मेकॉन लिमिटेड
भारत सरकार का संस्थान
MECON LIMITED
A GOVT. OF INDIA ENTERPRISE

RECRUITMENT PORTAL

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How to apply on the Recruitment Portal?

Click on the below link to see the MECON's Recruitment Portal Page.

URL: https://recruitment.meconlimited.co.in

Now, you'll able to see all the JOB POSTS that has been published by the MECON.

Once, you'll find the appropriate JOB POST, please click on the **View Details**.

You'll be redirect to the Login Page, as you can see below.

Create New Account

On the Login-Page you'll find the **Create New Account** tab, click on that, as shown below.

Now, you'll be redirected to Register New User page as shown below.

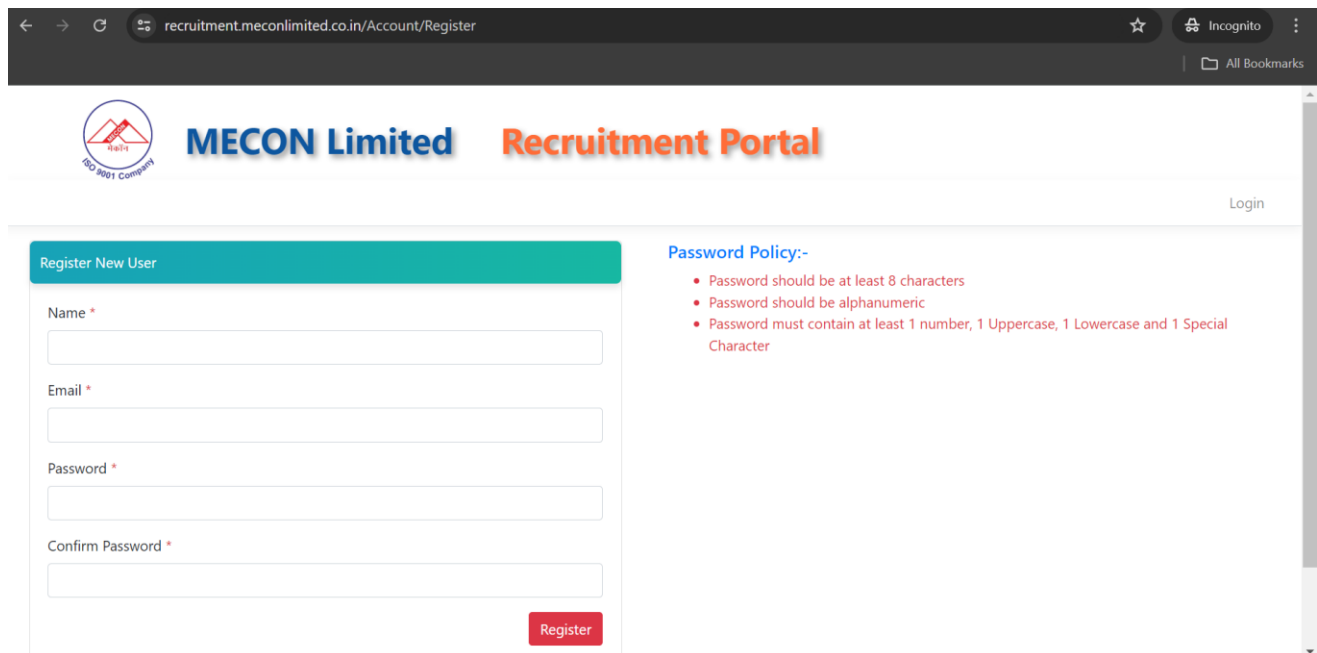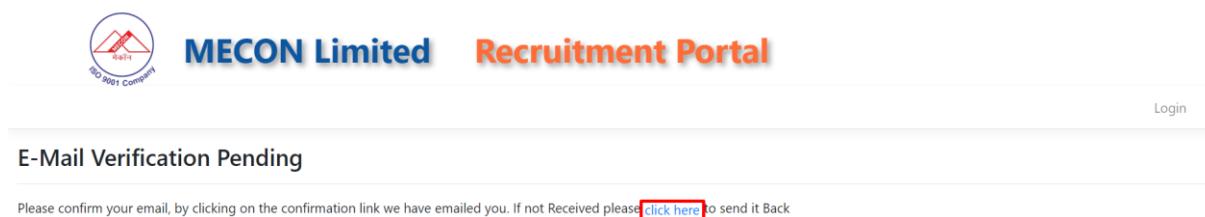Now, fill all the required details like Name, Email, Password, Confirm Password to register yourself.

NOTE:

Password Policy:

- Password should be at least 8 characters
- Password should be alphanumeric
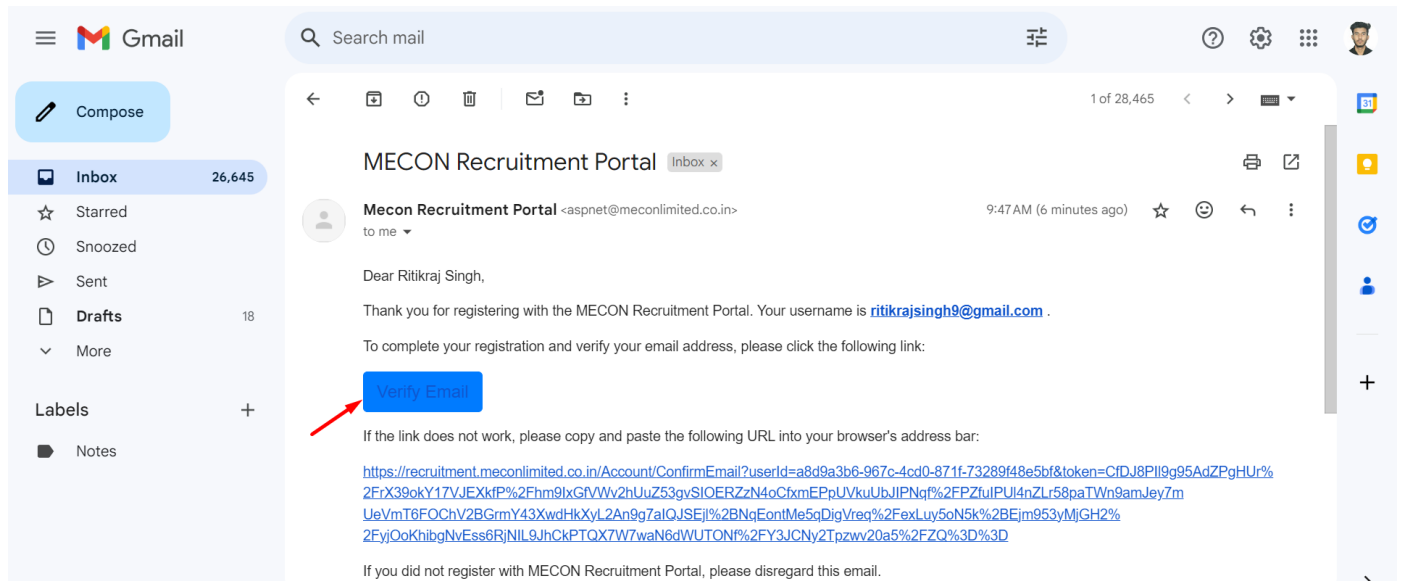- Password must contain at least 1 number, 1 Uppercase, 1 Lowercase and 1 Special Character

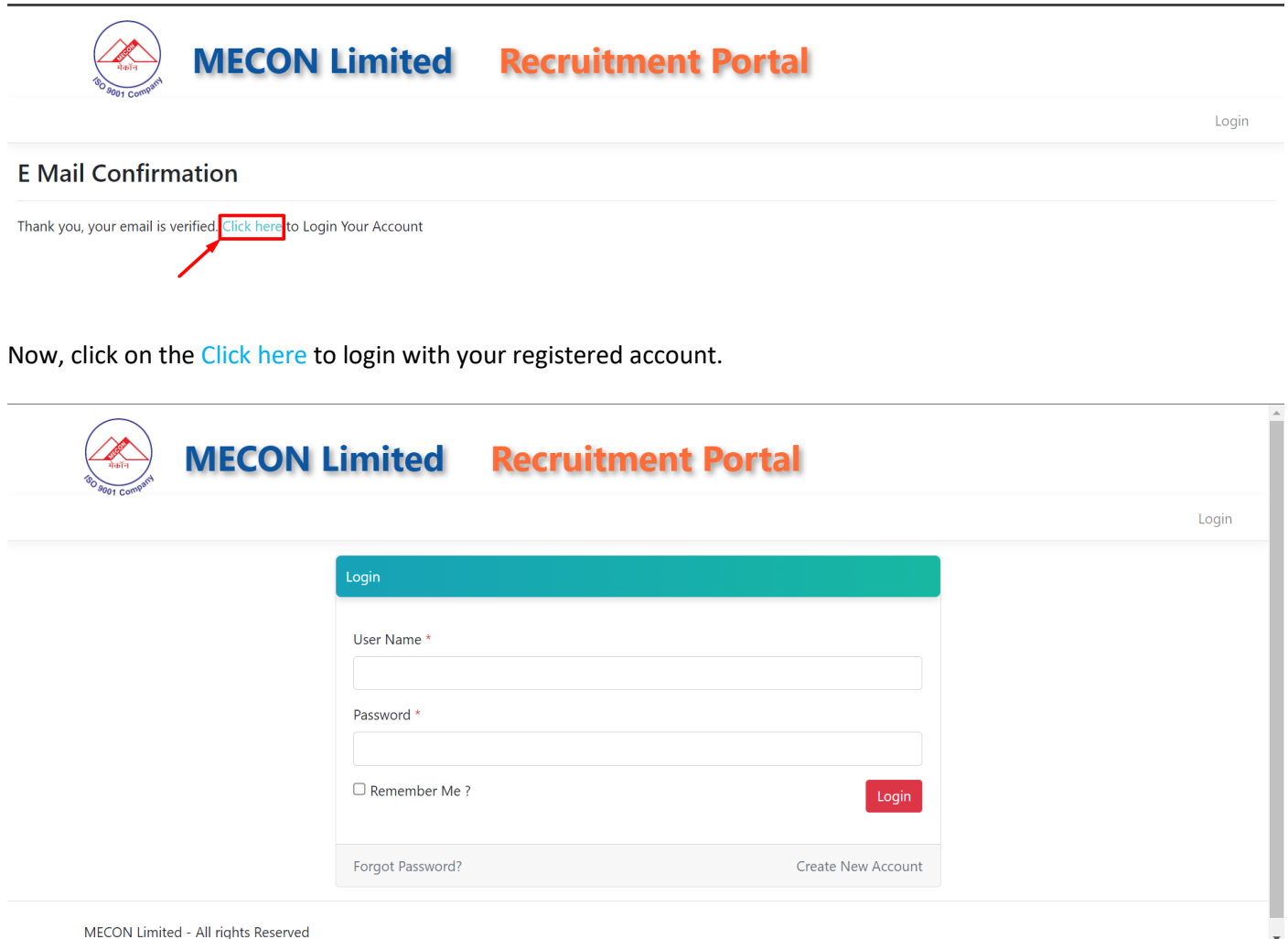Now, one email verification link was sent to your Email.

If, you'll not able to receive any mail please clink on the ^{click here} icon as shown above.

Verify your email, as shown below.

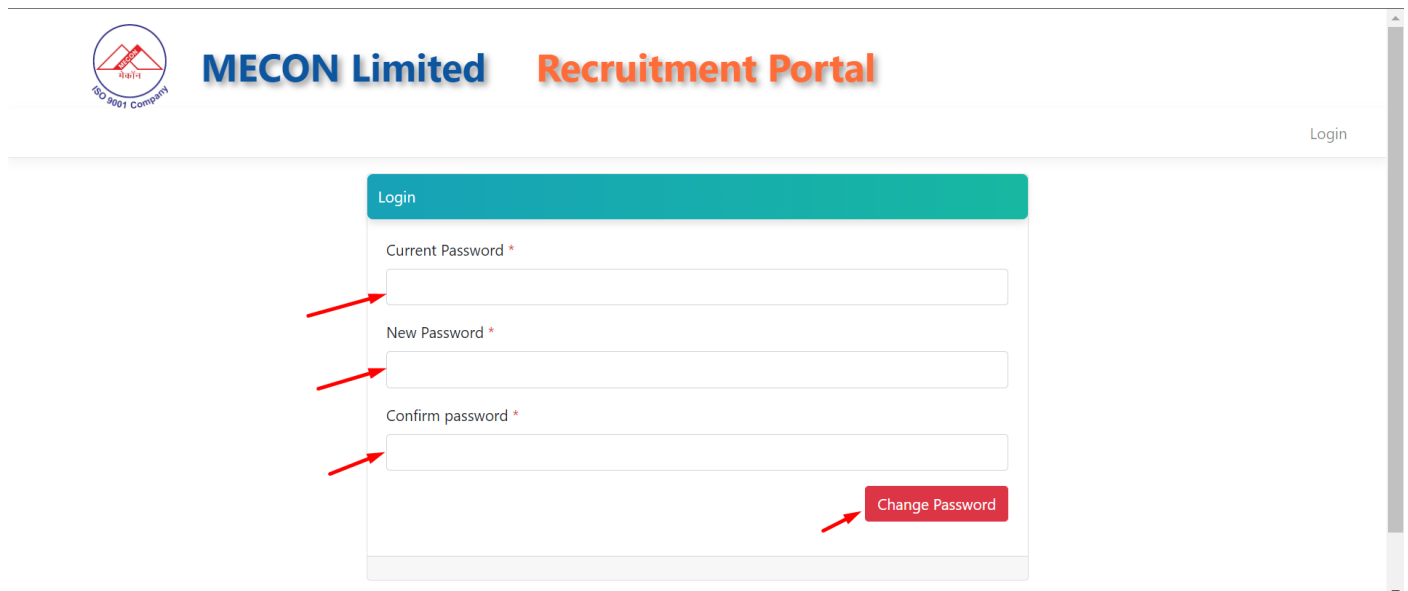Once your email address is verified you'll be redirected to the recruitment page, as shown below.

Now, click on the Click here to login with your registered account.

Now, login with your registered account, as shown above.
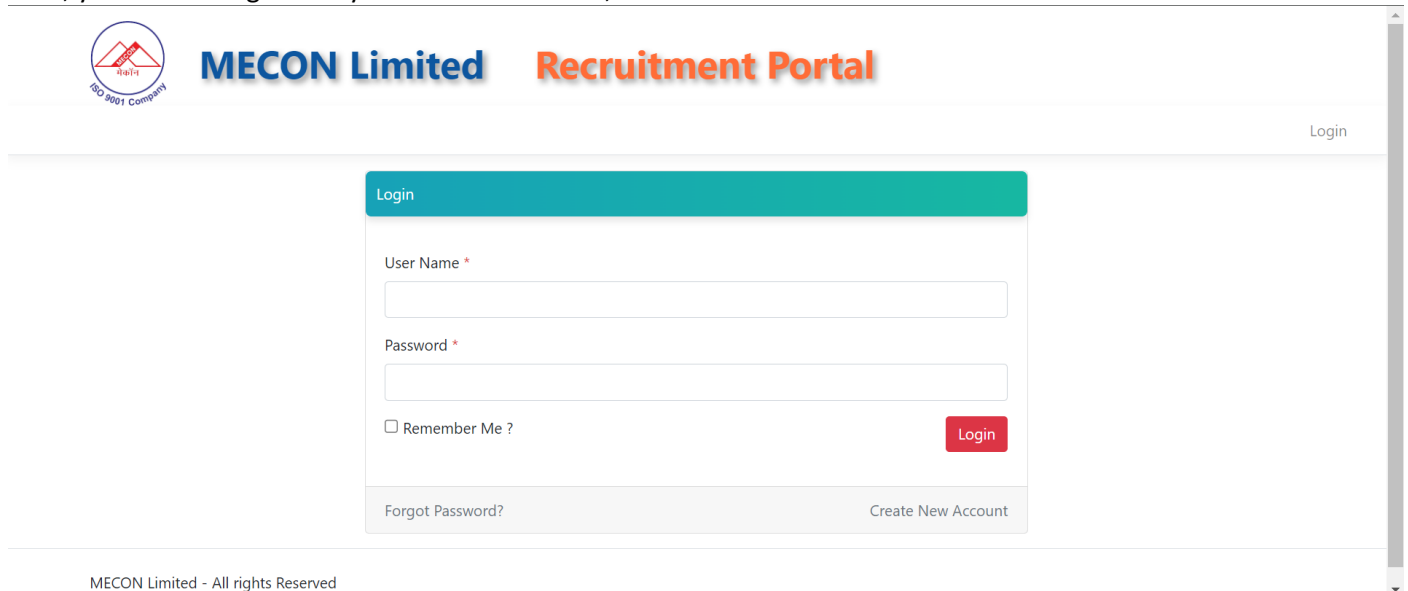
Once, you'll login it'll ask you to change your Current Password, as shown below.

MECON Limited   **Recruitment Portal**

Login

Current Password *

New Password *

Confirm password *

Change Password

Now, provide your Current Password, New Password & Confirm Password.

Now, you have to login with your New Credentials, as shown below.

MECON Limited   **Recruitment Portal**

Login

User Name *

Password *

☐ Remember Me ?

Login

Forgot Password?   Create New Account

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Now, once you'll login, it will ask to fill your basic details, as shown below.

Add Basic Details

Fill all the required basic details of yourself.

Click on Submit.

Once you'll submit you'll redirect to the Recruitment portal page.

How to View the Details of the Job Post?

Click on the View details on the Job Post, as shown below.

Once, you'll click on the View details button, you'll be able to find all the necessary details related to the posts, as shown below.
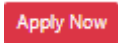
If you want to apply against the Job Post, click on the button.

How to Apply on the Job Post?

Once you'll click on the **Apply Now** button, you'll be redirected to the below screen.

Here, you have to fill all the below mentioned details:

- Basic Details
- Personal Details
- Sports Details
- Academic Qualification
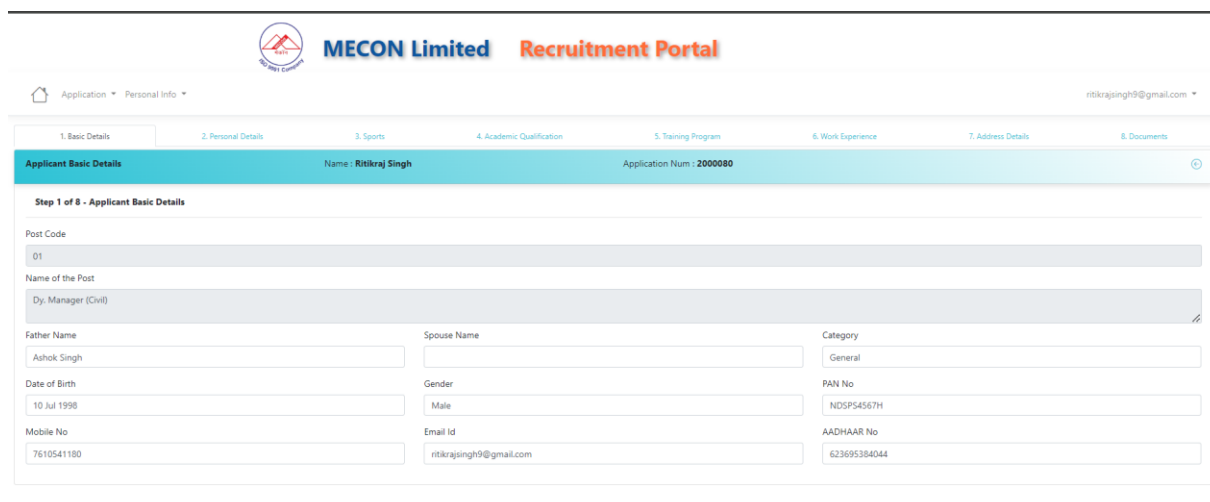- Additional Qualification
- Training Program
- Work Experience
- Reference Details
- Address Details
- Upload Documents
- Declaration

Basic Details

Application will automatically fill all the basic details that you have entered at the time of the registration, If you wants to change the details go to the **Personal Info ▾** tab and change the details accordingly.


Personal Details

Add the Personal details by clicking on the Personal details tab, as shown below.

To add the Personal details on the below screen click on the Edit / Add ✎ icon on the screen.

Once you'll click on the Edit / Add ✎ button you'll go to the below screen.

Add all the required details on the above screen, like Nationality, Marital Status, Category Applied for and so on.

Select the Yes or No Option for the below mentioned points in Personal details tab.

- Whether Domiciled in the State of Jammu & Kashmir during the period 01.01.1989 to 31.12.1989: **Yes/No** (if **Yes**, submit the necessary documents/details for the Verification).

- Disability/PWD: **Yes/No** (if **Yes**, submit the necessary documents/details for the Verification).
    - Enter the Percentage of the disability: 40% & above should be considerable.
    - Select the Nature of Nature of Disability, as shown below.

Disability/PWD ● Yes ○ No

(40 % disablity above) *	Nature of Disability *
	Please Select ⇕

- Ex-Serviceman: **Yes/No** (if **Yes**, submit the necessary documents/details for the Verification).
    - Ex-Service Start Date.
    - Ex-Service End Date.
    - Commissioned Officer.

    Note: - Below document are required as per Ex-Servicemen type

    - **Retired/ Released personnel** – Certificate in prescribed format duly signed by appropriate authority.
    - **Serving Personnel** (due to be released within 01 year) Certification in prescribed format duly signed by appropriate authority along with undertaking.
    - **Serving ECOs/SSCOs on extended assignment** - Certificate in prescribed format duly signed by appropriate authority.

Ex-Serviceman ● Yes ○ No

Ex-Service Start Date *	Ex-Service End Date *	Commissioned Officer *
dd-mm-yyyy 🗓	dd-mm-yyyy 🗓	Please Select ⇕

Note :- Below document are required as per Ex-Servicemen type

Retired/ Released personnel – Certificate in prescribed format duly signed by appropriate authority.

Serving Personnel (due to be released within 01 year) Certification in prescribed format duly signed by appropriate authority along with undertaking.

Serving ECOs/SSCOs on extended assignment - Certificate in prescribed format duly signed by appropriate authority.

- Are you currently an employee of MECON Limited: **Yes/No** (if **Yes**, please provide your MECON's Employee ID).

Are you currently an employee of MECON Limited ● Yes ○ No

Employee Id *

After filling the necessary/required details click **Submit** button, as shown below.

Name of the Post *
Dy. Manager (Civil)

Advertisement No *	Advertisement Date *	Post Code *
11.73.4.1/2024/Cont/02	15 Jun 2024	01

Applicant Name *	Father / Husband Name *	Spouse Name
Ritikraj Singh	Ashok Singh	

Gender *	Category *	Date of Birth *
Male	General	10 Jul 1998

Nationality *	Marital Status *	Category Applied For *
Indian	Please Select	Please Select

Whether Domiciled in the State of Jammu & Kashmir during the period 01.01.1989 to 31.12.1989 ○ Yes ● No

Disability/PWD ○ Yes ● No

Ex-Serviceman ○ Yes ● No

Are you currently an employee of MECON Limited ○ Yes ● No

Submit Back

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Note: if you belong to OBC/SC/ST Category and if you'll Opt. the **Unreserved** category in the **Category Applied For** tab you'll be not considered for the Exemption.

Once you'll submit the Data you'll get the below Pop-Up message, click on Done Button.

Successful

Personal Data Saved successfully

Done

Sports Details

Add the Sports details by clicking on the Sports details tab, as shown below.

Once you'll click on the Edit / Add button you'll go to the below screen.

Select Yes/No (if you are eligible any one of the below option)

- Meritorious Sportsperson: Yes/No (if **Yes**, submit the necessary documents/details for the Verification).
- Inter-University: Yes/No (if **Yes**, submit the necessary documents/details for the Verification).
- International: Yes/No (if **Yes**, submit the necessary documents/details for the Verification).
- State School: Yes/No (if **Yes**, submit the necessary documents/details for the Verification).
- National Sports: Yes/No (if **Yes**, submit the necessary documents/details for the Verification).
- National Award: Yes/No (if **Yes**, submit the necessary documents/details for the Verification).

Now, click on the submit button.

Academic Qualification

Add the Academic details by clicking on the Academic details tab, as shown below.

Once you'll click on the Add New button you'll go to the below screen.

Fill out the required filed as shown above and Submit.
Once you'll Submit by clicking on the Submit button as shown below.

It'll add the data on the **Academic Qualification** tab, as shown below.

Similarly, you can add the multiple Academic qualification related data.

Additional Qualification

Now, If you have any other or **Additional Qualification** you can add by click on the [Add New] button of the **Additional Qualification** tab, as shown below.

Add all the necessary/required details as shown on the below screen & submit.

Training Program

If you have gone through any training program, please enter the details of the training that you have gone through
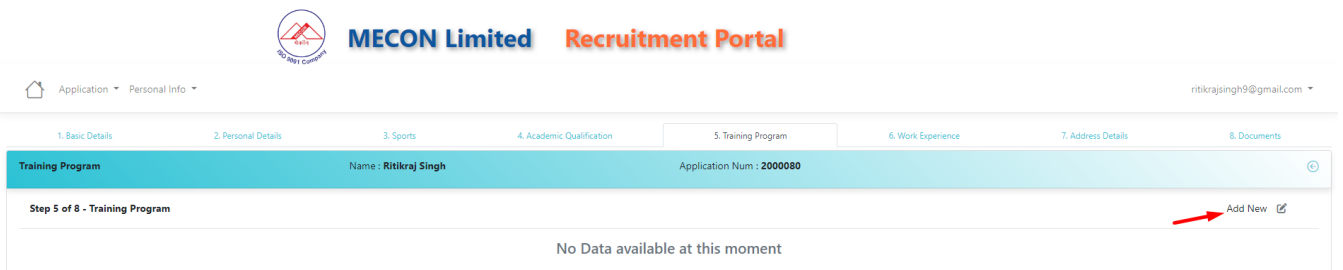
Add the Training Program details by clicking on the Training Program details tab, as shown below.

Once you'll click on the Add New button you'll go to the below screen.

Add all the necessary/required details as shown on the below screen & submit.

Work Experience

Add the Work Experience details by clicking on the Work Experience details tab, as shown below.

Once you'll click on the ☐ Add New ☑ button you'll go to the below screen.

Add all the necessary/required details as shown on the above screen & submit.

Reference Details

In the same tab if you want to add any reference of your previous organisation you can add it on clicking the Add New ☑ button as shown below.

Reference Details	Add New ☑
No Data available at this moment	

Once you'll click on the Add New ☑ button you'll go to the below screen.

Add all the necessary/required details as shown on the above screen & submit.

Address Details

Add the Address details by clicking on the Address details tab, as shown below.

Once you'll click on the Edit / Add ☑ button you'll go to the below screen.

Add all the necessary/required details for your address as shown above and click on the check box if the Present Address Same As Permanent & If not please add the Present address as well and click on the Submit button as shown below.
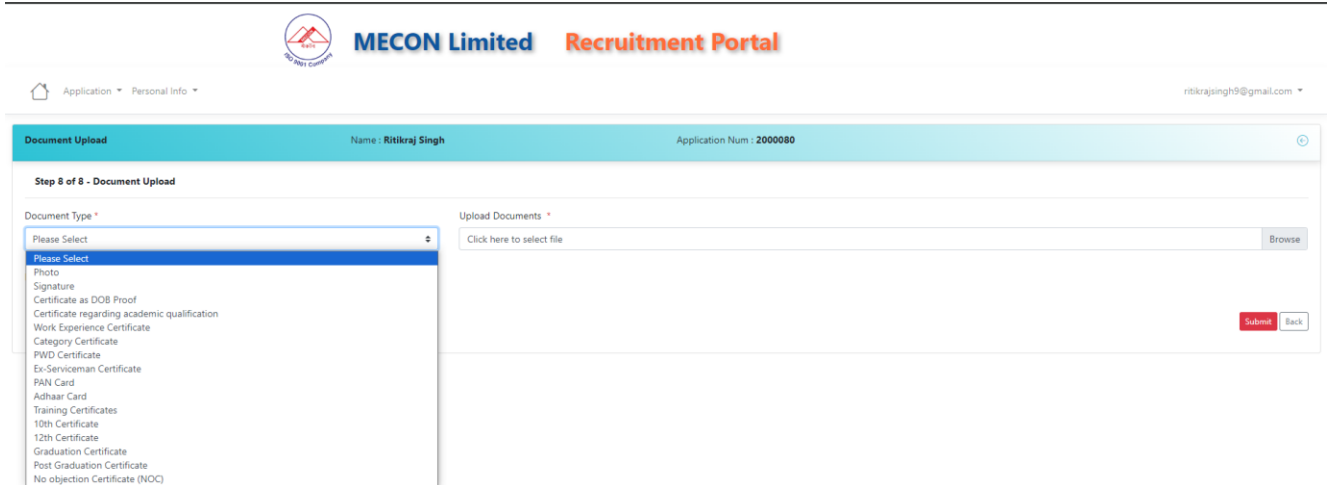
Upload Documents

Add the Documents by clicking on the Documents tab, as shown below.

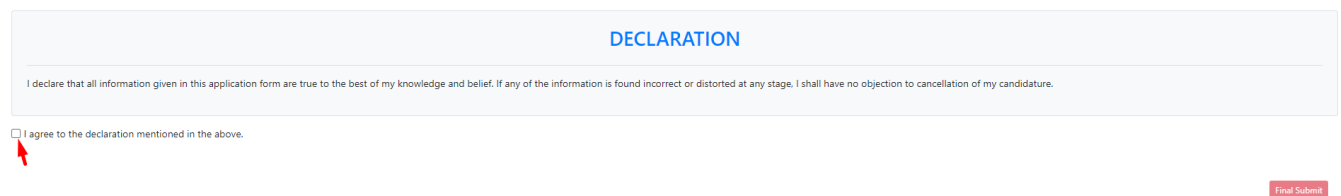Once you'll click on the Add New ☑ button you'll go to the below screen.

Add all the necessary/required documents one by one. as shown above.
If you have NOC from Present organization (If applicable) select Yes Otherwise No.
Click on the submit button.

Declaration

On the Declaration tab you have click on the check box for declaration, as shown below.

Once you'll click on that it'll redirect you to Payment page after the final submission, as shown below.

Payment

Once, you'll click on the Click here on paymet tab as shown below.

It'll redirect you to the payment page as shown below.

Now, click on the proceed to pay.

Once, you have paid then it'll redirect you to below screen to verify the payment.

Once you'll click on the verify button you form will successfully submitted.

E-Mail Notification

You'll receive the notification mail as shown below.