



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: 11.73.4.3/2025/Reg/01 dated: 08-01-2025

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 various posts mentioned as follows:

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 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. DETAILS OF POST :

Post code	Name of the post and Grade	No. of posts	Minimum Educational Qualification as on 08-01-2025	Post Qualification work experience as on 08-01-2025
01	DGM (HR) (E-6 Grade)	01	PG degree / PG diploma of (2 Years duration course)/MBA/ MSW / MA with specialization in HRM / Personnel Management / IR / Labour Management / Organizational Development / HRD / Labour Welfare or equivalent.	Minimum 21 (Twenty one) years. Having Experience in handling entire gamut of HR & IR function
02	GM (HR) (E-7 Grade)	01	The requisite qualification (unless specified) should be acquired through Regular / Full Time/Open and Distance Learning mode.	Minimum 25 (Twenty Five) years. Having Experience in handling entire gamut of HR & IR function

3. GRADE, AGE & PAY SCALE:

Grade	Upper Age limit	Revised Pay scale
E-6	47 years	Rs. 1,20,000-3%-2,80,000/-
E-7	52 years	Rs. 1,20,000-3%-2,80,000/-

NOTE:

- i. The candidates from UR, OBC (NCL) and EWS category should have minimum 60% aggregate marks in the requisite minimum educational qualification. For SC/ST and Persons with Disability (PwD) candidates, relaxation of 5% is given in the minimum qualifying marks i.e. 55%.
- 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 6.0 will be considered as 60%.

- 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. 59.99 % will not be rounded off as 60 %, hence 60% of marks and above will only be considered for General , OBC (Non-Creamy Layer) and 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 dual specialization one subject shall compulsory be in line with Minimum Educational Qualification.**

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.

4. 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.

5. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below;

A. For Past Employment -

Experience Certificate - work experience certificate indicating the date of joining, date of relieving and nature of jobs / specific areas of experience / experience in the relevant fields / pay scale or consolidated pay, for all the past employment which the candidate has mentioned in the application form. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature.

B. For Current Employment.

Experience Certificate or Offer letter/Appointment letter / Pay Slip / Identity Card issued by Employer, showing the date of joining and proof of continuity of present employment i.e. Last 03 (three) months Pay Slips from the date of advertisement, which the candidate has mentioned in the application form. In case of non submission of these documents, it may lead to rejection of the candidature.

NOTE:

1. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at SL. No. 5.B to clearly prove the continuity in the job.
2. Self declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields etc will not be considered / accepted.
3. Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

6. RESERVATION & AGE RELAXATIONS:

1. **Reservations** for SC/ ST/OBC (NCL)/ EWS/ PwD (**Percentage of Disability - 40% or above**) candidates shall be provided as per guidelines of Govt. of India for the purpose. In case any increase / decrease in the number of total posts, the number of reserved category posts will vary in accordance to the guidelines of Govt. of India. **However, these reservations are subject to the availability of vacancy for the particular category.**
2. **Age Relaxations:** Upper Age Limit is relaxed as under. **However, the relaxation in age for SC/ST/OBC (NCL) is subject to the availability of vacancy for the particular category.**
 - 5 Years for SC / ST
 - 3 Years for OBC (NCL)
 - Persons with Disabilities candidate:
 - By 10 Years for General (UR)
 - By 13 Years for OBC (NCL)
 - 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.

NOTE : Further **01 (One) year of age relaxation in upper age limit** as mentioned above shall be provided to the candidates **for every 01 (One) year of additional years of experience. Such age relaxation shall be limited to maximum upto 03 years only.**

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.**

CUT OFF DATE: The cutoff date for deciding the age and work experience shall be the date of advertisement i.e. **08-01-2024.**

3. For getting benefits of reservation under OBC (NCL) 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 (NCL) 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 applied for as "UR". Category once filled cannot be changed subsequently.
 - (e) 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.
4. **For PWD Category,** certificate in the prescribed format of Govt. of India duly issued by the competent authority, has to be uploaded.

5. **Candidate applying as Economically Weaker Section (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.
6. **Discharge / Service Certificate** - in case of Ex-Servicemen.
7. Certificate issued in the prescribed format by the competent authority - **in respect of J&K domicile**.
8. The prescribed format of OBC (NCL)/PWD/EWS/Ex-servicemen/Sportspersons Certificates is available at www.meconlimited.co.in → **Careers** → **Career Opportunities (may be downloaded)**.

7. SELECTION MODE:

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

Shortlisting of the candidates for Personal Interview shall be done **(on or before the date of Interview as per the discretion of management) based on the scrutiny of the applications against** the information, declaration and supporting documents provided by the candidate at the time of submission of online application. Hence, candidates are advised to ensure on their own that they fulfill all the eligibility criteria against the post applied as mentioned in the advertisement and have all the relevant documents in support of their claim, before proceeding to appear for the interview **(if provisionally shortlisted)**.

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.

8. TRAVELLING ALLOWANCE (TA) FOR INTERVIEW:

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

Grade	Travelling Allowance
E6 & 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.

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

Note: Further scrutiny of the application shall be undertaken on the date of Personal Interview, if any claim made in the application is not found substantiated, the candidate will not be allowed to appear for the interview and also no TA shall be paid.

9. 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 and 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.

10. 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.

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.

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.

11. 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 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 Sl. No. 5 in support of experience claimed.

5. PAN Card and Aadhar card.
6. Candidates applying as SC / ST / OBC (NCL) / EWS / Ex-Servicemen or PwD will have to upload copy of valid documents as mentioned at Para Sl. No. 6 in support of their claim. 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 OBC (NCL)/PWD/EWS/Ex-servicemen/Sportspersons Certificates is available at 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**

12. 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 **“AGM (HR), Recruitment Section, HR Department, MECON Limited, Doranda, Ranchi, Jharkhand - 834002”**, through their present employer.
- iii. The candidates applying as SC / ST / OBC (NCL) / EWS / Ex-Servicemen or PwD will have to upload copy of valid documents as mentioned at Sl. No. 6 in support of their claim. Meritorious Sportspersons certificate (if applicable).
- iv. The Candidate shall produce **all original certificates/documents** in support of their claim and further scrutiny of the application shall be undertaken on the date of Personal Interview, if any claim made in the application is not found substantiated, the candidate will not be allowed to appear for the interview and also no TA shall be paid.
- 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.
- vi. The candidates are required to upload copy of each semester mark sheet / consolidated mark sheet & 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 certificate needs to be uploaded. **Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.**
- 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. Furnishing of wrong / false information / uploading **overwritten & not legible documents** will lead to disqualification of the candidature and MECON will not be responsible for any of the above consequences. 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.
- x. 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.**
- xi. 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.
- xii. Shortlisting of the candidates for Personal Interview shall be done **(on or before the date of Interview as per the discretion of management) based on the scrutiny of the applications against** the information, declaration and supporting documents provided by the candidate at the time of submission of online application. Hence, candidates are advised to ensure on their own that they fulfill all the eligibility criteria against the post applied as mentioned in the advertisement and have all the relevant documents in support of their claim, before proceeding to appear for the interview **(if provisionally shortlisted).**
- 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 at Sl. No. 8.
- 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. Mere submission of application and fulfilling the eligibility criteria gives no right to any candidate for claiming employment in MECON.
- xvii. MECON reserves the **right to** raise the minimum eligibility standards for short listing of the candidates for interview / selection of candidates etc. MECON also reserves the right to fill or not to fill or partially fill or to increase/decrease any of the above vacancy without assigning any reasons whatsoever.
- xviii. MECON also reserves the right to cancel the advertisement/selection process / 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. No change in E-mail ID & Mobile number as declared in the online application will be allowed.
- Queries, if any, candidates may write to E-mail ID: **recruitment@mecon.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).
- xxii. 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.
- xxiii. **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.
- xxiv. 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.
- xxv. Canvassing by a candidate in any form shall disqualify his / her candidature.
- xxvi. Candidates are allowed to apply only against 01 (one) post and submit only 01 (one) application against the same advertisement. If, it is found / observed that any candidates has applied against multiple posts or submitted multiple applications against the same advertisement, then the application submitted at last shall be considered for further selection process.
- xxvii. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Ranchi (Jharkhand) only.

13. 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 I/c (HR)
MECON Limited, Vivekananda Path,
Doranda, Ranchi – 834002, Jharkhand.**