



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.

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CIN: U13100MH1972GOI016078

HUMAN RESOURCE DIVISION

No.:MECL/HR(RECTT.)/02DR19/Sr.Mgr.(ERP)/808/REV.00/4454

Date:15.10.2019

List of eligible candidates called for Personal Interview for the post of Senior Manager (ERP) (E-5), Advt.No.02/ Rectt./2019.

Sr. No.	MECL Appl. No.	Name of Candidate (S/Shri)	Date of Personal Interview	Reporting Time of Personal Interview
1	511	JYOTIPRAKASH SAHOO	23-10-2019	09:30 AM
2	660	RAM KRISHNA AKULI	23-10-2019	09:30 AM
3	964	SAKET BHARTI	23-10-2019	09:30 AM
4	2762	BALBIR SINGH	23-10-2019	09:30 AM
5	2952	SHAFEEQ K I	23-10-2019	09:30 AM

SCHEDULE OF PERSONAL INTERVIEW

DATE OF INTERVIEW	: 23.10.2019
TIME OF INTERVIEW	: 11:30 AM
REPORTING TIME	: 9:30 AM
VENUE OF INTERVIEW	: HR Division, Corporate Office, Mineral Exploration Corporation Limited, Dr. Babasaheb Ambedkar Bhavan, High Land Drive Road, Seminary Hills, Nagpur – 440006, Maharashtra
SIGNATURE OF ISSUING AUTHORITY	: 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 interview, candidates must report to the venue at 9:30 AM.
- Reimbursement of to and fro AC 3-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 Senior Manager (ERP) (E-5), 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, **last 03 months Salary Slips, last 02 years ITR**, one copy of Online Application Form along with duly filled Employment Proforma (as enclosed with this Call Letter), all original educational certificates along with 01 set of photocopies in support of educational/ technical/professional qualifications i.e. 10th/12th/Diploma/Degree/Professional Certifications 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.
- Documents (**Appointment letter/relieving letter/experience certificate/increment letter/promotion letter/salary slips**) in support of work-experience as mentioned in Advt.No.02/Rectt./2019 and Online Application
- 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 a 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 Senior Manager (ERP) (E-5) – Advt.No.02/Rectt./2019.
- Candidates must carry any other document required in original as mentioned in Advt.No.02/Rectt./2019 which needs to be produced at the time of Document Verification.
- 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.

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.


Sr. Manager (HR) (R)