



MINERAL EXPLORATION AND CONSULTANCY LIMITED
(Formerly Mineral Exploration Corporation Limited)

(A MINIRATNA GOVERNMENT OF INDIA ENTERPRISE)

Dr. Babasaheb Ambedkar Bhavan, Highland Drive Road, Seminary Hills, Nagpur- 440006 (Maharashtra)

CIN: - U13100MH1972GOI016078

Website: www.mecl.co.in

E.Mail: hod-hrd@mecl.co.in

Advertisement No. 01/Exp./ Contract - 2022

Date: 30.11.2022

ADVERTISEMENT FOR ENGAGEMENT OF EXPERTS ON CONTRACT BASIS IN MECL

Mineral Exploration and Consultancy Limited (MECL), A Miniratna CPSE, under the Ministry of Mines, Government of India, invites applications for Engagement of Experts from desirous and eligible candidates who superannuated as Senior Executives of CPSEs/ Central/ State Government(s)/ Autonomous Bodies funded by Government of India/ State Government(s) and former Senior Executives of MECL {who are more than 62 (sixty-two) years of age} on contract basis, having requisite expertise and professional competence of their work domain for engagement against the following level at MECL on contract basis.

01. EXPERT (GEOSCIENCES): 03 Nos. (Level-I)

Essential Qualification: M.Sc/ M.Tech./ M.Sc.Tech. (Geology/ Applied Geology)/ M.Tech. (Geological Technology).

Experience: 20 years experience in Geological work in Mineral exploration and allied field of Geosciences.

Desirable:

1. Experience in Geo-Technical and Rock Mechanics engineering
2. Knowledge in software like surpac, Datamine etc.

Eligibility Criteria:

Level-I: Retired Executives at level of E-9 / E-8 / E-7 of CPSEs or retired from equivalent position from Centre / State Government Departments / Undertakings / Enterprises/ Union Territories & Autonomous Bodies under State / Central Government.

Type of engagement: Full Time/Part Time.

Age: Maximum age limit 70 years.

REMUNERATION: Commensurate with experience with a maximum limit of consolidate remuneration plus DA, Hotel Accommodation, Telephone & Internet charges and traveling entitlement as per MECL Expert entitlement:-

TABLE : I

| Category | Compensation / month | Hotel Accommodation | D.A/ day | Fixed Telephone & Internet charges/ month |
|-----------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Expert Level- I | Rs.60,000/- | Hotel accommodation limited to Rs.4,000/- per day and Taxes as applicable, will be paid, if guest house is not available, whenever he/she is required to work away from his/her normal place of residence against production of receipt. | D.A. will be paid @ Rs.500/- per day, whenever he/she is required to work away from his/her normal place of residence. | Rs.2000/- for telephone/ internet facilities per month |

TRAVELLING ENTITLEMENT:

TABLE-II

| Positions | Air | Rail/Bus | Taxi |
|-----------|--------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expert- I | Economy Class (Actual fare) | AC 1 st class in Rajdhani, Shatabdi etc. / Actual bus fare | Vehicle will be provided for commuting to office when they are at Corporate Office or Delhi. If the official vehicle is not provided, then actual Taxi fare on production of receipt will be given. |

General Terms & Conditions:

1. Full Time Expert Engagement:

- 1.1 Experts engaged on Full-Time basis for handling assignments, should work from MECL Corporate Office, Nagpur.
- 1.2 Expert engaged on Full time basis will get to and fro fare only one time i.e. at the time of joining and completion of engagement period (return journey) as per entitlement.
- 1.3 If the Expert wants to go to their native place in between of engagement period, they have to perform journey on their own expenses.

2. Part Time Expert Engagement (Retainership Basis):

- 2.1 Expert who are engaged on Retainership (on Part Time basis), he/she shall be paid retainership fee equivalent to 25% (Twenty-Five Percent) of monthly compensation as stated in Table - I and compensated on pro-rata basis for actual number of days he/she has worked at corporate office / registered office/ project(s) or travelled to other places for MECL's work/meeting etc. However, the total compensation to the retaineer shall not exceed the total compensation in the category specified in Table above.
- 2.2 Over and above retainership fee and compensation for working for actual number of days on pro-rata basis, a Lump- Sum allowance for telephone and internet will be paid as per Expert level entitlement, so that the Experts may provide their services during off days also.(Refer Table –I)
- 2.3 Expert engaged on part time basis will get to and fro fare only once in a month as per entitlement, however in exceptional case 2nd time journey to and fro fare will be allowed with the approval of concerned Director on recommendation of concerned GM/HOD.
- 2.4 During the period, the Expert is not required to be present at Corporate Office, he shall make himself available on phone, e-mail and/or Skype/Video call and attend to emergent requirement.
- 2.5 Experts may be engaged on Part-Time basis for handling part time assignments. The incumbents engaged on Part-Time basis can engage in work with other companies etc. other than MECL, however, they should not engage with those companies etc. with whom MECL might have a conflict of interest.

- 3. Period of engagement:** - The engagement shall be initially for a period of one year, the contract could be extended further depending on assessment of performance and depending on the requirement.
- 4. Selection Procedure:** - Consultant will be selected by a Search cum selection committee, constituted by MECL for this purpose. The engagement will be purely on contract basis, which shall not confirm any right upon Expert for permanency.
- 5. Scope of Work:** - The Experts will work/ assist/ guide in accordance with the scope of work outlined by the indenting department. This will make a part of contract for each case of engagement.
- 6. Fitness:** - Engagement in all cases will be subject to the Expert's being found medically fit and being declared so by a registered medical practitioner.
- 7. Integrity and discipline:-** The Experts, shall, at all time, during their engagement maintain absolute integrity, office discipline, devotion to duty and do nothing which is against the interest of MECL. Any contravention to this condition will entail immediate termination of their engagement.
- 8. Confidentiality of data and documents:** - The Experts, thus engaged, will maintain absolute secrecy and confidentiality in matters related to all official documents / information / or any other data (either in hard copy or soft copy), which they acquire or that may come to their knowledge during their engagement.

The Experts thus engaged shall not carry any document / paper / floppy/ pen drive / data / Cartridge / Compact Discs, etc., out of the office premises without obtaining prior or specific written permission from the respective Head of Department/ Director.

- 9. Attendance:** - Experts who are engaged shall be paid their compensation on actual attendance basis certified by concerned GM / HOD. In case the Expert engaged is stationed at a place other than Nagpur or where the company do not have an establishment the Expert's self-certified attendance duly countersigned by the concerned GM / Head of Department, for the purposes of payment of compensation etc. will be considered. However on requisition by the management the Expert should make himself/ herself available at Nagpur or any other place as advised by the management.
- 10. Leaves:** - The Expert engaged will be entitled for 01 day leave per month on accrued basis.
- 11. Tax Deduction at Source:** - The Income Tax, as applicable, would be deducted at source from the payment made to them.
- 12. Professional liability:** - During the period of full-time engagement, Experts should not take up outside assignment.
- 13. Guest House:** - The Experts from outside Nagpur/Delhi may avail Guest House facilities at Nagpur / Delhi for lodging for free, subject to availability. However, the charges for food will be borne by them.
- 14.** This advertisement is also applicable to Ex-Executives of MECL, who are more than 62 (sixty two) years of age.
- 15.** There will be no employer-employee relationship between MECL and the Experts engaged.
- 16.** Experts, thus engaged, will not be entitled to any medical reimbursement or the benefits, such as EPF, Gratuity, HRA etc.

17. Termination of service:-

If the performance of the Expert is not found satisfactory, the Management will reserve the right to terminate the engagement of expert by giving 30 days' notice. Similarly, the Expert may resign from the engagement by giving a notice of 30 days.

18. Ex-Executives engaged from other PSUs/ Central Govt. / State Govt. and Ex- Executives of MECL shall not undertake work that involves entering into financial commitments for exercising powers or matters, which are likely to bind the company. However, they may give their views and recommendations put up to them for consideration and decision of the management.

19. Any legal proceedings in respect of any matter or claim or dispute arising out of this engagement can be instituted in Nagpur (Maharashtra State) only and Courts/ Tribunals/ Forums at Nagpur (Maharashtra State) only shall have sole and exclusive jurisdiction to try any such cause/dispute.

20. The duly completed application in prescribed proforma at Annexure-I should reach to this office within 21 days from the date of publication. The application should be submitted with the following documents:-

- a) Copy of retirement order / notification.
- b) Copy of Pension payment order.
- c) Copy of supporting certificates/documents.

21. How to apply:-

- i. Willing superannuated Senior Executives of CPSEs/ Central/ State Government(s)/ Autonomous Bodies funded by Government of India/ State Government(s) and former Senior Executives of MECL { who are more than 62 (sixty-two) years of age } may submit their application in the enclosed application format at the following address:

**General Manager (HR),
HR Division,
Mineral Exploration and Consultancy Limited,
Dr. Babasaheb Ambedkar Bhavan, Highland
Drive Road, Seminary Hills, Nagpur- 440006
(Maharashtra)**

- ii. The envelope containing the application should be superscribed "**Application for Engagement as Expert (Geosciences) on Contract Basis in MECL**".
- iii. The Last date for receipt of application will be 21 days from the date of publication.

22. Other instructions to the applicants:

- i. Copy of service certificate / Pension Payment Order and Other Forms may be submitted along with details of pay scale / grade pay, designation at the time of retirement / VRS / resignation etc.
- ii. Candidates may keep photo copy of application for future record.
- iii. Candidature will be cancelled at any stage of engagement process or after joining in case any information provided by the candidate is found to be false. Company reserve right to take action as deemed fit for such false information.
- iv. TA/DA will be paid to the applicant for attending discussions (if required) as per Expert level entitlement. (Refer Table I & II)

General Manager-HR



Application No. _____
(To be filled By Office)

MINERAL EXPLORATION AND CONSULTANCY LIMITED
(Formerly Mineral Exploration Corporation Limited)
(A MINIRATNA GOVERNMENT OF INDIA ENTERPRISE)
NAGPUR-440006

Paste recent
passport size
photograph

**APPLICATION FORM FOR ENGAGEMENT OF EXPERT ON
CONTRACT BASIS IN MECL**

1. Post applied for engagement:- _____

2. Personal Details :-

| Sl. No. | Personal Details | | Sl. No. | Personal Details | |
|---------|---------------------------------|--|---------|-----------------------------------|--|
| a) | Name (In full Block Letters) | | b) | Father's Name / Husband's Name | |
| c) | Date of Birth | | d) | Age as on today | |
| | Sex | | | Marital Status | |
| | Language known | | | Date of retirement | |
| | Category (SC/ST/OBC/GEN) | | | Nationality | |
| | Last post held | | | Pay scale of Last post held | |

3. Contact Details:-

| Sl. No. | | Address for Correspondence | Permanent Address |
|---------|-----------------------------|----------------------------|-------------------|
| a) | Address | | |
| b) | Tel. No. | | |
| c) | Mobile No. | | |
| d) | E-Mail | | |
| e) | PPO No. & Pay Slip No. | | |
| f) | Aadhar No. /Voter ID No. | | |
| e) | PAN Card No. | | |

4 (a). Academic Qualifications in descending order

| Sr. No. | Examination Passed | Name of Institution / University | Year of Passing | % of Marks/ Grade | Specialization |
|---------|--------------------|----------------------------------|-----------------|-------------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(please attach a copy of certificate self-attested)

4 (b). Professional Qualifications

| Sr. No. | Examination Passed | Name of Institution/University | Year of Passing | % of Marks /Grade | Specialization |
|---------|--------------------|--------------------------------|-----------------|-------------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(please attach a copy of certificate self-attested)

4 (c). Certification (if any)

| Sr. No. | Course/Certification | Field | Name of Institution/University | Year of Passing |
|---------|----------------------|-------|--------------------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(please attach a copy of certificate self-attested)

5. Nature of last employment i.e. Regular/Ad-hoc/Temporary/Permanent:-

6. Employment Record:

(Past Experience in chronological order)

| Sr. No. | Organization | Designation | Pay Scale(CDA with grade pay/IDA) or CTC | Period | | Nature of Duties |
|---------|--------------|-------------|------------------------------------------|-------------------|-----------------|------------------|
| | | | | From (dd/mm/yyyy) | To (dd/mm/yyyy) | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Please Enclose Documentary proof in Support of essential Eligibility & Desirable Experience)

7. Total Experience in years: _____

8. Date of Retirement / VRS/ Resignation from Govt. Service/ PSUs/ Autonomous Bodies: _____

9. In case the present employment is held on Deputation/Contract basis, please state

a) The date of initial appointment : _____

b) Period of appointment on deputation/contract : _____

10. Any other information:

(Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary)

11. (a) Have any Departmental proceedings/Vigilance proceedings or any other case pending after retirement/ at present against you? { Yes/ No}

(b) Have you ever been arrested/prosecuted/remained under detention or any criminal proceeding pending against you? { Yes/ No}

(c) If the answer to any of the questions mentioned is 'Yes', give full particulars of the case/arrest/detention/conviction/punishment etc. and the nature of the case pending in the Court/Department/PSU etc. { Yes/ No}

Note:

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.
2. Mentioned the list of documents attached along with the form.

(a).....(b).....(c).....(d).....
.....(e).....(f).....
(g).....(h).....(i).....

3. Applications which are not in the prescribed format or incomplete or without certificates or unsigned will be rejected summarily. I hereby declare that the particulars furnished above are true and correct upto the best of my knowledge and belief. I further declare that I was clear from Vigilance angle at the time of retirement.

I certify that the information given above is true and correct.

(Signature of Applicant)

Date:

Place: