



## MINERAL EXPLORATION CORPORATION LIMITED

(A Government of India Enterprise)

(AN ISO 9001: 2008 CERTIFIED COMPANY)

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

TELEPHONE: 2510310, 2510316, 2510317, 2510419 FAX: 091-7122510548

Email: [recruitment@mecl.co.in](mailto:recruitment@mecl.co.in) Website: [www.mecl.co.in](http://www.mecl.co.in)

CIN: U13100MH1972GOI016078

### HUMAN RESOURCE DIVISION

Date: 29.12.2020

List of eligible candidates called for Document Verification & Personal Interview for the post of Assistant Manager (Drilling) (E-3), Advt.No.02/ Rectt./2019.

Sr. No.	MECL Appl. No.	Name of Candidate (S/Shri)	Date of Document Verification & Personal Interview	Reporting Time of Document Verification & Personal Interview
1	4792	PANKAJ KUMAR CHOUDHARY	20.01.2021	10:00 AM
2	2303	ADITYA GUPTA	20.01.2021	10:00 AM
3	5283	MAYANK MANI TRIPATHI	20.01.2021	10:00 AM
4	1058	RUSTAM KUMAR	20.01.2021	10:00 AM

### SCHEDULE OF PERSONAL INTERVIEW

<b>DATE &amp; TIME OF INTERVIEW</b>	: 20-01-2021, 02:00 PM
<b>DATE &amp; TIME OF DOCUMENT VERIFICATION</b>	: 20-01-2021, 10:00 AM
<b>VENUE OF INTERVIEW</b>	: Corporate Office, Mineral Exploration Corporation Limited, Dr. Babasaheb Ambedkar Bhavan, High Land Drive Road, Seminary Hills, Nagpur – 440006, Maharashtra
<b>ISSUING AUTHORITY</b>	: Senior Manager (HR) (Recruitment)

❖ **Note: Call letters have already been sent to the candidates by Speed Post/ E-mail.**

### IMPORTANT INSTRUCTIONS

- On the date of document verification & personal interview, candidates must report to the venue at 10:00 AM.
- Reimbursement of to and fro AC-III tier 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.
- 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.02/Rectt./2019
- MECL reserves the right to cancel the recruitment process for the post of Assistant Manager (Drilling) (E-3), 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.

**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 and ITR of last 03 years showing salary details in support of work experience, one copy of Online Application Form along with duly filled Employment Proforma, Declaration (I), Undertaking (I) (as enclosed with this Call Letter attached in candidate email only), 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.02/Rectt./2019 which should have been acquired before the Date of Reckoning (07.08.2019). 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**) in support of work-experience as mentioned in Advt.No.02/Rectt./2019 and 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 CPSE/SPSE/Central Govt./State Govt. 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** towards the Online Application for the post of Assistant Manager (Drilling) (E-3) – Advt.No.02/Rectt./2019.
- 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.02/Rectt./2019
- 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.
- **The candidates have to make their own arrangements to stay at Nagpur till completion of their Document Verification & Personal Interview.**

**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.**

### **COVID RELATED INSTRUCTIONS:**

All candidates are required to carefully read the instructions for COVID-19 given with the Admit Card and strictly adhere to them as below-

1. Candidates are advised to carry the following items with them into the venue:
  - a) Personal sanitizer & face mask
  - b) Personal transparent water bottle
2. As a precaution for COVID-19, the candidate must reach at the venue in time to avoid any crowding at the centre at the time of entry and to maintain physical distancing.
3. Candidate must sign on the Attendance sheet after sanitizing hands with sanitizer.
4. Candidates are required to adhere to all the guidelines related to COVID-19 including social distancing, use of face mask, hand sanitization and personal hygiene etc.
5. Spitting shall be strictly prohibited.
6. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
7. Self-monitoring of health by all and reporting any illness at the earliest are essential.
8. The candidate should wear his/her own face mask at all times.
9. Temperature of the candidates will be checked with thermo guns at entry point and candidates having temperature above prescribed limit ( $>99.14^{\circ}\text{F}$  /  $37.30\text{C}$ ) temperature will not be allowed entry in the venue.
10. Candidates without having COVID-19 related declaration as attached will not be permitted entry into venue.
11. On completion of process, the candidates will be permitted to move out in an orderly manner i.e., one candidate at a time observing and maintaining Social Distancing.

Failing to comply with any of the aforesaid mentioned instructions, your candidature will be treated as cancelled and you will neither be allowed for personal interview nor shall be reimbursed for Travel Allowance.

Candidate's Signature:

Date:

**COVID-19 SELF DECLARATION (UNDERTAKING) (I) TO BE FILLED IN BY THE  
CANDIDATE FOR APPEARING IN WRITTEN TEST/SKILL TEST/ TRADE TEST/DOCUMENT  
VERIFICATION/ INTERVIEW IN MECL**

NAME OF THE CANDIDATE: \_\_\_\_\_

FATHER'S / HUSBAND'S NAME: \_\_\_\_\_

MECL APPLICATION No.: \_\_\_\_\_

POST NAME: \_\_\_\_\_

CORRESPONDENCE ADDRESS: \_\_\_\_\_

I, do hereby declare the following (please tick, wherever it is applicable to you):

1. I have not been suffering from flu-like symptoms of fever, cough, breathlessness, sore throat/ runny nose, body ache in the last 14 days.
2. I have not been in close contact with a confirmed case of the COVID-19.
3. I have not been in close with a person suffering from COVID-19 and am not under mandatory quarantine I have read the instructions, notices and SOP for COVID-19 prevention related to this examination available on the official website of DGMS ([www.dgms.gov.in](http://www.dgms.gov.in)) and the advisory for candidates regarding COVID-19.

Candidate's Signature:

Date:

## 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: