



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:11.73.4.1/2020/Cont/05 dated: 21/09/2020

WALK –IN INTERVIEW FOR ENGAGEMENT OF JR. EXECUTIVE (FINANCE) 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 contract basis. The details of post and eligibility criteria are indicated below. All eligible and interested candidates may appear for "Walk – in Interview" on the date, time and place notified.

1. POST CODE, NAME OF POST, NUMBER OF POST, QUALIFICATION:

1	Name of the Post	Junior Executive (Finance)	
2	Number of Post	08 nos.	
3	Minimum Educational Qualification	CMA or CA	
4	Experience	NIL	
5	Age Limit	30 Years (As on 01.09.2020)	
6	Duration of Contract	3 years (subject to satisfactory performance every year during the period of contract).	
7	Type of Engagement	Full Time Fixed Tenure (FTFT) Contract Basis	
8	Remuneration	₹35,000/- Per Month (Consolidated) –(If posted at Design office) ₹38,000/- Per Month (Consolidated –(If posted at Site office)	
9	Place of posting	Any project /Location/Office of the Company, as per the requirement.	
10	Other Benefits	Medical Facility and accommodation – As per rules / Practice of the company.	
11	Online registration for Walk-in Interview and submission of Application form	Date & Time	From: 28.09.2020 (5:00 PM) To: 12.10.2020 (5:00 PM)
12	Date , Time & Place of Walk-In Interview	Date	15.10.2020 (Thursday)
		Reporting Time	10:00 AM to 11:00 AM
		Place	MECON Limited Doranda, Ranchi Jharkhand-834002
		Contact Details	Deputy Manager (HR) MECON Ltd.Ranchi Phone No: 0651-248-3571

2. UPPER AGE LIMIT:

The Upper Age Limit for General (UR) & EWS category candidates shall be as mentioned at table above.

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 shall be **01.09.2020**.

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**.

3. 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.

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".

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.
- (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.

4. APPLICATION FEE:

Candidates belonging to General (UR) / OBC (Creamy Layer & Non-Creamy Layer) / EWS category are required to pay a Non-Refundable **fee of Rs.500/-** (*Rupees Five Hundred only*). SC / ST / PWD / Ex-servicemen category 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 after admitting the candidature for interview. Candidates are therefore advised to verify their eligibility before appearing for walk – In Interview. Applications without fee / less fee shall be rejected.

5. SELECTION MODE:

The mode of selection shall be Walk – In Interview.

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.

The final list of selected candidates will 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.

The candidates selected shall be required to join MECON within 20 days from the date of offer of appointment. No request for extension of joining time shall ordinarily be entertained. The decision of MECON shall be final in this regard.

6. WALK – IN INTERVIEW

Only registered candidates shall be allowed to appear for the walk-in interview subject to meeting the eligibility criteria. Candidates should come for Walk-in-Interview along with Original certificates (age proof, qualification, experience, caste etc.) and one set of attested copy of the same. Document verification and scrutiny of applications of the candidates reported for interview shall be done before the candidate is allowed for interview. The candidates meeting the eligibility criteria only shall be allowed to appear for interview.

If required, the interview of eligible candidates may be done through **online video mode**.

TRAVELLING ALLOWANCE: No travelling allowance shall be paid for appearing in interview.

7. OTHER DETAILS:

REMUNERATION: In addition to the consolidated Pay, the selected candidate will be eligible for subsidized accommodation, if available or HRA in lieu thereof, medical facilities, PF, Leave and GPA as per Company rules applicable to contract employees / practice being followed in the Company for contract employees.

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 contract employees in the Company.

DURATION OF THE CONTRACTUAL ENGAGEMENT: The contract is for a maximum period of **3 years**. However, the selected candidates shall be issued with offer of appointment initially for a period of 1 year and it will be renewed after every spell of 1 year based on satisfactory performance.

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.

8. 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** from **28.09.2020 to 12.10.2020**. 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 Black ink pen **in jpg/jpeg format** (size not exceeding 40 KB)

c) Scanned copies of the **self attested** documents **in pdf format** as follows:

1. Matriculation / Secondary Board level certificate / Municipal birth certificate, in support of age.

2. Final Certificate for CA / CMA.

3. PAN Card.

4. Candidates belonging to **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 be issued on or after 1st September 2019.

5. For **PwD category**, certificate in the prescribed format of Govt. of India duly issued by the competent authority, has to be uploaded.

6. Candidates belonging to 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.

7. Discharge / Service Certificate in case of Ex-Servicemen.

8. Certificate issued in the prescribed format by the competent authority in respect of J&K domicile, if applicable.

9. Meritorious Sportspersons certificate (if applicable).

NOTE : While uploading the scanned documents online, the candidates are required to ensure that the scanned documents are legible else the application may get rejected. The prescribed formats of SC/ST/OBC-Non creamy layer/PwD/EWS/Ex-servicemen / Sportspersons Certificates are available at www.meconlimited.co.in → **Careers** → **Career Opportunities (may be downloaded)**.

9. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. In case, the candidate fails to produce NOC from his / her present employer at the time of interview, the candidate will not be allowed for interview.
- iii. The Candidate shall produce all original certificates, documents before interview failing which they will not be interviewed.
- iv. The candidates are required to upload copy of Final Certificate of CA / CMA. **Non-submission of certificate may lead to rejection of the candidature.**
- v. **Each document to be uploaded while applying online should be duly Self Attested.**
- vi. Company takes no responsibility to collect any certificate/ remittance sent separately.
- 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 candidates has furnished wrong / false information or is found ineligible with respect any of the eligibility parameters, his / her candidature will be rejected 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 post.** When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be rejected and **decision of MECON shall be final.**
- ix. If any discrepancies are found in the data filled by the candidate on the application 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 application.
- x. 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.
- xi. The candidates must have an active **E-mail ID & Mobile number (Video call enabled)** 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 application will be allowed.
- xii. 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.
- xiii. 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.
- xiv. Any modifications / amendments / corrigendum in the advertisement will be given in MECON's website **www.meconlimited.co.in** only. Hence, candidates are requested to regularly check the website for updates.
- xv. 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.

xvi. 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 in MECON Limited website only and as such, candidates are advised to visit the same frequently. Responsibility of receiving, downloading and printing of the information / communication etc. will be of the candidate. Company will not be responsible for any loss of email sent, due to invalid / wrong Email ID provided by the candidate on the 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, may write to Email Id: recruitment2020@meconlimited.co.in only or Contact **No.0651-2483571/2483043** between 10 AM to 05 PM on the working days i.e. Monday to Friday. (From 28.09.2020 till the date of Walk – in interview).

- xvii. 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.
- xviii. 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.
- xix. The candidates not allowed 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.
- xx. Canvassing by a candidate in any form shall disqualify his / her candidature.
- xxi. Depending on the requirement, the Company reserves the right to cancel / restrict/ enlarge / curtail the recruitment process without any further notice and without assigning any reason thereof.
- xxii. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Ranchi (Jharkhand) only.

10. 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.