



MECON LIMITED

Ref. Adv. No:11.73.4.3/2017/Req/01 dated : 09.02.2017

Advertisement for the post of Executive Director (HR) & Executive Director (Finance)

MECON, A Premier Miniratna, Schedule 6A, Govt. of India Enterprise under Ministry of Steel, providing Engineering, Consultancy, Contracting and Project Management Services invites application from committed result oriented suitably qualified experienced and promising individuals for the following position in HR & Finance discipline the details of post and eligibility criteria are indicated below :

1. Post, Grade, Scale of Pay & Number of Posts :

Discipline	Post	Grade	Scale of Pay	No. of Post
HR	Executive Director	E-9	₹ 62000-3%-80000/-	01(UR)
FINANCE	Executive Director	E-9	₹ 62000-3%-80000/-	01(UR)

Compensation : In addition to Basic Pay and DA (IDA pattern), candidate will be eligible for subsidized accommodation, if available or HRA in lieu thereof; Perks & Allowances, as admissible under Cafeteria Approach; Performance Related Pay (PRP) and various other benefits like PF, Gratuity, medical facilities for self and family, leave/ leave encashment etc as per Company's rules.

2. Cut off Date : 31.12.2016 (for Age, Qualification and Experience)

3. Age : Upper Age Limit is 55 Years.

4. Qualification :

Discipline	
HR	1 st class Graduate or Post-Graduate with 2 years Post Graduate Degree or Diploma in Social Work/Labour Welfare/Personnel Management/IR/HR/HRD or MBA with specialization in HR/Personnel Management & Industrial Relations from a recognized University/Institute duly recognised by AICTE/UGC. The qualification acquired through correspondence mode shall not be considered.
FINANCE	1 st class Graduate or Post-Graduate and Member of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India.

5. Experience :

Discipline	
HR	Must have a minimum of 27 years of relevant work experience in executive cadre in the relevant field/areas, out of which at least 2 years must be in the immediate lower grade of the post advertised. The candidate should have a proven record of successfully handling Human Resources (HR), Employee Relations(ER) and Industrial Relations (IR) matters. He/she should be well versed with activities related to Recruitment, Training and Development, Manpower planning, PMS, Policy matters, Establishment matters, IR related issues, pay revision, wage settlement, Grievance Management etc. Candidates having relevant work experience in manufacturing, process industries and consulting and engineering organisation shall be preferred.

FINANCE	<p>Must have a minimum of 27 years of relevant work experience in executive cadre in the relevant field/areas, out of which at least 2 years must be in the immediate lower grade of the post advertised.</p> <p>The candidate should have a proven record of successfully handling corporate financial management and accounts including cost, budgetary control, Institutional finance, working capital management, etc. Candidates having relevant work experience both in manufacturing process industries and consulting and engineering organisation shall be preferred.</p>
---------	--

6. The candidates working in Govt./PSUs applying for above posts with requisite qualification and experience as mentioned above at Sl. No. 4 and 5, must be working in the immediate lower level/grade or equivalent for at least two years in the Govt./PSUs. The pay scale immediate lower to the post advertised and operated in MECON Ltd. is furnished in the table below :

Next below Pay Scale and grade of MECON Ltd. as per IDA – 2007.	Next below Pay Scale and grade of MECON Ltd. as per IDA – 1997.
₹ 51300-3%-73000/-(E-8) or equivalent	₹ 20500-500-26500/-(E-8) or equivalent

In order to examine the above, the candidates from CPSEs/ Govts. organizations should mention in the application, all the grades, pay sale and period of experience they have possessed at each of the scale before reaching their present level, grade and pay scale in order to ascertain their comparative level and experience. The candidates should also submit a self certified copy of all the grades and, related pay (IDA-1997) and scales of pay (IDA-2007) Structure operated at below Board level in said PSEs along with the hard copy of the application.

7. The candidates working in Private Sectors, the present emoluments drawn should be equivalent or more than the amount the minimum basic plus DA (@119.50 % of Basic) and perks @ 47% of Basic) of the related below level grade and pay scales of DPE, besides taking into consideration the required period as well as level of experience. In such cases, the payment/CTC components towards performance related pay/incentives, superannuation benefits and any other privilege should not be considered for computation. Accordingly, the candidate should produce the proof of their emoluments by taking the pay/basic pay, DA or similar allowances and perks only. To this effect the candidates should produce a self declaration that the components towards incentive and superannuation benefits, etc are not considered under perks, along with the hard copy of the application.

(Candidates must attach proof of their pay scales/pay band (in case of PSE/Govt. Enterprises), total operating pay scales of below Board level executives (in case of CPSE) or emoluments giving the break-up of pay/basic pay, DA and Perks (in case of others) along with their applications)

8. Last date of receiving application form : **15.03.2017 (Wednesday)**

9. **Procedure of Application :**

Interested candidates meeting the above requirements may apply by visiting Careers section of our website www.meconlimited.co.in. Candidates may download the application form and send it duly filled in after affixing recent passport size photograph along with self attested copies of all the Certificates and Testimonials in support of his/her application, by Registered post/Courier/ Speed Post to Asstt. General Manager I/c (Personnel), MECON Limited, Vivekananda Path, At + PO : Doranda, Ranchi-834002 (Jharkhand). The envelope containing the application shall be superscribed as "Applied for the post of _____" (as applicable).

10. **Selection Mode :** Personal Interview.

11. GENERAL CONDITIONS :

- Those working in Central/ State Govt. Dept., PSUs etc. must route their applications through proper channel or produce No Objection Certificate (NOC) at the time of interview, without which his/her candidature will not be accepted.
- Incomplete applications/ improperly filled application form will be liable to be rejected.
- Candidates should satisfy themselves that they fulfil criteria of required qualifications, experience, age etc as mentioned in the advertisement before applying for the post.
- No correspondence will be entertained about the outcome of the application.
- Mere submission of application and fulfilling the eligibility criteria gives no right to any person to appear for interview and/or employment.
- The joining of the candidate will be subject to him/her being found medically fit by the medical Board of Company's Hospital (Ispat Hospital, Shyamali, Ranchi).
- Management reserves the right to cancel the advertisement/ selection process any time without any prior information.
- Candidates called for interview should produce all original documents (date of birth proof, qualification mark-sheets, degree certificates, caste certificate (if applicable), experience certificates, NOC (wherever applicable) etc) at the time of Interview, failing which such candidates will not be permitted to appear for the interview.
- Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or on joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- Canvassing in any form will disqualify the candidate.
- Shortlisted candidates called for personal interview will be reimbursed to and fro Economy Class Air Fare/AC-I class by shortest route on production of ticket. Travelling allowance will not be paid to such candidates who are disqualified to appear in the Personal Interview because of failing to produce requisite certificates/documents in original.
- Any update, corrigendum etc of this advertisement will be posted on our website only. Hence candidates are requested to keep in regular touch with our website www.meconlimited.co.in.
- Only Indian Nationals are eligible to apply.