



MINERAL EXPLORATION AND CONSULTANCY LIMITED

(Formerly Mineral Exploration Corporation Ltd.)

(A Government of India Enterprise)

Registered Office: Dr. Babasaheb Ambedkar Bhavan, Highland Drive Road, Seminary Hills, Nagpur – 440006.

TELEPHONE: 2510310, 2510316, 2510317, 2510419

Email: recruitment@mecl.co.in Website: www.mecl.co.in

CIN: U13100MH1972GOI016078

HUMAN RESOURCE DIVISION

No.: MECL/HR(RECTT.)/01DR23/AO/881/Rev.00/427

Date: 21.02.2024

List of eligible candidates called for Document Verification and Personal Interview for the post of
Accounts Officer (E-1), against Advt.No.01/Rectt./2023.

SR. NO.	MECL ONLINE APPLICATION NO.	NAME OF CANDIDATE (S/SHRI/MS)
1	614	BIDYUTPRABHA PING
2	202	ISHA CHAUDHARY
3	1010	PITTALA MAHESH
4	122	NEERAJ SINGH
5	1208	KARAN SANJAY PATIL
6	330	DEVENDRA YASHWANT CHANNE
7	204	POOJA NETAJI MADAVI
8	610	ALI ABBAS

DATE & TIME OF DOCUMENT VERIFICATION	: 06.03.2024, 09:30 AM
DATE & TIME OF INTERVIEW	: 06.03.2024 & 07.03.2024, 09:30 AM
VENUE OF INTERVIEW	: Corporate Office, Mineral Exploration and Consultancy Limited, Dr. Babasaheb Ambedkar Bhavan, High Land Drive Road, Seminary Hills, Nagpur – 440006, Maharashtra
ISSUING AUTHORITY	: Senior Manager (HR) (Recruitment), MECL

IMPORTANT INSTRUCTIONS

- On the date of Document Verification & Personal Interview, candidates must report to the venue latest by 9:30 AM.
- Candidature for the post is provisional on the basis of information provided in the Online Application Form by the candidate. However, the eligibility of candidature is subject to fulfilment of educational and other eligibility criteria as prescribed for the post in accordance with our Advt.No.01/Rectt./2023
- MECL reserves the right to cancel the recruitment process for the post of **Accounts Officer (E-1)**, if felt necessary, at any stage of the recruitment process.
- Please note that the Call Letter issued by this office does not confer an offer of employment.
- Canvassing directly or indirectly will disqualify the candidature.
- Please bring the attached Application for Employment Proforma & Declaration (I) attached herewith duly filled completely while reporting for Document Verification.
- Please also attach a copy of filled up submitted online Application Form, while appearing for Document Verification.

NOTE: Following documents need to be produced in original at the time of Document Verification

- For Document Verification, candidates are advised to bring 02 coloured passport size photographs, Matriculation or equivalent certificate in support of Date of Birth, Salary slips of last 03 months, one copy of Online Application Form along with duly filled Employment Proforma, Declaration (I), (as enclosed with Call Letter sent to candidate

email), all original educational certificates along with 01 set of photocopies in support of educational/technical/professional qualifications i.e. 10th/12th/Diploma/Degree/Post-Graduate Degree/Professional Certifications & Marksheets from a recognized Board/University/Institute as per Advertisement Criteria mentioned in Advt.No.01/Rectt./2023 which should have been acquired before the Date of Reckoning (21.07.2023). Further, candidates are advised to produce consolidated mark sheets and year-wise or semester-wise mark sheets (with overleaf details, if any) in proof of subjects studied at various levels.

- All originals Documents along with 01 set of photocopies (**Appointment letter, relieving letter, experience certificate, increment letter, promotion letter, salary slips, nature of duties**) etc in support of work-experience as mentioned in Advt.No.01/Rectt./2023 vis-a-vis submitted Online Application.
- Candidates must submit valid proof in support of the **Nature of Duties/Roles and Responsibilities** performed by him/her at the time of Document Verification failing which the candidate will not be allowed for Personal Interview and thus candidature will be rejected.
- Candidates currently employed in Central Govt./State Govt./Public Sector Undertakings/ Autonomous bodies/nationalized banks etc. need to produce No-Objection Certificate from their employer, failing which the candidate will not be allowed for Personal Interview and thus candidature will be rejected.
- **SC/ST/OBC-NCL Candidates** are advised to produce a Valid Caste/Tribe Certificate at the time of document verification in the prescribed format issued by the Competent Authority empowered to issue such certificate. OBC Candidates are further advised to produce **Non-Creamy Layer Certificate** issued by the Competent Authority empowered to issue such certificate in format of Government of India, issued in current Financial Year. **Persons with Disabilities (PwD)** are required to produce a medical certificate at the time of document verification in the prescribed form issued by the Competent Medical Authority for the purpose of employment. **EWS Candidates** are advised to produce an Income and Asset Certificate issued by the Competent Authority empowered to issue such certificate in prescribed format as mentioned in DOPT Office Memorandum No.36039/1/2019.
- Candidates need to produce the **MECL Copy of Challan in original** towards the Online Application for the post of **Accounts Officer (E-1)** – Advt.No.01/Rectt./2023.
- Candidates must carry any other document required in original which needs to be produced at the time of Document Verification and ensure that all criteria are adhered to as mentioned in Detailed Advertisement - Advt.No.01/Rectt./2023
- Failing to comply with any of the above-mentioned criteria, your candidature will be treated as cancelled and you will neither be allowed for personal interview nor shall be reimbursed for Travel Allowance.
- Reimbursement of to and fro Sleeper class railway fare from the nearest railway station of the declared place of residence by the shortest route will be reimbursed via NEFT subject to clearing Document Verification and production of PAN Card, bus/rail tickets (Photocopy)/PNR No and bank account details in the name of the candidate only.
- **The candidates have to make their own arrangements to stay at Nagpur till completion of their Document Verification & Personal Interview.**
- As per clause 9(XIX) of Advt.No.01/Rectt./2023, it is stated that CGPA/ OGPA or grading system in a Degree/ Diploma is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. The candidate will have to produce copies of these norms as prescribed in his/her University/ Institute at the time of document verification.
- As per clause 9(XXIII) of Advt.No.01/Rectt./2023, it is stated that any deviation found in Online Application with the originals produced by the candidates during document verification process will result in rejection of the candidature for the applied post.

NOTE :

Recruitment process in MECL is purely based on merit. Candidates are advised NOT to get trapped by fraudulent messages/ persons, who claim to help in getting the selection in MECL in lieu of monetary benefits/bribe. Failing to comply with any of the above-mentioned criteria, will lead to cancellation of candidature and debar the candidate from appearing in further recruitment proceedings. Further, merely appearing/attending the Personal Interview/Document Verification for the post doesn't imply/bind MECL to select the candidate for employment.

DECLARATION (I)

(to be submitted at the time of document verification)

1. Are you related/ known to anyone who is/was working in MECL? (please write Yes/No in space below):

_____.

If yes, please provide the details as below:

S.no.	Name in full	Position in MECL	Relationship with you

2. I do hereby undertake that in case it is detected at any stage that I have submitted false information at the time of document verification/ at the time of joining, my candidature shall be rejected /cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that I have furnished any incorrect/ false information or suppressed any relevant information/material information, my candidature/ services shall be summarily terminated immediately without any notice and Offer of employment issued in favour of myself will be withdrawn/cancelled before/after the joining in MECL.

Candidate Signature:

Date:

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(Formerly Mineral Exploration Corporation Ltd.)

(A GOVERNMENT OF INDIA ENTERPRISE)
SEMINARY HILLS, NAGPUR – 440006

Affix latest passport
size photograph with
signature

APPLICATION FOR EMPLOYMENT

TO THE POST OF _____

1. Name of full (Shri/Smt. Ku.) : _____
(In block letters) (Surname) (Name)
Father/ Husband's Name : _____
2. (a) Date of Birth of Candidate : _____
(in figures) (in words)
(b) Age (as on 21.07.2023) : _____
(c) Place Of Birth : _____
(State)
3. (a) Whether belong to SC/ST/OBC : Yes / No
(b) If yes, please state name of
Caste/ Tribe with Sub caste
and Trade and attach
certificate : _____
4. Religion : _____
5. Nationality : _____
6. Aadhar No. : _____
7. Pan No. : _____
8. Marital Status : _____
(Single/Married/Widow/(er)/Divorced)
9. (a) Mailing Address with Pin Code : _____
Permanent Address with Pin : _____
(b) Code
10. E-mail Id : _____
11. Mob. No. : _____
12. Details Of Academic Qualification(Matriculation Onwards)

(A) EDUCATIONAL QUALIFICATION

Examination Passed	Institutions	Year Of Passing	Class With % Of Marks	Subject Of Study

(B) PROFESSIONAL QUALIFICATION / TECHNICAL QUALIFICATION

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13. Have you done any post-graduate work or Published any papers? If so, give particulars:

14. Employment particulars (Supported by certificates, copies of original documents):

Sr. No.	Name & Address of the employer(s)	Designation	Nature of Duties	Period		Scale of pay with basic pay last drawn	Reason for leaving
				From	To (till 21.07.2023)		

15. Details Of Training (Supported by certificates):

Sr. No.	Name of the Employer	Nature Of Training	Period		Remarks
			From	To (till 21.07.2023)	

16. Particulars of Foreign Visits

Country Visited	Date of visit	Duration of visit	Purpose of visit

17 (a) Whether any court case/ disciplinary proceeding, were instituted against you in the course of last employment in government/ public sector undertaking (please indicate by tick mark) “Yes/No”

(b) If ‘YES’ please state the nature of charges which were leveled against you and the final decision taken in the court case/department proceedings

18. (a) Have you ever been arrested or prosecuted? “Yes/No”

(b) If ‘YES’ Please State The Nature Of Offence(s) Place And Date And Result Of The Offence.

19 If selected, notice required for joining? _____ days

20 (1) Whether belong to physically handicapped category? If so, please attach relevant documentary proof.

(2) Whether belong to ex-servicemen category? If so, please furnish the following details:

Name of the force	Rank and pay last down	Regimental service no.	Date of employment and discharge	Reason for discharge

WARNING

The furnishing of false information or suppression of any factual information would be a disqualification and is likely to render the applicant unfit for employment under the company. Please ensure that the details filled above should match with your documents as well as the submitted online application form, failing which candidate will be liable to be rejected.

CERTIFICATE

I hereby certify that the above information furnished by me in the application for employment are correct to the best of my knowledge and belief.

Place :

Date:

Signature of the Applicant