 03 year post qualification experience as a Stenographer in Govt. Deptt./ Public Sector undertaking/ commercial organization <b>Desirable:-</b> Knowledge of Hindi Typing and Stenography.
16	Technician (Drilling)/ (W-4)/ Rs. 20,200-49,300/-	41 (20-UR, 12-OBC (NCL),06-SC & 03-ST)/ 30 years	<b>Essential Qualification:</b> Matriculate or equivalent with ITI Certificate in Mechanic (Earth Moving Machinery) (EMM)/Diesel Mechanic/ Motor Mechanic/ Fitter Trade) <b>Experience:</b> 03 years' post qualification experience in drilling trade. <b>Desirable:</b> Practical experience in working on drilling rigs.
17	Machinist/ (W-4)/ Rs. 20,200-49,300/-	12 (07-UR, 03-OBC (NCL) & 02-SC)/ 30 years	<b>Essential Qualification:</b> Matriculate or equivalent with ITI certificate in Turner/Machinist/ Grinder Miller trade/ Heat Treatment. <b>Experience:</b> 03 years' post qualification experience in a reputed workshop in Machinist or related trades after passing ITI certificate. <b>Desirable Experience:</b> Operation in induction hardening plant in reputed workshop after ITI certificate/ diamond drill bit manufacturing industries having skill of industrial diamond sorting and setting in the mould.
18	Operator (Computer)/ (W-4)/ Rs. 20,200-49,300/-	07 (02-UR, 03-OBC (NCL),01-SC & 01-ST) (02 posts are reserved for PwD-OH)/30 years	<b>Essential Qualification:</b> Degree of BCA/BCS/BCCA/B.Sc. (Computer Science/IT/ Computer Applications)/ Bachelor of Information System & Management (BISM) from a recognized University (OR) Graduation in any stream and having minimum 01 (one) year diploma after Graduation or PG Diploma in IT/ Computer Science/ Computer Applications from a recognized Board/University. <b>Experience:</b> 03 years' post qualification experience in respective discipline.
19	Assistant (HR)/ (W-4)/ Rs. 20,200-49,300/-	29 (15-UR, 09-OBC (NCL),03-SC & 02-ST) (03 posts are reserved for PwD-OH)/ 30 Years	<b>Essential Qualification:</b> (i) BA/B.Com/B.Sc/BBA /BBM/ BSW. (ii) Certificate in Typing with 40 wpm in English from Govt. recognized institutes/ board. <b>Experience:</b> 3 Years' experience of working as Office Assistant in reputed company (Public / Private) organization. <b>Desirable:</b> Post Graduate Diploma in Personnel Management/ Labour Laws / Labour Welfare.
20	Technician (Survey & Draftsman)/ (W-4)/ Rs. 20,200-49,300/-	06 (04-UR & 02-OBC (NCL))/ 30 years	<b>Essential Qualification:</b> Matriculate or equivalent with ITI Certificate in Survey/ Draftsmanship (civil). <b>Experience:</b> 03 years' post qualification experience in the line.
21	Assistant (Hindi)/ (W-4)/ Rs. 20,200-49,300/-	01 (01-UR) / 30 years	<b>Essential Qualification:</b> (i) Graduate with Hindi and English as subjects (OR) Degree in English and having passed equivalent examination in Advance Hindi. (ii) Certificate in Typing with 30 wpm in Hindi from Govt. recognized institutes/ board. <b>Desirable Qualification:</b> Post Graduate Degree in Hindi <b>Experience:</b> 03 years' post qualification experience of working as Office Assistant in Hindi in reputed company (Public/Pvt.) or organization. <b>Preferable:</b> Typing speed @ 40 w.p.m. in English (on computer).
22	Assistant (Materials)/ (W-4)/ Rs. 20,200-49,300/-	18 (08-UR, 05-OBC (NCL),03-SC & 02-ST) (04 posts are reserved for PwD-OH)/ 30 years	<b>Essential Qualification:</b> (i) Graduate with Mathematics (OR) B.Com (ii) Certificate in Typing with 40 wpm in English from Govt. recognized institutes/ board. <b>Experience:</b> 03 years' post qualification experience in handling engineering and technical stores in large organization.
23	Technician (Sampling)/ (W-4)/Rs. 20,200-49,300/-	08 (04-UR & 04-OBC (NCL))/ 30 years	<b>Essential Qualification:</b> B.Sc. <b>Experience:</b> 03 years' post qualification experience in Drill Core Mine Sampling.
24	Assistant (Accounts)/ (W-4)/ Rs. 20,200-49,300/-	15 (07-UR, 04-OBC (NCL),03-SC & 01-ST) (03 posts are reserved for PwD-OH)/ 30 years	<b>Essential Qualification:</b> B.Com <b>Desirable:</b> Post Graduate in Commerce / Finance and knowledge in Computer. <b>Experience:</b> 03 years post qualification experience in Accounts work in Government Organization/ Public undertaking or Private Organizations.
25	Library Assistant/ (W-4)/ Rs. 20,200-49,300/-	02 (01-UR & 01-OBC (NCL))/ 30 years	<b>Essential Qualification:</b> Bachelor of Library Science <b>Experience:</b> 03 years' post qualification experience in a Library in Government Organization/ Public undertaking or Private Organizations/ Institution.
26	Electrician/(W-4)/ Rs. 20,200-49,300/-	02 (02-UR)/ 30 years	<b>Essential Qualification:</b> Matriculate or equivalent with ITI (Electrical) and valid wireman certificate. <b>Experience:</b> 03 years' post qualification experience of working in Mines/ in repairs of electrical machinery and motors, generating sets and power generation, distribution and electrification. <b>Desirable:</b> Valid Electrical Supervisors Certificate
27	Mechanic/(W-4)/ Rs. 20,200-49,300/-	09 (06-UR, 02-OBC (NCL) & 01-SC)/ 30 years	<b>Essential Qualification:</b> Matriculate or equivalent with ITI in Diesel/ Motor Mechanic/ Fitter trade. <b>Experience:</b> 03 years' post qualification experience in diesel/motor mechanic/fitter trade.
28	Jr. Driver/ (W-3)/ Rs. 19,600-47,900/-	30 (16-UR, 08-OBC (NCL),04-SC & 02-ST)/ 30 years	<b>Essential Qualification:</b> Matriculate or equivalent and possessing valid license for driving light and heavy vehicles. <b>Experience:</b> 03 years' post qualification experience of driving and maintenance of light/ heavy vehicles and also articulate trucks on hilly and rough terrain.

(\*) Age Relaxation to candidates belonging to SC/ST/PwD/Ex-Serviceman etc. shall be given as per Government of India Directives.

The candidates interested in applying to the above posts are advised to refer the detailed advertisement on the MECL website [www.mecl.co.in](http://www.mecl.co.in) at Career page for further information regarding pay scales, eligibility criteria, educational qualification, experience, age and for submission of online application etc. Candidates must apply online through the website [www.mecl.co.in](http://www.mecl.co.in) only. Corrigendum/amendment, including due date, if any, will be notified only on the above website and will not be published in any other media including newspaper.

**The date of commencement of online registration for submission of application is 16.07.2018 and the closing date is 16.08.2018 after which the link will be disabled and no other mode of application is acceptable.**

Advt. No.: 03/Rectt./2018

Date : 12.06.2018

General Manager (HR)

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