



Mineral Exploration and Consultancy Limited
(Formerly Mineral Exploration Corporation Limited)

**Scheme for Engagement of Experts retired from
PSUs, Government Departments and Autonomous
Bodies (up to 70 years of age) on
Contract basis**

Updated in 286th Board Meeting held on 18-11-2023.

Scheme for Engagement of Experts retired from PSUs, Government Departments and Autonomous Bodies (up to 70 years of age) on Contract basis

1.0 Preamble:

- 1.1 Several new initiatives in the mining and minerals sector have been initiated by the Government of India, after the amendment of the MMDR Act, 2015 to accelerate mineral exploration in the country.
- 1.2 MECL has been appointed as the nodal agency by the Government of India for execution of the NMET (i.e. National Mineral Exploration Trust) which will provide funding for exploration work to MECL and other agencies in the country. Now, MECL's work in non-coal sector has increased almost many-fold with reference to previous years.
- 1.3 With the beginning of the new exploration work of 30 blocks allotted to MECL under the NMET, after the amendment in the MMDR Act, 2015, the volume of work has grown many fold in addition to the work already being done. It is expected that work in non-coal sector will further increase in coming years.
- 1.4 Recently, MECL has been allocated 30 Greenfield Blocks for exploration work with approximate budgetary estimate of about Rs.100 Crores. Fund will be made available by Ministry of Mines through NMET.
- 1.5 This activity is being carried out by MECL for the first time. It is in addition to the detailed exploration work allotted by State Governments and Ministry of Mines through promotional and NMET funding.
- 1.6 Over the last couple of years, MECL is passing through a phase of depletion of experienced manpower due to superannuation at a very fast rate.
- 1.7 To capture available opportunities in the market, it is felt that retired, experienced personnel are required to be engaged as Experts for guiding younger officers not only in various fields of mineral exploration, but also in allied functions/disciplines such as Contracts, HR, Finance etc. to accelerate business processes in the company, in a transparent manner.
- 1.8 At present, hiring of consultants/advisors is done as per the "Scheme for engagement of Ex-Executives of other PSUs, Central Government/ State Government and Ex - Employees of MECL on Contract Basis", which was approved by the MECL Board of Directors on 23 May, 2015 in its 236 meeting. However, we are not able to attract best talent, as compensation package is not attractive to senior level officers who retired more than five years ago, particularly from other Government organizations. However, till now, our requirements for engaging Consultants were very limited. But with enhancement of work in non-coal sector, we will require several Experts/Consultants to deliver Geological Reports on time. Hence, a more robust system of engaging such Experts from outside MECL is needed.
- 1.9 In view of present need of handling increased workload, the existing Scheme for engaging Ex-Employees of PSUs, Central/ State Government Departments and autonomous bodies on contract basis has been reviewed and bifurcated into two separate Schemes.
- 1.10 In the following paragraphs, the "Scheme for Engagement of Experts retired from PSUs, Government Departments and Autonomous Bodies (up to 75 years of age) on Contract basis has been outlined.

2.0 Objective of the scheme:

2.1. To engage Experts in specialized jobs and various domains of exploration for expediting exploration Work taken up by MECL in a transparent manner.

3.0 Applicability:

The Scheme shall apply for engaging following categories of retired Executives/ Officers on contract basis:

3.1 Retired Directors, Executives/ Officers of other PSUs/ Central/ State Government(s)/ Autonomous Bodies funded by Government of India/ State Government(s), having requisite expertise and Professional competence of their work domain.

3.2 This scheme is also applicable to Ex-Executives of MECL, who are more than 62 (sixty two) years of age. The employees lesser than 62 years of age are covered under the, "Scheme for engagement of Ex-Employees of MECL (up to 62 year age) on Contract basis".

3.3 The upper age limit for Ex-Executives/Officers engaged as Experts under this scheme shall be 70 (Seventy) years.

- **Note: However, the upper age limit is extendable up to 75 (Seventy five) years of age as special case with recorded reasons by concerned Director and approval of CMD.**

4.0 Levels of Experts:

4.1 The engagement shall be done in following categories:

Level	Eligibility
Senior Expert	Former Chairman-cum-Managing Director, Former Directors of a CPSU or retired from equivalent position from Central / State Government Departments / Undertakings/ Enterprises / Union Territories & Autonomous Bodies under State/ Central Government
Expert- 1	Retired Executives at level of E-9/E-8 / E-7 of CPSUs or retired from equivalent position from Central / State Government Departments/ Undertakings/Enterprises / Union Territories & Autonomous Bodies under State/Central Government
Expert-II	Retired Executives at level of E-6/E-5/E-4 of CPSUs or retired from equivalent position from Central / State Government Departments/ Undertakings/ Enterprises / Union Territories & Autonomous Bodies under State/Central Government

4.2 The engagement of such Experts should not be treated as an alternative to fill up the gap of routine requirements of manpower in any of the department/discipline but is to be resorted to in exceptional circumstances for engaging experts, who are required to do specific jobs on urgent basis. In addition, engagement of Experts may also be required for starting new ventures/ diversification, and improving business of the company Detailed justification shall be submitted by the indenting department through concerned Director for engaging such experts.

5.0 Method of Engagement:

The method of engagement for Ex-Executives of other CPSUS/ Central/State Govt./Union Territories & Autonomous Bodies and Ex- Executives of MECL (who are more than 62 year of age), shall comprise of

5.1 (i) Submission of Indent for engagement

The concerned HODs will submit the proposal, with detailed scope of work and justification for engagement of Experts and specify that whether requirement is Full-Time or Part-Time/ retainership basis.

(ii) Examination of proposal by HR Department

HR Department will examine the proposals and process the same for further approval from the Competent Authority.

(iii) Recommendation of proposal by concerned Director and approval by CMD

The proposal shall then be recommended by the concerned Director and approved by the CMD.

(iv) Advertisement

Upon approval of CMD, an advertisement shall be published in news- papers and MECL's website, inviting applications for the same.

(v) Procedure of making application against advertisement

The candidates while applying against open advertisement, must submit their applications, as per prescribed format given in Annexure- 1, along with copy of last pay drawn, proof of holding last position, and a Self-Declaration to the effect that there is nothing adverse against them either presently or in the past which would disqualify them from being engaged in MECL under the Scheme.

However, for Ex MECL Executives, Vigilance clearance will be obtained before their re-engagement, from Vigilance Department.

All applicants have to submit an undertaking that there is no conflict of interest for taking up the assignments in MECL.

(vi) Screening

Based on the requirement, CMD will constitute the Screening Committee, if required. If Screening Committee is constituted, it will scrutinize all received applications and all valid applications will be shortlisted for further consideration.

(vii) Search/Selection Committee

The Search/Selection Committee shall constitute of

- (i) Concerned Functional Director as the Chairman of the Committee
- (ii) For HR Division, senior-most Functional Director will act as Chairman
- (iii) Concerned Head of Department as Member
- (iv) GM-HR/ HOD-HR as Member Secretary
- (v) Any other member, if required, will be nominated by CMD

The above Selection Committee has to be approved by CMD. The Committee may hold discussion with the short-listed applicants. If no candidate is found suitable against

advertisement, this committee will be empowered to search suitable candidates through MECL's data base and approaching experts of high caliber from retired from other PSUs/Govt. Departments/Autonomous Bodies etc.

(vi) TA/DA shall be paid to the applicant for attending discussions as per provisions made under para 8.1 and 8.2 of the scheme.

(vii) Engagement after approval of recommendations of Search Selection Committee by CMD

The Search / Selection Committee shall put up its recommendations to CMD, for approval along-with draft letter for engaging the selected applicant (s) with complete scope of work, terms and conditions of engagement.

5.2 Engagement on nomination basis:

CMD is authorized to nominate a person as Expert limited to 01 month without following the modality of publication of advertisement in newspaper/website.

6.0 Period of Engagement:

6.1 Initially such engagements shall be made for a period as required, but the maximum period for such Engagement shall not be more than a period of 01 (One) year, at the first instance.

6.2 On specific recommendation of the concerned HOD/ Director and with the approval of CMD the period of engagement may be extended up to 02 (Two) years, subject to satisfactory performance of the engaged expert.

6.3 The case for further extension beyond 02 (Two) years shall be put up to MECL Board of Directors for consideration and approval, or requirement will be advertised again. Nevertheless, any expert who has previously served under the same Scheme may participate again, subject to fulfillment of other conditions of the Scheme

7.0 Empanelment / Retainership (Part-Time):

7.1 Based upon need, as may arise, some experts may be empaneled on retainership basis for handling part time assignments following the same selection process outlined in para 5.1 above.

7.2 The Search/Selection Committee will be authorised to form a panel for a maximum period of 02 (Two) years, subject to approval of CMD.

7.3 The incumbents engaged on Retainership (Part-Time) basis can engage in work with other companies Etc. other than MECL, however, they should not engage with those companies etc. with whom MECL Might have a conflict of interest

8.0 Compensation for Experts in specialized work domain (on full time basis)

8.1 The compensation is elaborated below (updated in 286th Board Meeting held on 18.11.2023):

Category	Compensation/ Month	Hotel Accommodation	D.A/ day	Fixed Telephone& Internet charges/ month
Senior Expert	Last Basic Drawn or 50% of the last drawn salary (Basic+DA) (consolidated to be paid) whichever is less. In case the expert is present for a period which is less than a month, he will be paid proportionately by dividing the consolidated amount by 26 to determine the daily rate of compensation. In case Expert works from home, then 75% i.e. 0.75 of the calculated amount as per clause will be paid.	As per the existing Hotel Accommodation reimbursement entitlements admissible to serving Functional Directors. Will be operable if guest house is not available, and whenever expert is required to work away from his/her normal place of residence	DA will be paid @ Rs. 1,000/- per day, whenever he/she is required to work away from Headquarter, Nagpur or his/her normal place of residence.	Rs 3000/- for telephone/ internet Facilities per month
Expert-I		As per the existing Hotel Accommodation reimbursement entitlements admissible to regular employees of MECL at E-7 scale. Will be operable if guest house is not available, and whenever expert is required to work away from his/her normal place of residence	DA will be paid @ Rs. 800/- per day, whenever he/she is required to work away from Headquarter, Nagpur or his/her normal place of residence.	Rs.2000/- for telephone/ internet facilities per month
Expert-II		As per the existing Hotel Accommodation reimbursement entitlements admissible to regular employees of MECL at E-6 scale. Will be operable if guest house is not available, and whenever expert is required to work away from his/her normal place of residence	DA will be paid @ Rs. 600/- per day, whenever he/she is required to work away from Headquarter, Nagpur or his/her normal place of residence.	Rs. 2000/- for telephone/ internet facilities per month

* If any expert works from home, or works at Headquarter, Nagpur then no DA during that period will be paid.

8.2 Travelling Entitlement

Positions	Air	Rail/Bus	Taxi
Senior Experts	Economy Class (Actual fare)	AC 1 class in Rajdhani, Shatabdi etc./Actual bus fare	Vehicle will be provided commuting for to office when they are at Corporate Office or Delhi. If the official vehicle is not provided, then actual Taxi fare on production of receipt will be given.
Experts-I	Economy Class (Actual fare)	AC 1st class in Rajdhani, Shatabdi etc./Actual bus fare	-do-
Experts-II	Not entitled	AC II Tier Sleeper or one class below in provided for Rajdhani, Shatabdi etc./ Actual bus fare.	No vehicle will be provided for commuting to office when they are at Corporate Office or Delhi However, actual Auto fare will be given

**Note:*

- (1) *Travelling Allowance entitlement may be upgraded in special cases if required, on approval of CMD*
(2) *No conveyance will be provided to Expert i for attending office from place of residence*

8.3 Compensation for Empanelment on Part-Time basis - updated in 286th Board Meeting held on 18.11.2023:

- In case an Expert has been engaged on part time basis (meaning he should be engaged for less than 26 days in a calendar month), the monthly compensation shall be paid on pro-rata basis for actual number of days he/she worked in a month at Corporate Office/Register Office/Projects/travelled to other places for MECL work/ worked from home for MECL work, as per the instructions of controlling officer.
- However, total compensation for engagement on part time basis will not exceed the total compensation for engagement on full-time basis. Pro-rata calculation will be made considering month as 26 days.
- Over and above the compensation on pro-rata basis for actual number of days worked, lump-sum allowance for telephone and internet should be paid as per existing rates laid out in extant scheme at Table 8.1.

For Example

- If the part-time expert is engaged as Senior Expert, and he works for 15 days in a particular month, the calculation of his monthly emoluments will be as follows:
 - Retainership Fee : NIL
 - Fee for Actual Days of Work Done at Nagpur/Designated place of work:
Following is the calculation for 15 days work:
 - No. of days to be calculated for a month = 26
 - Daily Compensation = 150000 (say – as per 8.1 proposed)/26 = 5769/-
Therefore, amount for 15 days work = 5769 x 15 = Rs. 86,535/-
 - Total Earning per month = A +B = 0+86535 = Rs. 86535/-

(d) When he/she is required to work away from his/her normal place of residence, he/she shall be paid Hotel Accommodation as per revised rates at Table 8.1, DA as per stipulations at Table 8.1 & TA as per prevalent rates at Table 8.2

9.0 Terms & Conditions:

- 9.1 The Experts will work/ assist/ guide in accordance with the scope of work outlined by the indenting department. This will make a part of contract for each case of engagement.
- 9.2 Engagement in all cases will be subject to the Expert's being found medically fit and being declared so by a registered medical practitioner.
- 9.3 There will be no employer-employee relationship between MECL and the Experts engaged.
- 9.4 If the performance of the Expert is not found satisfactory, the Management will reserve the right to Terminate the engagement of the Expert.
- 9.5 Experts, thus engaged, shall not be entitled to any medical reimbursement or the benefits, such as EPF, Gratuity, HRA etc.
- 9.6 Ex-Executives engaged from other PSUs/ Central Govt. / State Govt. and Ex- Executives of MECL shall not undertake work that involves entering into financial commitments for exercising powers or matters, which are likely to bind the company. However, they may give their views and recommendations put up to them for consideration and decision of the management.
- 9.7 During the period of full-time engagement, Experts should not take up outside assignment.
- 9.8 The Experts, thus engaged, will maintain absolute secrecy and confidentiality in matters related to all official documents/information or any other data (either in hard copy or soft copy), which they acquire or that may come to their knowledge during their engagement.
- 9.9 The Experts thus engaged shall not carry any document/paper/floppy/pen drive/data/Cartridge / Compact Discs, etc., out of the office premises without obtaining prior or specific written permission from the respective Head of Department/ Director.
- 9.10 The Income Tax, as applicable, would be deducted at source from the payment made to them.
- 9.11 Further, the Experts, shall, at all time, during their engagement maintain absolute integrity, office discipline devotion to duty and do nothing which is against the interest of MECL. Any contravention to this condition will entail immediate termination of their engagement.
- 9.12 Upon engagement, when the Expert reports for joining, and when the Expert is required to visit any other project/ office of MECL or anywhere else in the country, he/she will be paid hotel accommodation and DA and travel allowance (TA) in accordance with Para 8.1 and 8.2, subject to fulfillment of conditions specified therein.
- 9.13 The Experts from outside Nagpur/Delhi may avail Guest House facilities at Nagpur, Delhi for lodging for free, subject to availability. However, the charges for food will be borne by them.
- 9.14 Experts who are engaged shall be paid their compensation on actual attendance basis certified by concerned GM/HOD. In case the Expert engaged is stationed at a place other than Nagpur or where

the company do not have an establishment the Expert's self-certified attendance duly countersigned by the concerned GM/Head of Department, for the purposes of payment of compensation etc, will be considered. However on requisition by the management the Expert should make himself/ herself available at Nagpur or any other place as advised by the management. For this purpose the Expert will be paid expenses towards to and fro journey, accommodation etc. as per clause No. 8.1 and 8.2, with the approval of the concerned Director

9.15 For the expert engaged on full time contract basis, full attendance will be considered maximum 26 days in a month. The Expert (full-time) engaged will be entitled for 01 day leave per month on accrued basis. All other days including Closed Holidays, Sundays, 2nd Saturday & 4th Saturday shall be considered as working days for the experts engaged on full-time basis for the purpose of payment – up to the limit of 26 days in a month. Accordingly, GMs/HODs of concerned Divisions or Functional Directors, as the case may be – to whom the experts shall be reporting – shall assign appropriate work to the engaged experts to be undertaken on Closed Holidays, Sundays, 2nd Saturday & 4th Saturday (updated in 286th Board Meeting held on 18.11.2023)

9.16 Experts should make themselves available for minimum 1 week in a month at MECL Corporate Office, Nagpur /Registered office. For the balance period he/she may operate from home/visit project as per work schedule/requirement. While working from home, Experts shall regularly interact with concerned MECL officers over phone, e-mail and/or Skype/Video call and attend to all assignments allotted by the concerned GM/Head of Department.

9.17 Any legal proceedings in respect of any matter or claim or dispute arising out of this engagement can be instituted in Nagpur (Maharashtra State) only and Courts/Tribunals/ Forums at Nagpur (Maharashtra State) only shall have sole and exclusive jurisdiction to try any such cause/dispute:

10.0 Supersession of the existing "Scheme for engagement of Ex-Executives of other PSUs, Central Government/ State Government and Ex-Employees of MECL on Contract Basis"

10.1 The Scheme for Engagement of Experts retired from PSUs, Government Departments and Autonomous Bodies (up to 70 years of age) on Contract basis", will supersede all the earlier schemes/policies on the subject issued from time to time in the company after notification of the new scheme by HR Division of MECL.

10.2 The persons presently engaged under the existing scheme will continue for their remaining period of contract without any change in their existing terms and conditions of the contract even after notification of the new scheme.

11.0 Modification/Amendments:

11.1 The provisions of this scheme, except the contents provided herein above, if require an interpretation / amendment / modification will be approved by the CMD

11.2 In case of any dispute with regard to this scheme, the same shall be referred to CMD, MECL, as the Sole arbitrator for settlement of dispute, whose decision shall be conclusive, final and binding on the Experts.
