



MECON LIMITED

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

H.O: Doranda, Ranchi- 834002.

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CIN No.: U74140JH1973GOI001199

Ref. Adv. No: 11.73.4.3/2026/Reg/02 dated: 03.03.2026

RECRUITMENT OF NON-EXECUTIVE PERSONNEL IN THE REGULAR SCALE OF PAY

MECON, a Premier Mini Ratna, 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 individuals **THROUGH ONLINE APPLICATION MODE ONLY** for recruitment of Non-Executive Personnel in the regular scale of pay as follows:

1. IMPORTANT DATES:

Activity	Date and Time
Opening date for submission of Online application	To be notified
Closing date for submission of Online application	To be notified

NOTE:

- Detailed instructions available on MECON website www.meconlimited.co.in may please be referred at the time of applying online application.
- 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.
- Candidates should read the instructions in the advertisement carefully before making any entry of selecting options for filling online applications.

2. DETAILS OF POST:

Post code	Name of the Post and Grade	No. of Posts	Minimum Educational Qualification as on 03-03-2026	Work Experience	Category Wise Post
01	Accountant	14	Intermediate of The Institute of Chartered Accountants of India (ICAI) OR The Institute of Cost Accountants of India (ICMAI)	NIL	SC-02 ST-06 OBC (NCL)-02 EWS-02 General (UR)-12
02	Assistant (HR)	02	BBA (Bachelor of Business Administration). Basic Knowledge of Computer is preferable		
03	Assistant (Administration)	02	BBA (Bachelor of Business Administration). Basic Knowledge of Computer is preferable		
04	Assistant (Secretarial Service)	06	BBA (Bachelor of Business Administration). Basic Knowledge of Computer is preferable		

3. GRADE, AGE & PAY SCALE:

Post code	Name of the Post	Grade	Upper Age Limit	Pay scale
01	Accountant	S-6	28 years	₹ 27,710 – 3% – ₹ 53,590/-
02	Assistant (HR)			
03	Assistant (Administration)			
04	Assistant (Secretarial Service)			

NOTE:

- The requisite educational qualification should have been acquired through **Regular / Full Time/ Open and Distance learning mode** from UGC recognized Universities.
- 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.
- Only candidates who have passed the required qualifications may apply.
- The candidates from UR, OBC (NCL) and EWS category should have minimum 60% and SC/ST and Persons with Disability (PwD) candidates should have minimum 50% aggregate marks in the requisite minimum educational qualification.
- Wherever percentage (%) of marks is not awarded by the University / Institute and only grades (e.g., CGPA / OGPA / GGPA / SGPA etc.) are awarded, the candidates shall be required to mention equivalent percentage in their application and required to submit grade to percentage conversion document from University / Institute in support of their claim. Unless prescribed by the University, method of determining percentages from grade will be on the principle of proportion as per the following formula; **on a 10-point scale grade of 6.0 will be considered as 60%.**

- vi. For the purpose of calculating the aggregate final marks, the aggregate marks of all years / semesters / trimesters would be taken. Rounding of percentage (%) will not be acceptable under any circumstances i.e. 59.99 % will not be rounded off as 60 %, hence 60% of marks and above will only be considered for General, OBC (Non-Creamy Layer) and EWS category and 50% of marks and above will only be considered for SC, ST and Persons with Disability (PwD) candidates.
- vii. In case of any dispute arising about admissibility of any qualification the decision of Chairman & Managing Director, MECON Limited shall be final and binding.

4. RESERVATION & AGE RELAXATIONS:

- i. **Reservations** for SC/ ST/OBC (NCL)/ EWS/ PwD (**Percentage of Disability - 40% or above**) candidates shall be provided as per guidelines of Govt. of India for the purpose. The reservation for PwD is on horizontal basis. In case any increase / decrease in the number of total posts, the number of reserved category posts will vary in accordance to the guidelines of Govt. of India.

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, Qualification marks and online application fee, is applicable to them.

- ii. **Age Relaxations:** Upper Age Limit is relaxed as under.

- 5 Years for SC/ST
- 3 Years for OBC (NCL)

Persons with Disabilities candidate:

- By 10 Years for General (UR)
- By 13 Years for OBC (NCL)
- 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.
 - No. of years of military service + 03 Years for UR / EWS
 - No. of years of military service + 13 Years for UR / EWS + PwD
 - No. of years of military service + 06 Years for OBC
 - No. of years of military service + 16 Years for OBC + PwD
 - No. of years of military service + 08 Years for SC / ST
 - No. of years of military service + 18 Years for SC / ST + PwD

Note: The Upper Age Limit is relaxed subject to the condition that maximum age of the applicant on the cut off date shall not exceed 52 years.

CUT OFF DATE: The cutoff date for deciding the age shall be the date of advertisement i.e. 03-03-2026.

- iii. **For getting benefits of reservation under OBC (NCL) 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 Government of India, and it must not be more than 01-year-old as on the date of Advertisement. Further, OBC (NCL) applicants will have to upload a valid OBC (NCL) Certificate at the time of registration

- iv. **For PwD Category**, certificate in the prescribed format of Govt. of India duly issued by the Competent Authority, has to be uploaded.
- v. **Candidate applying as Economically Weaker Section (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.
- vi. **Discharge / Service Certificate** - In case of Ex-Servicemen.
- vii. Certificate issued in the prescribed format by the competent authority - **in respect of J&K domicile**
- viii. The prescribed format of SC/ST/OBC(NCL)/PwD/EWS/Ex-servicemen/Sportspersons Certificates is available at www.meconlimited.co.in → Careers → Career Opportunities (**Standard Format**).

5. SELECTION MODE:

The mode of selection shall be through **Computer Based Test (CBT) of the candidates fulfilling the eligibility criteria as per the advertisement**. The mode of selection may be changed, if required, at the discretion of Management.

Finalization of the **eligible candidates for Computer Based Test (CBT)** shall be done **before the date of Computer Based Test (CBT) based on the scrutiny of the applications against** the information, declaration and supporting documents provided by the candidate at the time of submission of online application. Hence, candidates are advised to ensure on their own that they fulfill all the eligibility criteria against the post applied as mentioned in the advertisement and have all the relevant documents in support of their claim, before proceeding to appear for the Computer Based Test (CBT).

The list of candidates called for the **Computer Based Test (CBT)**, along with the date, time and venue of the **Computer Based Test (CBT)**, will be uploaded in the format of an Admit Card on Candidate Registration Portal. The same information will also be communicated to the eligible candidates through their registered email IDs, as provided in the online application form and will be available for download by the candidates by login using their credentials on the Candidate Registration Portal.

Similarly, the final list of selected candidates will be uploaded on MECON's website. The candidates will also be informed about the reporting date, requisite documents and medical examination details through their registered email IDs only.

6. TEST STRUCTURE FOR CBT:

The test structure for the **Computer Based Test (CBT)**, including the **number of sections, questions per section, test duration, and marking scheme (marks per question and negative marking)**, along with other necessary details, is provided below:

- The question paper will be in **bilingual language (English/Hindi)**.
- Each question carries **1 mark**.
- There will be **0.25 negative marking** for each incorrect answer.
- The total duration of the test is **90 minutes**.

Subject/Section	Assistant (Administration/Secretarial Service)	Assistant (HR) / (Accountant)
	Number of Questions	Number of Questions
General Awareness & Current Affairs	15	10
Quantitative Aptitude	20	10
Logical Reasoning	20	10
English Language	15	10
Computer Awareness	10	10
Domain Knowledge (Post Specific)	20	50
Grand Total	100	100

7. TRAVELLING ALLOWANCE FOR CBT:

No Travelling Allowance (TA) shall be admissible to the candidates appearing for the **Computer Based Test (CBT)**.

8. APPLICATION FEE:

For General/OBC/EWS Candidate	For SC/ST/PwD/Ex-Servicemen/Internal Candidate
Rs. 875/- (Rupees Eight Hundred & Seventy-Five)	Rs. 625/- (Rupees Six Hundred & Twenty-Five)

Application fee is to be paid online through MECON'S Payment gateway by clicking on the link "**Proceed for Online Payment**" provided 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 criteria before applying. Applications without fee/less fee shall be rejected.

9. OTHER DETAILS:

REMUNERATION: In addition to Basic Pay and DA (IDA pattern), the selected 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 medical facilities for self and dependent family members, PF, Gratuity, Leave, GPA, NPS (National Pension Scheme) and PSMBS (Post Superannuation Medical Benefit Scheme) etc as per Company's rules.

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.

MEDICAL EXAMINATION: Before appointment, the selected candidates will have to undergo Medical Examination. The joining of the selected candidate shall be subject to being found medically fit by the Medical Board of Company's Hospital (Ispat Hospital, Shyamali, Ranchi). The decision of the Medical Board of Company's Hospital will be final and binding.

10. HOW TO APPLY:

- I. Candidates satisfying the conditions of eligibility criteria shall apply online through our website www.meconlimited.co.in → **Careers** → **Career Opportunities** → **Click here to apply Online** on the dates as notified on the website. No other mode of submission of application is allowed.
- II. 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 2 MB)**.
 - b. Scanned copy of signature with Blue / Black ink pen in **jpg/jpeg format (size not exceeding 2 MB)**.
 - c. **Self-Attested** scanned copies of the documents in **pdf format** as follows:
 - i. Matriculation / Secondary Board level Certificate /Mark sheet / Municipal birth certificate, in support of age.
 - ii. Final/Provisional Certificate **for BBA/ Intermediate Course of ICAI/ ICMAI/, as applicable**.
 - iii. All semesters/ all year's mark sheets or consolidated mark sheet in support of prescribed requisite educational qualification.
 - iv. 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.**
 - v. Candidates applying as SC / ST / OBC (NCL) / EWS / Ex-Servicemen or PwD will have to upload copy of valid documents as mentioned at Para Sl. No. 4 in support of their claim. Meritorious Sportspersons certificate (if applicable).

NOTE:

- a) While uploading self-attested scanned documents online, candidates must ensure that the documents are legible and non-encrypted; otherwise, the application is liable to be rejected.
- b) In case of multiple documents, all the documents should be merged into a single PDF file not exceeding **2 MB** and uploaded.
- c) The prescribed format of SC/ST/OBC(NCL)/PWD/EWS/Ex-servicemen/Sportspersons Certificates is available at www.meconlimited.co.in → **Careers** → **Career Opportunities (standard format)**.
- 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.**

11. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. Candidates employed in Central/State Government, Public Sector Enterprises or Autonomous Bodies must produce a **No Objection Certificate (NOC)** from their present employer at the time of registration. Such candidates while applying online, should complete the application process and upload the **No Objection Certificate (NOC)** accordingly.
- iii. The candidates applying as SC / ST / OBC (NCL) / EWS / Ex-Servicemen or PwD will have to upload copy of valid documents as mentioned at Sl. No. 4 in support of their claim. Meritorious Sportspersons certificate (if applicable).
- iv. The Candidate shall produce **all original certificates/documents** in support of their claim and further scrutiny of the application shall be undertaken at the time of joining, if any claim made

in the application is not found substantiated, the candidate will be rejected and if discrepancy occurs, MECON shall have the rights to reject the application without issuing any reasons.

- v. 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.
- 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. MECON 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. 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.
- x. Before applying, **candidates are advised to go through the requirements of essential qualification, age etc. and satisfy themselves that they are eligible for the posts.** 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.**
- xi. **A candidate can submit online application for one post only.**
- xii. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the online application filled by the candidate and that of the original testimonies, the candidature of such candidates may be liable for rejection. Hence, utmost care should be taken to furnish correct details before submitting the online application.
- xiii. Finalization of the eligible candidates to appear for Computer Based Test (CBT) **shall be done (before issuance of Admit Cards to appear for CBT) based on the scrutiny of the applications against** the information, declaration and supporting documents provided by the candidate at the time of submission of online application. **Hence, candidates are advised to ensure on their own that they fulfill all the eligibility criteria against the post applied as mentioned in the advertisement and have all the relevant documents in support of their claim, before proceeding for registration.**
- xiv. 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.
- xv. 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.
- xvi. MECON reserves the **right to** raise the minimum eligibility standards for short listing of the candidates for selection of candidates etc. MECON also reserves the right to fill or not to fill or partially fill or to increase/decrease any of the above vacancy without assigning any reasons whatsoever.
- xvii. MECON also reserves the right to cancel the advertisement/selection process / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.

- xviii. Any modifications / amendments / corrigendum(s) in the advertisement will be given on MECON's website **www.meconlimited.co.in** only. Hence, candidates are requested to regularly check the website for updates.
- xix. **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, qualifying marks and online application fee, is applicable to them.**
- xx. 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.
- xxi. All correspondences / announcements with respect to above recruitment process shall be done through E-mail / Notices on MECON 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 information / communication / admit card etc. will be of the candidate. MECON will not be responsible for any loss of E-mail sent, due to invalid / wrong Email 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. No change in E-mail ID & Mobile number as declared in the online application will be allowed.
- For Queries, if any, candidates may write to Email ID: **nonexrecruitment@meconlimited.co.in** only or **contact at 011-41172000** between **10:00 AM to 05:00 PM on working days i.e. Monday to Saturday (on dates as notified on the website).**
- xxii. 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.
- xxiii. **No hard copies of documents are required to be sent. However, hard copy of the admit card is to be carried along with them by the eligible candidate to the CBT Centers.**
- xxiv. The candidates not eligible for Computer Based Test (CBT) shall not be communicated regarding the status of their eligibility. No correspondence will be entertained about the outcome of the application, at any stage.
- xxv. Canvassing by a candidate in any form shall disqualify his / her candidature.
- xxvi. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Ranchi (Jharkhand) only.

12. 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 CBT, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**General Manager I/c (HR)
MECON Limited, Vivekananda Path,
Doranda, Ranchi – 834002, Jharkhand.**