



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
Advertisement No. 01/Rectt. /Contract-2020

E.Mail: recruitment@mecl.co.in
Date: 17.01.2020

ADVERTISEMENT FOR ENGAGEMENT OF EXPERT ON CONTRACT BASIS IN MECL

Mineral Exploration Corporation Limited (MECL), A Miniratna-I CPSE, under the Ministry of Mines, Government of India, invites applications for Engagement of Expert on contract basis from desirous and eligible candidates having requisite expertise with hands on experience of Diamond Bit Manufacturing and professional competence in work domain for engagement against the following post at MECL on contract basis :

1. Post: - Expert (Technical) - 01 No.

Essential Qualification: Graduate in any discipline.

Experience: Minimum 25 yrs relevant experience in all types of diamond bit manufacturing like surface set bit & impregnated bit for hard and soft formation.

Type of engagement: Part Time (Minimum 10 days presence per month at work location)

2. Remuneration: Consolidated Pay Rs. 40,000/- per month.

3. Travelling Entitlement:

- a. Reimbursable on Actuals (for Travel between Nagpur and Home Location) up to AC-3 Tier in Trains, once a month (Except Rajdhani, Shatabdi, Duronto).
- b. Official Vehicle to be provided during presence in Nagpur, reimbursement of actual Taxi Fare on production of receipt in the event of unavailability of official vehicle.

General Terms & Conditions:

- i) The expert should make himself / herself available for minimum 10 days in a month at MECL, Central Manufacturing Centre, Nagpur. For the balance period he/she may work from home as per work schedule/requirement. While working from home, the Expert shall regularly interact with concerned MECL officers over phone, email and/or Skype/Video call and attend to all assignments allotted by the concerned GM / Head of Department.
- ii) **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.
- iii) **Selection Procedure:** - Expert will be selected by a Search cum selection committee, constituted by MECL for this purpose. The decision of the MECL on selection of candidates will be final and no correspondence on this subject will be entertained. The engagement will be purely on contract basis, which shall not confirm any right upon Expert for permanency.
- iv) **Scope of Work:** - The Expert will work/ assist/ guide in accordance with the scope of work outlined by the indenting department. This will make a part of the contract for each case of engagement.
- v) **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.
- vi) **Integrity and discipline:** - The Expert, shall, at all time, during his/her 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 his/her engagement.
- vii) **Confidentiality of data and documents:** - The Expert, 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 he/she acquire or that may come to his/her knowledge during his/her engagement.
- viii) The Expert 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.
- ix) **Attendance:** - Expert who is engaged shall be paid his/her remuneration on the actual attendance basis certified by concerned GM / HOD.
- x) **Tax Deduction at Source:** - The Income Tax, as applicable, would be deducted at source from the payment made to him/her.
- xi) **Professional liability:** - During the period of part time engagement, Expert may work with other companies, etc. other than MECL, however, he/she should not engage with those companies etc. with whom MECL might have a conflict of interest.
- xii) **Guest House:** - The Expert from outside Nagpur may avail Guest House facilities at Nagpur for lodging for free, subject to availability. However, the charges for food will be borne by him/her.
- xiii) There will be no employer-employee relationship between MECL and the Expert engaged.
- xiv) Expert, thus engaged, will not be entitled to any medical reimbursement or the benefits, such as EPF, Gratuity, HRA etc.

- xv) 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.
- xvi) The expert 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 his/her views and recommendations put up to him/her for consideration and decision of the management.
- xvii) 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.
- xviii) The duly completed application in the prescribed proforma at Annexure-I should reach to this office on or before 29.02.2020. The application should be submitted with the following documents:-
 - a) Copy of Last pay slip.
 - b) Copy of Experience certificate.
 - c) Copy of supporting certificates/documents.

A. How to apply:-

- i. Willing applicant may submit their application in the enclosed application format at the following address:

**General Manager (HR),
HR Division,
Mineral Exploration Corporation 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 _____ on Contract Basis in MECL**”.
- iii. The last date for receipt of application: **29.02.2020**

B. Other instructions to the applicants:

- i. Copy of experience certificate/ service certificate and Other documents may be submitted along with details of remuneration with designation, etc.
- ii. Candidates may keep photo copies of the 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. The company reserve right to take action as deemed fit for such false information.
- iv. TA/DA will be paid to the applicant for attending the discussion up to AC-3 Tier in Trains (Except Rajdhani, Shatabdi, Durgam).

General Manager-HR