



## MINERAL EXPLORATION AND CONSULTANCY LIMITED

(Formerly Mineral Exploration Corporation Ltd.)

(A Government of India Enterprise)

Registered Office: Dr.BabasahebAmbedkarBhavan, Highland Drive Road, Seminary Hills, Nagpur – 440006.

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CIN: U13100MH1972GOI016078

### HUMAN RESOURCE DIVISION

No.:MECL/HR(RECTT.)/01DR23/DGM(F)/871/Rev.00/1054

Date: 18.05.2024

List of eligible candidates called for Document Verification and Personal Interview for the post of DGM (Finance) (E-6), against Advt.No.01/Rectt./2023.

SR. NO.	MECL ONLINE APPLICATION NO.	NAME OF CANDIDATE (S/SHRI/MS)
1	239	TAMAL DAS
2	351	ASHISH KUMAR MANDAWEWALA
3	874	MANOJ KUMAR
4	926	OM PRAKASH YADAV
5	1045	SHESHARAM KHAMARI

DATE & TIME OF DOCUMENT VERIFICATION	: 14.06.2024, 09:30 AM
DATE & TIME OF INTERVIEW	: 15.06.2024, 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 **Deputy General Manager (Finance) (E-6)**, 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 original 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 **Deputy General Manager (Finance) (E-6)** – 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.**