



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

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ADVERTISEMENT FOR ENGAGEMENT OF EXPERTS ON CONTRACT BASIS IN MECL

Mineral Exploration and Consultancy Limited (MECL), A Miniratna-I CPSE, under the Ministry of Mines, Government of India, invites applications for Engagement of Experts from desirous and eligible candidates who superannuated as Executives at level of E-9/E-8/E-7 of CPSUs/ or retired from equivalent positions from Central/ State Government(s)/Undertaking/Enterprises/ Union Territories and Autonomous Bodies under State/Central Government or equivalent from Private Sector Companies / Professionals from Private Sector having demonstrated experience of 20 years and 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): 02 Nos. (Level-I)

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

Experience: Minimum 20 years of experience in Geological work in non-coal minerals, preferably of critical / strategic minerals, involving:

- Formulation of NMET proposals
- Overseeing exploration activities
- Vetting of GR's
- Application of latest technologies and best practices in exploration & sampling

Desirable:

- Technical support for auctioning of critical minerals
- Experience in Geophysical, Hydrogeology & Geo-Technical work
- Knowledge of software like SURPAC, Datamine, Arc GIS etc.

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

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

Experience: Minimum 20 years of experience in Geological work of coal & Lignite preferably with 10-15 years experience in GR preparation with Minex modelling:

- Identification of new prognosticated coal/lignite bearing area.
- Formulation of exploration proposals/ schemes for coal & lignite

- Overseeing exploration activities of coal & lignite
- Guiding departmental geologists in preparation of GR's
- Guiding departmental geologists in Minex modeling.
- Vetting of GR's
- Application of latest technologies and best practices in exploration & sampling

Desirable:

- Guidance for sampling of REE/Critical minerals in coal & lignite exploration.
- Experience in Geophysical, Hydrogeological & Geo-Technical work.
- Working knowledge of software like Auto CAD, ArcGIS etc.

Eligibility Criteria

Retired Executives at level of E-9/E-8/E-7 of CPSUs/ or retired from equivalent positions from Central/ State Government(s)/Undertaking/Enterprises/ Union Territories and Autonomous Bodies under State/Central Government or equivalent from Private Sector Companies / Professionals from Private Sector having demonstrated experience of 20 years and 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

Type of engagement: Full Time/Part Time.

Age: Maximum age limit 65 years.

REMUNERATION: Compensation along with Hotel Accommodation, Telephone & Internet charges and traveling entitlement as per MECL Expert Level –I entitlement:-

TABLE: I

Category	Compensation / month	Hotel Accommodation	D.A/ day	Fixed Telephone & Internet charges/ month
Expert - I	Rs.1,00,000/-	As per the existing Hotel Accommodation reimbursement entitlements admissible to regular employees of MECL at E-7 scale. Will be operable if guest house is not available, and whenever expert is required to work away from his/her normal place of residence.	D.A. will be paid @ Rs.800/- per day, whenever he/she is required to work away from Headquarter, Nagpur or his/her normal place of residence.	Rs.1500/- for telephone/ internet facilities per month

* In case the expert is present for a period which is less than a month, he will be proportionately by dividing the consolidated amount by 26 to determine the daily rate of compensation.

* In case Expert works from home, then 70% i.e. 0.70 of the calculated amount as per clause will be paid.

* If any expert works from home, or works at Headquarter, Nagpur then no DA during that period will be paid. The field visit per year be limited to 90 days.

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.

Compensation for Empanelment on Part-Time basis -

- a. In case an Expert has been engaged on part time basis (meaning he should be engaged for less than 26 days in a calendar month), the monthly compensation shall be paid on pro-rata basis for actual number of days he/she worked in a month at Corporate Office/Registered Office/Projects/travelled to other places for MECL work/ worked from home for MECL work, as per the instructions of controlling officer.
- b. However, total compensation for engagement on part time basis will not exceed the total compensation for engagement on full-time basis. Pro-rata calculation will be made considering month as 26 days.
- c. Over and above the compensation on pro-rata basis for actual number of days worked, lump-sum allowance for telephone and internet should be paid as per existing rates laid out in extant scheme at Table I.

For Example

- (a) If the part-time expert is engaged as Senior Expert, and he works for 15 days in a particular month, the calculation of his monthly emoluments will be as follows:
 - A. Retainership Fee : NIL
 - B. Fee for Actual Days of Work Done at Nagpur/Designated place of work:
Following is the calculation for 15 days work:
 - No. of days to be calculated for a month = 26
 - Daily Compensation = 150000 (say – as per 8.1 proposed)/26 = 5769/-
 Therefore, amount for 15 days work = 5769 x 15 = Rs. 86,535/-
 - C. Total Earning per month = A +B = 0+86535 = Rs. 86,535/-
- (d) When he/she is required to work away from his/her normal place of residence, he/she shall be paid Hotel Accommodation as per revised rates at Table I, DA as per stipulations at Table I TA as per prevalent rates at Table II

General Terms & Conditions:

1. Expert Engagement:

Upon engagement, when the Expert reports for joining, and when the Expert is required to visit another project/ office of MECL or anywhere else in the country, he/she will be paid hotel accommodation and DA and travel allowance (TA) in accordance with Table I & II

2. 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

- 3. 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.
- 4. 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.
- 5. Fitness:** - Engagement in all cases will be subject to the Experts being found medically fit and being declared so by a registered medical practitioner.
- 6. 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.
- 7. 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

- 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. For this purpose he/she will be paid hotel accommodation and DA and travel allowance (TA) in accordance with Table I & II with the approval of concerned Director.
- 8. Leaves:** - For the expert engaged on full time contract basis, full attendance will be considered maximum 26 days in a month. The Expert (full-time) engaged will be entitled for 01 day leave per month on accrued basis. All other days including Saturdays and Closed Holidays shall be considered as working days for the experts engaged on full-time basis for the purpose of payment – up to the limit of 26 days in a month.
 - 9. Tax Deduction at Source:** -The Income Tax, as applicable, would be deducted at source from the payment made to them.
 - 10. Professional liability:** -During the period of full-time engagement, Experts should not take up outside assignment.
 - 11. 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 bythem.
 - 12.** There will be no employer-employee relationship between MECL and the Experts engaged.
 - 13.** Experts, thus engaged, will not be entitled to any medical reimbursement or the benefits, such as EPF, Gratuity, HRA etc.
 - 14. 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

15. Ex-Executives engaged from other PSUs/ Central Govt. / State Govt. and Ex- Executives of MECL and from Private Sector 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.
16. 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.
17. 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 last pay drawn,
 - d) Proof of holding last position

18. How to apply:-

- i. Willing superannuated Senior Executives of CPSEs/ Central/ State Government(s)/ Autonomous Bodies funded by Government of India/ State Government(s), former Senior Executives of MECL who are more than 62 (sixty-two) years of age and Professionals from Private Sector having demonstrated experience of 20 years may submit their application in the enclosed application format at the following address:

**General Manager (HR),
Mineral Exploration and Consultancy Limited,
HR Division, 2nd floor, 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**”.

19. Other instructions to the applicants:

- i. Candidates may keep photo copy of application for future record.
- ii. 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 reserves right to take action as deemed fit for such false information.
- iii. TA will be paid to the applicant for attending discussions as per Expert level entitlement. (Refer Table I & II)

General Manager-HR

Application No. _____
(To be filled By Office)



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(A MINIRATNA GOVERNMENT OF INDIA ENTERPRISE)
NAGPUR-440006
APPLICATION FORM FOR ENGAGEMENT OF EXPERT ON
CONTRACT BASIS IN MECL

Paste recent
passport
size
photograph

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	
	Languages known			Date of retirement	
	Category (SC/ST/OBC/GEN)			Nationality	
	Last post held			Last Pay scale Last Basic and Last DA	

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.		
g)	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 self-attested copy of certificate)

4 (b). Professional Qualifications

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

(Please attach a self-attested copy of certificate)

4 (c).Certification (if any)

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

(Please attach a self-attested copy of certificate)

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/Private Sector:_____

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 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 up to the best of my knowledge and belief. I further declare that I was clear from Vigilance angle at the time of retirement.

Undertaking:

- It is to submit that there is nothing adverse against me either presently or in the past which would disqualify me from being engaged in MECL under the Scheme.
- It is to submit that there is no conflict of interest for taking up the assignments in MECL.

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

(Signature of Applicant)

Date:

Place: