

MINERAL EXPLORATION CORPORATION LIMITED
(A Government of India Enterprise)

Seminary Hills,
NAGPUR- 440 006.

No: MECL/HR / (IR)/E (100)/2015/ *3346*

Date: 24 .06.2015

CIRCULAR

We are pleased to inform you that the Board of Directors have approved the 'Scheme for Campus Recruitment from Premier Institution' in its 236th Board Meeting held on 23.05.2015 for the employees of MECL. The Scheme for Campus Recruitment approved by the Board has been uploaded on the official website of MECL (www.mecl.gov.in).

This issues with the approval of the Competent Authority.


(S.K Varun)
Manager-HR

Distribution:

1. All HODs, MECL, Nagpur.
2. Dy.GM (Engg)/DGM(Instrumentation)/DGM(Geophysics), Utility Complex, Nagpur
3. All Zonal Managers/ROMs
4. All PMs
5. APS to CMD, MECL, Nagpur.
6. APS to D(T)
7. Sr.PA to D(F)
8. APS (C) to CVO.
9. Notice Board of all MECL Establishments

EXTRACT OF THE MINUTES OF 236TH MEETING OF THE BOARD OF DIRECTORS OF MINERAL EXPLORATION CORPORATION LIMITED HELD ON 23RD MAY, 2015 AT 12.30 P.M. AT NAGPUR.

236.09 SCHEME FOR CAMPUS RECRUITMENT FROM PREMIER INSTITUTION

After detailed deliberations, on the modification suggested and recommendation of the HR committee the Board approved by passing the following resolutions:

“RESOLVED THAT to approve the Scheme (*at Annexure III*) for Campus Recruitment Drive from Premier Institutions”

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COMPANY SECRETARY

SCHEME OF CAMPUS RECRUITMENT FROM PREMIER INSTITUTIONS

1.0 Objective

To infuse right talent from reputed Institutes/Colleges/Universities like IIMs, IITs, NITs, ISM Dhanbad, University of Petroleum Dehradun, XLRI, XIMB etc. in the right job at the right time to build Organization knowledge, skill, abilities and commitment in order to cope up with the growing requirements of the business.

2.0 Selection of Campus:

2.1 MECL will visit the campus of IIMs, IITs, NITs, ISM Dhanbad, University of Petroleum Dehradun set up by the Govt. of India, and XLRI, XIMB etc. which will help in fulfilling:

- (i) Talent acquisition in MECL.
- (ii) Retention of Professional and Technically qualified Personnel within the same area in MECL.

2.2 The Institutes / Colleges / Universities to be visited for the purpose of campus recruitment will be decided with the approval of CMD as and when such recruitment is resorted to on the basis of its accreditation, reputation, recognition etc. as well as the course(s).

3.0 Disciplines for which Campus Recruitment Drive will be held

Campus Recruitment Drive will be conducted for the various disciplines which include:

- 3.1 Technical Disciplines such as Petroleum, Mechanical, Electrical, Geology, Geophysics etc.
- 3.2 Non-Technical Disciplines such as HR, Finance, Marketing etc.

4.0 Methodology

4.1 Campus recruitment will be resorted for filling required vacancies in different disciplines in the Executive cadre with the approval of CMD. While filling the vacancies, the Govt. Policy regarding reservation will be adhered to.

4.2 The Committee to visit Campuses for Campus recruitment will be headed by a senior level executive as approved by the CMD. An HR representative will be compulsory member in this Committee.

4.0 Criteria

The eligibility criteria of the candidates and Institutes/Universities proposed, be visited for Campus Recruitment will be decided with the approval of CMD.

5.0 General

5.1 The Company Profile and the Job Profile will be communicated well in advance to the selected Institutes/Colleges/Universities. A Sr. Officer of the Company will deliver a presentation of the Company Profile and the post for which the candidates are being hired. The Sr. Executives will also communicate the role of the candidate, nature of activities being performed and expectations of the candidates.

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- 5.2 The defined process of Campus recruitment as laid down by the selected Institutes / Colleges / Universities will be followed and requisite fee, if any shall be borne by the MECL, with due approval of CMD.
- 5.3 The appointment letters will only be issued after finalization of the panel of selected candidates in various campuses, meeting the prescribed criteria/requirement under the Recruitment Rules of MECL. However, the concerned Institution/College/University will be intimated the names of provisionally selected candidates immediately after the completion of selection process of Campus Recruitment.

6.0 Selection Process of Candidates:

The selection process may include:

- Group Discussion and/or
- Personal Interview

- **Group Discussion(GD)**

- **Interview**
 - Get an insight of the candidate on various aspects, such as, goals, attitude, motivational levels, ability to react to situations, domain knowledge application skills, confidence etc.
 - In this there will be two rounds:
 - a. Technical Round
 - b. Non-Technical Round

7.0 Emoluments

- 7.1 The Executive Trainees will be offered starting Basic of Rs.16, 400/- at E-1 Grade in the pay scale of 16,400-3%-40,500. The salary component will comprise of Basic + IDA + Perks and Allowances under Cafeteria Approach as applicable under the rules of the Corporation.
- 7.2 It is proposed to offer E-2 in the Pay Scale of Rs.20, 600-3%-46,500 to the newly recruited Management Trainees on successful completion of Probation.

8.0 Competent Authority for the Scheme

- 8.1 The Board authorizes CMD to add/delete any Institution for Campus Recruitment or the contents therewith of the scheme, with the approval of HR Committee, subject to exigencies of the situation.
- 8.2 In case of any doubt in the interpretation of any of the Provisions of this Policy, the decision of CMD will be final.
- 8.3 In case of any dispute arising in the implementation of the Scheme the Decision of CMD will be final.
