



MECON LIMITED

(A PSU under Ministry of Steel, Govt. of India)

H.O: Doranda, Ranchi-834002;

CIN No.: U74140JH1973GOI001199

Ref. Adv. No. : 11.73.4.1/2025/Cont/04 dated: 10.10.2025

RECRUITMENT FOR CONTRACTUAL ENGAGEMENT OF EXPERIENCED PROFESSIONALS ON FULL TIME FIXED TENURE (FTFT) BASIS

MECON, A Premier Miniratna, Schedule "A", Govt. of India Enterprise under Ministry of Steel, providing Engineering, Consultancy, Contracting and Project Management Services invites application from committed, result oriented, suitably qualified and experienced individuals **THROUGH ONLINE APPLICATION MODE ONLY** for recruitment for various pipeline and other ongoing projects purely on full time fixed tenure contract basis. The details of posts and eligibility criteria are indicated below:

1. IMPORTANT DATES:

ACTIVITY	DATE
Opening date for submission of Online application.	04.11.2025 (Tuesday)
Closing date for submission of Online application.	18.11.2025 (Tuesday)

NOTE:

1. Detailed instructions available on MECON website www.meconlimited.co.in may please be referred at the time of applying online application.
2. Candidates, in their own interest are advised not to wait till the last date & time and register their application well within the time. MECON shall not be held responsible, if the candidates are unable to submit their application due to last minute rush.
3. Candidates should read the instructions in the advertisement carefully before making any entry of selecting options for filling online applications.

2. POST CODE, NAME OF POST, NUMBER OF POST, QUALIFICATION, POST QUALIFICATION EXPERIENCE, YEARS OF EXPERIENCE:

Post code	Name of the post	No. of posts	Qualification as on 10-10-2025	Post Qualification Experience as on 10-10-2025	Years of Experience	Upper Age Limit (Years)	Remuneration Per Month (Rs.)	Duration of contract period in Years
01	Asst. Executive (Admin)	2	MBA in any discipline	Minimum 3 years of experience in Administrative works in any organization.	3	50	45050	5
02	Asst. Executive (Legal)	2	Bachelor Degree in Law or Equivalent (*)	Minimum 2 years of experience in the field of law in India such as practicing at Bar/ Working with Law Firms/ handling legal work under employment with Private Companies or PSU or Central Government or State Government.	2	50	45050	2
03	Senior Officer (Marketing)	1	Graduate in any discipline	Minimum 20 years of experience with Govt. /PSU organization with proficiency in office applications.	20	50	87750	5
04	Asst. Executive (Contracts)	3	BE/ B.Tech in any discipline from any engineering college/ institution having recognition from AICTE/ UGC.	Minimum 2 years of experience in Contracting/ Commercial activities such as: - a) Preparation of Tenders b) Uploading Tenders in Tender Portals c) Evaluation of tenders d) Preparation of Tender appraisal reports e) Negotiations with Bidders f) Preparation of Draft Contract Agreement g) Vendor bill processing & recommendation for Payment h) Contract closure activities	2	50	45050	5
05	Jr. Engineer (Agricultural)	1	Engineering in Agriculture	Minimum 1 year of experience in the field of Agriculture/Nursery/Horticulture OR /Else Teaching(#) in the field Agriculture/Nursery/Horticulture	1	50	42800	3
06	Asst. Engineer (Mechanical)	1	Engineering in Mechanical	Minimum 3 years of experience in the field of Water Supply/Sanitation.	3	50	45050	3
07	Engineer (Projects)	2	Engineering Degree in any discipline	Minimum 15 years of experience in Integrated Steel Plant/ Oil & Gas – including engineering, co-ordination, client interaction, documentation, project monitoring, site supervision & resolving of site issues, tendering, contracts / commercial.	15	50	80910	5

Post code	Name of the post	No. of posts	Qualification as on 10-10-2025	Post Qualification Experience as on 10-10-2025	Years of Experience	Upper Age Limit (Years)	Remuneration Per Month (Rs.)	Duration of contract period in Years
08	Dy. Engineer (Projects)	4	Engineering Degree in any discipline	Minimum 5 years of experience in Integrated Steel Plant/ Oil & Gas – including engineering, co-ordination, client interaction, documentation, project monitoring, site supervision & resolving of site issues, tendering, contracts / commercial.	5	50	54990	5
09	Dy. Engineer (Safety)	7	Degree in Fire & Safety engineering or Degree in Engineering from a recognized institute along with One year diploma in industrial safety / construction safety / Safety engineering / HSE (Health, Safety & Environment). (OR) Diploma in Engineering from a recognized institute along with One year diploma in industrial safety / construction safety / Safety engineering / HSE (Health, Safety & Environment).	Minimum 5 years of site experience in the construction safety. (OR) Minimum 8 years of site experience in the construction safety.	5 (OR) 8	50	54990 (OR) 49140	5
10	Asst. Executive (Admin)	2	MBA/PGDM in any discipline	Minimum 2 years of experience in Administrative work	2	50	45050	5
11	Engineer (Safety)	1	Degree in Engineering in any discipline along with Diploma/certification course in Industrial fire & safety/Industrial safety/HSE (Health, Safety, Environment)	Minimum 13 years of experience in the field of Industrial fire & safety/Industrial safety/HSE (Health, Safety, Environment) during execution and/or O&M in Hydrocarbon industry {i.e., Hydrocarbon process plants, Hydrocarbon/ Crude / Petroleum Product / Oil / Gas Pipelines, Petrochemical Plant, LPG Plant, Refinery / POL depot, Gas compressor station, Petroleum product pumping station} and/or Fertilizer and chemical industry.	13	50	80910	5
12	Engineer (Safety)	1	Degree in Engineering in any discipline along with Diploma/certification course in Industrial fire & safety/Industrial safety/HSE (Health, Safety, Environment)	Minimum 13 years of experience in the field of Industrial fire & safety/Industrial safety/HSE (Health, Safety, Environment) during execution and/or O&M for Building Construction/Industrial Projects.	13	50	80910	5

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13	Asst. Engineer (Safety)	5	Graduate Degree in any discipline along with Diploma in safety engineering/Diploma/certification course in Industrial fire & safety/Industrial safety	Minimum 6 years of experience in the field of Industrial fire & safety/Industrial safety/HSE (Health, Safety, Environment) during execution and/or O&M in Hydrocarbon industry {i.e., Hydrocarbon process plants, Hydrocarbon/ Crude / Petroleum Product / Oil / Gas Pipelines, Petrochemical Plant, LPG Plant, Refinery / POL depot, Gas compressor station, Petroleum product pumping station} and/or Fertilizer and chemical industry.	6	50	43880	5
14	Asst. Engineer (Safety)	3	Graduate Degree in any discipline along with Diploma in safety engineering/ Diploma /certification course in Industrial fire & safety/ Industrial safety	Minimum 6 years of experience in the field of Industrial fire & safety/Industrial safety/HSE (Health, Safety, Environment) during execution and/or O&M for Building Construction/ Industrial Projects .	6	50	43880	5
15	Addl. Engineer (Civil)	1	Degree in Civil Engineering	Minimum 10 years of experience including 02 nos. of projects related to construction of PEB facility/building.	10	50	67860	4
16	Dy. Engineer (Civil)	1	Degree in Civil Engineering	Minimum 7 years of experience including 01 no. of project related to construction of PEB facility/building.	7	50	54990	4
17	Dy. Engineer (Civil)	1	Degree in Civil Engineering	Minimum 5 years of experience in HSE activities and QA/QC at site.	5	50	54990	4
18	Dy. Engineer (Mechanical)	1	Degree in Mechanical Engineering	Minimum 5 years of experience in supervision/monitoring of mechanical works in the project	5	50	54990	4

Name of the Qualification	Equivalent Branch
Bachelor Degree in Law or Equivalent (*)	Bachelor Degree in Law / Graduation plus LLB / Bachelor of Law (5 years Integrated Course)

NOTE :

- I. The Requisite educational qualification for Engineering should be acquired through Regular/Full Time Course only. For all other posts (Except for Certificate courses), it should be acquired through **Regular/ Full Time/Open and Distance Learning mode. The certificate courses can be acquired through part time.**
- II. The required educational qualifications must have been acquired from Universities / Institutes recognized by Government/ accredited by councils / bodies like UGC /AICTE / MCI / ICAI / ICSI set up by Central or State Government for the purpose.
- III. *In case of any dispute arising about admissibility of any particular qualification the decision of Chairman & Managing Director, MECON Limited shall be final and binding.*

3. DEFINITION OF WORK EXPERIENCE:

1. The work experience shall be in full time job on regular salary basis and in relevant area as stipulated against respective posts.
2. In case of intermittent nature of job the actual days engaged in full time job only will be considered for calculating number of years of experience.
3. Any other nature of experience like freelance experience will not be considered as it is not a full time job and required number of years of experience cannot be established.
4. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of experience.
5. Period of on-the-job training undertaken by the candidates as Management Trainee (MT) / Executive Trainee (ET)/ Graduate Trainee (GT) in only PSUs shall be considered for determining work experience.
6. Articleship / Internship / Academic Project / Teaching# (Experience will be Considered Only for Post Code : 05) / Research experience shall not be considered as Post Qualification Experience.
7. Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post-qualification experience.

4. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below;

1. For Past Employment -

Candidates must submit work experience certificates for all previous employments mentioned in the application form. These certificates should clearly indicate the date of joining, date of relieving, nature of duties or specific areas of experience, relevance of the experience to the applied post.

In the absence of an experience certificate from any past employer, the corresponding work experience will not be considered. Consequently, if the candidate fails to meet the minimum required post-qualification experience due to such omission, it may result in the rejection of their candidature.

2. For Current Employment.

Experience Certificate or Offer letter/Appointment letter / Pay Slip / Identity Card issued by Employer, showing the date of joining and proof of continuity of present employment i.e. Last 03 (three) months Pay Slips from the date of advertisement, which the candidate has mentioned in the application form. In case of non-submission of these documents, it may lead to rejection of the candidature.

NOTE:

- i. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at SL. No. 4.2 to clearly prove the continuity in the job.
- ii. Self-declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields etc will not be considered / accepted.
- iii. Non-submission of the documents as mentioned above for establishing requisite experience may lead to

rejection of the candidature.

5. UPPER AGE LIMIT POSTWISE:

The Upper Age Limit for General & EWS category candidates shall be as mentioned against each post.

AGE RELAXATION: Upper Age Limit is relaxed by:

- 3 Years for OBC (Non-Creamy Layer)
- 5 Years for SC / ST
- Persons with Disabilities candidate:
 - By 10 Years for General (UR)
 - By 13 Years for OBC (Non-Creamy Layer)
 - By 15 Years for SC / ST
- 5 Years for the candidates who are the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.
- Relaxation for Ex-Servicemen category candidates is as per extant Govt. of India guidelines.

6. CUT OFF DATE: The cutoff date for deciding the age and post qualification work experience shall be the date of advertisement (i.e. 10.10.2025).

7. RESERVATIONS AND RELAXATIONS:

1. Reservations and relaxations for SC / ST / OBC (Non-Creamy Layer) / PwD (**Percentage of Disability - 40% or above**) / EWS candidates will be provided as per guidelines of Govt. of India for the purpose. The reservation for PwD is on horizontal basis.

SC, ST & OBC (Non-Creamy Layer) category candidates applying against UR category post shall be considered on the General category merit and no relaxation in Upper Age Limit and online application fee, is applicable to them.

2. For getting benefits of reservation under OBC category:

- (a) The name of caste and community of the candidate must appear in the "Central List of Other backward Classes".
- (b) The candidates must not belong to Creamy layer.
- (c) The candidates need to furnish their latest OBC(NCL) Certificate as per format prescribed by Govt. of India.
- (d) The OBC candidates who belong to "Creamy layer" are not entitled for concession admissible to OBC (Non Creamy Layer) candidates and such candidates will have to indicate their category applied for as "UR". Category once filled cannot be changed subsequently.
- (e) OBC (Non-Creamy Layer) certificate should be as per the format prescribed by Advertisement. Further, OBC (NCL) applicants, if called for interview will have to show a valid OBC (NCL) Certificate at the time of reporting for interview.

3. For getting benefits of reservation under EWS category:

- (a) Should not be covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 Lakhs (Rupees Eight Lakhs Only). Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- 5 acres of agricultural land and above;
- Residential Flat of 1000 Sq Ft and above;
- Residential Plot of 100 Sq Yards and above in notified municipalities;
- Residential Plot of 200 Sq yards and above in areas other than the Notified Municipalities.

- (b) The property held by a "Family" in different locations or different places/ cities would be clubbed

while applying the land or property holding test to determine EWS Status.

- (c) The term "Family" for this purpose will include the person who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- (d) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by Competent Authority. The income and Asset Certificate issued by any one of the following authorities in the prescribed format as provided in Mecon Website shall only be accepted as proof of candidate's claim as belonging to EWS:
 - District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner/ Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 - Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
 - Revenue Officer not below the rank of Tehsildar and
 - Sub-Divisional Officer of the Area where the candidate and / or his family normally resides.
- (e) The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

8. APPLICATION FEE:

Candidates applying as UR / OBC (Non-Creamy Layer) / EWS category are required to pay a Non-Refundable **fee of Rs. 500/-** (Rupees Five Hundred only). SC / ST / PWD / Ex-servicemen category or **internal candidates** are exempted from the payment of application fee. Application fee is to be paid online through payment gateway provided by MECON by clicking on the link "[Click Here](#)" provided under payment tab in the online application form.

There will be no other mode of payment of application fee.

Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility before applying. Applications without fee / less fee shall be rejected.

9. SELECTION MODE:

The mode of selection shall be Personal Interview. The mode of selection may be changed, if required, at the discretion of Management.

Before applying, the candidates should ensure that they fulfill all the eligibility criteria. Candidature will be subject to verification of details / documents when the candidate reports for interview, if shortlisted or at any stage of the recruitment process/ appointment.

PERSONAL INTERVIEW: The list of candidates Called for the personal interview, along with the date, time, and venue of the interview, will be uploaded on MECON's official website. The same information will also be communicated to the shortlisted candidates through their registered email IDs, as provided in the online application form.

Similarly, the final list of selected candidates will also be uploaded on MECON's website and they will also be intimated about Documents Verification & Medical Examination through MECON website and their registered E-mail ID only.

TRAVELLING ALLOWANCE (TA) FOR INTERVIEW :

Out station Candidates appearing for the Personal Interview shall be reimbursed TA as given below:

Grade	Travelling Allowance
Contract	III Tier A/C (3A)/ CC by rail / Rs. 7 per Km by road or at actual, whichever is less subject to production of receipt /ticket and / or boarding pass. Rail fare will be regular rail fare (No premium Tatkal /Tatkal).

The Internal Candidates will be governed as per the service rules of the company.

Note: Further scrutiny of the application shall be undertaken on the date of Personal Interview, if any claim made in the application is not found substantiated, the candidate will not be allowed to appear for the personal interview and also no TA shall be paid.

10. OTHER DETAILS:

REMUNERATION: In addition to the Consolidated Pay indicated against each post, the selected candidate shall be eligible for metro / site allowance (if posted at Metro / Project site location), subsidized accommodation, if available or HRA in lieu thereof, medical facilities, PF, Leave and GPA as per Company rules applicable to contract employees / practice being followed in the Company for contract employees.

PLACE OF POSTING: Candidates may be posted in any project Site / location / office of the Company as per the requirement. Only candidates willing to serve anywhere in India should apply.

Other terms & conditions will be as applicable to contract employees in the Company.

DURATION OF THE CONTRACTUAL ENGAGEMENT:

The contract period is 2/3/4/5 years as mentioned in table given at point no. 2. However, the selected candidates shall be issued with Offer of Appointment initially for a period of 1 year and if the duration of contract period is more than 01 year, it will be renewed after every spell of 1 year based on satisfactory performance of the candidates and company requirement.

MEDICAL EXAMINATION: Before appointment, the selected candidates will have to undergo Medical Examination. The joining of the selected candidates shall be subject to being found medically fit.

11. HOW TO APPLY:

- Candidates satisfying the conditions of eligibility criteria shall apply online through our website → **Careers → Career Opportunities → Click here to apply Online** on the dates as shall be notified on the website. No other mode of submission of application is allowed.
- While applying online, candidate needs to upload the following documents: -
 - a) Scanned copy of the recent passport size colour photograph **in jpg/jpeg format** (size not exceeding 40 KB).
 - b) Scanned copy of signature with Blue / Black ink pen **in jpg/jpeg format** (size not exceeding 40 KB)
 - c) **Self-Attested** scanned copies of the documents **in pdf format** as follows:
 1. Matriculation / Secondary Board level certificate / Municipal birth certificate, in support of age.
 2. Final / provisional Certificate for Graduation and Post-Graduation, as applicable.
 3. All semesters/ all year's mark sheets or consolidated mark sheet in support of prescribed requisite educational qualification.
 4. Work Experience Certificate / other documents as mentioned at Para No. 4 in support of experience claimed.
 5. PAN Card and Aadhar card - *If any mismatch is found in Aadhar number filled during online application and uploaded Aadhar Card, the application will summarily be rejected.*
 6. Candidates applying as **OBC (Non-Creamy Layer)/EWS/ SC / ST** will have to upload copy of valid caste certificate. OBC (Non-Creamy Layer) certificate should be as per the format prescribed by Government of India and it must not be more than 01 year old as on the date of Advertisement. Further, OBC (NCL) applicants, if called for interview will have to show a valid OBC (NCL) Certificate at the time of reporting for interview.
 7. For **PwD category**, certificate in the prescribed format of Govt. of India duly issued by the competent authority, has to be uploaded.
 8. Candidates applying as Economically Weaker Sections (**EWS**) will have to upload self attested copy of valid Income & Asset certificate issued by the competent authority as per OM No.36039/1/2019-Estt (Res) dated 31.01.19 of DoPT, Ministry of PPG&P, Govt. of India.

9. Discharge / Service Certificate in case of Ex-Servicemen.
10. Certificate issued in the prescribed format by the competent authority in respect of J&K domicile.
11. Meritorious Sportspersons certificate (if applicable).

NOTE:

- a. While uploading the scanned documents in online, the candidates are required to ensure that the scanned documents are legible, self-attested, and not encrypted or password-protected; else the application may get rejected.
- b. In case of multiple documents, all the documents should be merged into a single PDF file not exceeding 1 MB and uploaded.
- c. The prescribed formats of SC/ST/OBC (Non-Creamy Layer)/PwD/EWS/Ex-servicemen/ Sportsperson Certificates are available at www.meconlimited.co.in → Careers → Career Opportunities (may be downloaded).
- d. **Aadhar Card is mandatory for online application purpose and for uploading with documents. If any mismatch is found in Aadhar number filled during online application and uploaded Aadhar Card, the application will summarily be rejected.**

12. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. The Candidates employed in Central / State Government / Public Sector Enterprises / Autonomous bodies shall either forward their application **through Proper Channel** or must produce **No Objection Certificate (NOC)** from their present employer at the time of interview; without which such candidate will neither be interviewed nor be paid any TA. For forwarding the application through Proper Channel, the candidate needs to apply online, complete the application process and forward the hard copy of the online application to **MECON Limited through their present employer**. The application may be forwarded to **"Assistant General Manager I/c (HR), Recruitment Section, HR Department, MECON Limited, Doranda, Ranchi, Jharkhand - 834002"**.
- iii. The Candidate shall produce **all original certificates / documents** before interview failing which they will neither be interviewed nor be paid any TA.
- iv. The required educational qualifications must have been acquired from Universities / Institutes recognized by Government / accredited by councils / bodies like UGC / AICTE / MCI set up by Central or State Government for the purpose.
- v. The candidates are required to upload copy of Final Certificate for Graduation and Post- Graduation, as applicable. In case the candidate has not got final Degree / PG Degree certificate then the provisional Degree / PG Degree certificate needs to be uploaded. **Non-submission of Degree / PG Degree certificate may lead to rejection of the candidature.**
- vi. The candidates are required to upload copy of all semesters / all year's mark sheets or consolidated mark sheet showing details of marks of all semesters / years or showing final percentage / Grade of requisite educational qualification.
- vii. Company takes no responsibility to collect any certificate/ remittance sent separately. Candidates are advised, in their own interest, to ensure that all the required certificates/ testimonials are uploaded.
- viii. **Each document to be uploaded while applying online should be duly Self Attested.**
- ix. In case the candidate applies as OBC (NCL) category and does not submit valid OBC (NCL) certificate in the prescribed format at the time of Document Scrutiny, their candidature will not be considered.
- x. Furnishing of wrong / false information /uploading overwritten & not legible document will lead to disqualification of the candidature and MECON will not be responsible for any of the above consequences. If at any stage during the recruitment and selection process or joining, it is found that candidate has furnished wrong / false information or is found ineligible with respect to any of the eligibility parameters, his / her candidature will be rejected and offer of appointment, if issued, will be cancelled forthwith.

- xi. Before applying, **candidates are advised to go through the requirements of essential qualification, requisite experience, age etc. and satisfy themselves that they are eligible for the post.** When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and **decision of MECON shall be final.**
- xii. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that of the original testimonies, the candidature of such candidate is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.
- xiii. The outstation candidates eligible for interview will be reimbursed Travelling Allowance (TA) to & fro Rail Fare by the shortest route from the mailing address, as mentioned in the application, to the place of interview, as mentioned above under Sl.No.09.
- xiv. The outstation candidates called for interview will be required to submit the filled in Travelling Allowance (TA) form along with proof of travel i.e. tickets (for both onward & Inward journey), bank account no. of candidate and IFSC Code No. of Bank Branch, for payment of TA.
- xv. If any certificate etc. is issued in a language other than Hindi / English, candidates are advised to submit a certified translation of the same in either Hindi or English language.
- xvi. The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the online application will be allowed.
- xvii. Mere submission of application and fulfilling the eligibility criteria gives no right to any candidate for claiming employment in MECON. The company reserves the right to alter any of the advertised condition depending upon the circumstances.
- xviii. MECON reserves the right to raise the minimum eligibility standards for short listing of the candidates for interview / selection of candidates etc. MECON also reserves the right to fill or not to fill or partially fill any of the above vacancy without assigning any reasons whatsoever.
- xix. MECON also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- xx. Any modifications / amendments / corrigendum related to the advertisement will be published on MECON's website **www.meconlimited.co.in** only. Hence, candidates are requested to regularly check the website for updates.
- xxi. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement the candidate may check on MECON's website **www.meconlimited.co.in** only.
- xxii. All correspondences / announcements with respect to above recruitment process shall be done through E-mail / Notices on MECON's website **www.meconlimited.co.in** only. Important information regarding recruitment will be available on MECON's website only and as such, candidates are advised to visit the same frequently. Responsibility of receiving, downloading and printing of the Interview Letters, information / communication etc. will be of the candidate. Company will not be responsible for any loss of E-mail sent, due to invalid / wrong E-mail ID provided by the candidate in online application or due to any other reason. Candidates are advised to retain the same E-mail ID and Mobile number active for at least 1 year.

Queries, if any, candidates may write to **Email ID: recruitment@mecon.co.in** only or Contact **No.0651-2483571/2483043** between 10 AM to 05 PM on working days i.e. Monday to Saturday (Exclude 2nd & 4th Saturday) (on dates as notified on the website).
- xxiii. Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.

- xxiv. No hard copies of documents are required to be sent. However, hard copy of online application is required to be submitted at the time of interview, if called for.
- xxv. The candidates not short listed for interview / not selected shall not be communicated regarding the status of their candidature. No correspondence will be entertained about the outcome of the application, at any stage.
- xxvi. Canvassing by a candidate in any form shall disqualify his / her candidature.
- xxvii. Management reserves the right to cancel the advertisement/selection process. The advertised vacancy/post is tentative and may increase/decrease any time without any prior information.
- xxviii. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Ranchi (Jharkhand) only.

13. MECON's DECISION FINAL:

The decision of Chairman & Managing Director, MECON Limited in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and posting of selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

**CHIEF GENERAL MANAGER (HR)
MECON LIMITED, VIVEKANANDA PATH,
DORANDA, RANCHI – 834002, JHARKHAND.**