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MECON LIMITED

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

H.O: Doranda, Ranchi-834002;

Phone: 0651-2483000

CIN No.: U74140JH1973GOI001199

Ref. Adv. No: 11.73.4.1/2025/Cont/02 dated: 21.05.2025

REQUIREMENT OF DRAFTSMAN ON CONTRACTUAL BASIS

MECON, A Premier Miniratna, 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 and experienced proficient draftsman **THROUGH ONLINE APPLICATION MODE ONLY** for the engagement of "**Draftsman"** on contractual basis. The details of post and eligible criteria are indicated below:

1. IMPORTANT DATES:

Activity	Date
Opening date for submission of Online application	**09.06.2025**
Closing date for submission of Online application	**23.06.2025**

NOTE:

I. Detailed instructions available on MECON website **www.meconlimited.co.in** may please be referred at the time of applying online application.

II. 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.

III. 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 post	No. of posts	Minimum Educational Qualification and Post Qualification Experience as on 21-05-2025
01	**Draftsman**	**17**	• Diploma in Engineering with 3 years drafting experience in the relevant field in any organization. (OR) • ITI with 5 years drafting experience in the relevant field in any organization. (OR) • 12th / Inter pass with 7 years of drafting experience in the relevant field in any organization.

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Post code	Name of post	No. of posts	Minimum Educational Qualification and Post Qualification Experience as on 21-05-2025	Area of Experience
02	Draftsman	01	Diploma in Engineering with 3 years drafting experience in the relevant field in any organization. (OR) ITI with 5 years drafting experience in the relevant field in any organization. (OR) 12th / Inter pass with 7 years of drafting experience in the relevant field in any organization.	Working experience in Auto CAD Preparation of Steel Structural drawings.
03	Draftsman	03		Working experience in Auto CAD Preparation of Civil drawings.
04	Draftsman	02		Work experience in preparation of Piping & equipment Drawings in Auto CAD 2D.
05	Draftsman	01		Work experience in 3D Modelling of Piping and Equipments in AVEVA E3D Software

NOTE:

i. The requisite educational qualification Diploma in Engineering /ITI should be acquired through **Regular / Full Time Course only**.

ii. The candidates should have minimum 45% aggregate marks in the requisite educational qualification.

iii. 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 4.5 will be considered as 45%.

iv. **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. 44.99 % will not be rounded off as 45 %, hence 45% of marks and above will only be considered.**

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. In case of any dispute arising about admissibility of any particular qualification the decision of Chairman & Managing Director, MECON Limited shall be final and binding.

3. <u>AGE LIMIT:</u>

Minimum age limit for all categories of candidate shall be 18 years as on the date of advertisement **- i.e. 21.05.2025.**

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4. DEFINITION OF WORK EXPERIENCE :

I. The work experience shall be of relevant nature with a drafting /engineering organization.

II. In case of intermittent nature of job the actual days engaged in relevant nature of work only will be considered for calculating number of years of experience.

III. Any other nature of experience like freelance experience will not be considered as it is not a full time job and required number of years of experience cannot be established.

IV. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of experience.

V. Period of apprenticeship under Apprentice Ship Act shall be considered for the purpose of ascertaining required number of years of experience.

5. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below;

1. For Past Employment -

Candidates must submit work experience certificates for all previous employments mentioned in the application form. These certificates should clearly indicate the date of joining, date of relieving, nature of duties or specific areas of experience, relevance of the experience to the applied post, and details of the pay scale or consolidated remuneration.

In the absence of an experience certificate from any past employer, the corresponding work experience will not be considered. Consequently, if the candidate fails to meet the minimum required post-qualification experience due to such omission, it may result in the rejection of their candidature.

2. For Current Employment.

Experience Certificate or **Offer letter/Appointment letter / Pay Slip / Identity Card issued by Employer, showing the date of joining** and **proof of continuity of present employment i.e. Last 03 (three) months Pay Slips from the date of advertisement,** which the candidate has mentioned in the application form. In case of non submission of these documents, it may lead to rejection of the candidature.

NOTE:

i. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at SL. No. 5.2 to clearly prove the continuity in the job.

ii. Self declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields etc will not be considered / accepted.

iii. **Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.**

6. CUT OFF DATE: The cutoff date for deciding the age and work experience shall be the date of advertisement i.e. **21.05.2025.**

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7. SELECTION MODE:

The mode of selection shall be Personal Interview & Hand-on test. The mode of selection may be changed, if required, at the discretion of Management.

Shortlisting of the candidates for Personal Interview & Hand-on test shall be done (**on or before the date of Personal Interview & Hand-on test as per the discretion of management) 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 interview, if provisionally shortlisted or at any stage of the Selection / Appointment.

PERSONAL INTERVIEW: The list of candidates called for the personal interview, along with the date, time, and venue of the interview, will be uploaded on MECON's official website. The same information will also be communicated to the shortlisted candidates through their registered email IDs, as provided in the online application form.

Similarly, the final list of selected candidates will also be uploaded on MECON's website and they will also be intimated about Documents Verification & Medical Examination through MECON website and their registered E-mail ID only.

8. DURATION OF THE CONTRACT:

Initial engagement shall be for 3 years (Renewable annually subject to satisfactory performance) and shall be extendable up to 5 years depending upon satisfactory performance of the candidates and requirements of the company.

9. AWARDING OF THE CONTRACT & REMUNERATION:

- The selected candidates shall be awarded with the contract work of preparing drawings as per the requirements of the company.
- The candidate selected shall be paid with **Contract Fee of Rs. 30,000 per month.**
- In addition to the aforesaid monthly contract fee, **an incentive amount @ Rs. 875** for each drawing over and above 20 A1 equivalent drawings shall be paid to the candidate if monthly output of such candidate is more than 20 A1 equivalent drawings.
- The aforesaid monthly contract fee is a fixed component and Incentive amount is variable component. Both the contract fee and Incentive shall be paid through invoice. The monthly contract fee shall be paid every month within 7 working days from the receipt of the invoice. The incentive amount shall be paid, subject to prescribed output mentioned above, separately on certification of concerned technical section.
- The candidates awarded with the contract shall be required to obtain GST registration, if applicable.
- TDS shall be deducted as per Income Tax Act.

10. OTHER BENEFITS & FACILITIES:

- **Annual Increment (AI):** Annual Increment shall be granted at the rate of 3% of contract fee.
- **Leave:** 1.5 days per month, i.e. maximum 18 days in a year.
- **Weekly off/Closed Holiday**: As applicable to regular employees.
- **Medical Facilities:** Medical facilities for self, spouse and 2 dependent children as available at Ispat Hospital only.

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- **Accommodation / HRA:** Company's residential accommodation shall be provided subject to availability at Shyamali Colony as per the approved scheme on rental basis. In case, Company's residential accommodation is not availed, House Rent Allowance (HRA) at the rate of 5% of contract fee shall be paid.

11. WORKING HOURS: The selected candidates shall be required to follow the normal working hours of the company or as decided by the competent authority.

12. TRAVELLING ALLOWANCE (TA) FOR INTERVIEW:

Out station Candidates appearing for the Personal Interview shall be reimbursed TA as given below:

Grade	Travelling Allowance
Contract	III Tier A/C (3A)/ CC by rail / Rs. 7 per Km by road or at actual, whichever is less subject to production of receipt /ticket and / or boarding pass. Rail fare will be regular rail fare (No premium Tatkal /Tatkal).

The Internal Candidates will be governed as per the service rules of the company.

Note: Further scrutiny of the application shall be undertaken on the date of Personal Interview, if any claim made in the application is not found substantiated, the candidate will not be allowed to appear for the interview & Hand-on test and also no TA shall be paid.

13. OTHER DETAILS:

PLACE OF POSTING: Candidates may be posted in any project / location / office of the Company as per the requirement. Only candidates willing to serve anywhere in India should apply.

MEDICAL EXAMINATION: The selected candidate is required to enter into empanelment contract with MECON. Before rendering the services, the selected candidates will have to undergo Medical Examination. The deployment of the selected candidate shall be subject to being found medically fit. Further, the selected candidates should possess a valid medical insurance for the duration of engagement.

14. 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 shall be 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 40 KB).

b) Scanned copy of signature with Blue / Black ink pen ***in jpg/jpeg format*** (size not exceeding 40 KB).

c) **Self-Attested** scanned copies of the documents ***in pdf format*** as follows:

1. Matriculation / Secondary Board level Certificate /Mark sheet / Municipal birth certificate, in support of age.
2. Final/Provisional Certificate for requisite educational qualification (Diploma /ITI/ 12th pass), as applicable.

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3. All semesters/ all year's mark sheets or consolidated mark sheet in support of prescribed requisite educational qualification.
4. Work Experience Certificate / other documents as mentioned at Para Sl.No.4 in support of experience claimed.
5. 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.*

NOTE :

a) While uploading the scanned documents online, the candidates are required to ensure that the scanned documents are legible, self-attested, and not encrypted or password-protected; else the application may get rejected.
b) In case of multiple documents, all the documents should be merged into a single PDF file not exceeding 1 MB and uploaded.
c) **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**

15. GENERAL INFORMATION AND INSTRUCTIONS :

i. Only Indian Nationals are eligible to apply.
ii. The Candidate shall produce **all original certificates/documents** before interview failing which they will neither be interviewed nor be paid any TA.
iii. 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.
iv. The candidates are required to upload copy of Final Certificate requisite educational Qualification (Diploma/ITI/12th pass) In case the candidate has not got final certificate then the provisional certificate needs to be uploaded. **Non-submission of certificate for requisite educational qualification may lead to rejection of candidature.**
v. 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.
vi. Company 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.
vii. **Each document to be uploaded while applying online should be duly Self Attested**
viii. 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.
ix. Before applying, **candidates are advised to go through the requirements of essential qualification, requisite experience, 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.**
x. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that of the original

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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.

xi. The outstation candidates eligible for interview will be reimbursed Travelling Allowance (TA) to & fro Rail Fare by the shortest route from the mailing address, as mentioned in the application, to the place of interview, as mentioned above under Sl.No.12.

xii. The Outstation candidates eligible for interview will be required to submit the filled in Travelling Allowance (TA) form along with proof of travel i.e. tickets (for both Onward & Inward journey), bank account no. of candidate and IFSC Code No. of Bank Branch for payment of TA. Candidates having **"Wait Listed"** tickets for Rail journey shall be paid TA, limited to sleeper class only. In the event of non submission of proof for return journey, TA for return journey shall be limited to sleeper class only.

xiii. 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.

xiv. The candidates must have an active E-mail ID& Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the online application will be allowed.

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 interview / selection of candidates etc. MECON also reserves the right to fill or not to fill or partially fill any of the above vacancy without assigning any reasons whatsoever.

xvii. MECON also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.

xviii. Any modifications / amendments / corrigendum 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. 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.

xx. 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 Interview Letters, information / communication etc. will be of the candidate. Company 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 1year.

xxi. Queries, if any, candidates may write to E-mail ID: **recruitment@mecon.co.in** or may reach at Contact No. **0651-2483571** and for IT related queries, candidates may reach our IT Cell at **itranchi@meconlimited.co.in** or Contact No. **0651-2483475** between 10 AM to 05 PM on working days i.e. Monday to Friday (on dates as shall be 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.

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xxiii. No hard copies of documents are required to be sent. However, hard copy of online application is required to be submitted at the time of interview, if called for.

xxiv. The candidates not short listed for interview/test/not selected shall not be communicated regarding the status of their candidature. 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. Candidates are allowed to apply and submit only 01 (one) application against the same advertisement. If, it is found / observed that any candidates has submitted multiple applications against the same advertisement, then the application submitted at last shall be considered for further selection process.

xxvii. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Ranchi (Jharkhand) only.

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

Chief General Manager (HR)
MECON Limited, Vivekananda Path,
Doranda, Ranchi – 834002, Jharkhand.