



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>

MECON Limited Recruitment Portal

Login

Job Post List

Advertisement No :11.73.4.1/2024/Cont/02 15 Jun 2024
Name of the Post : Dy. Manager (Civil)
Application Date from 10 Jul 2024 to 31 Jul 2024
Walk In Interview : No , Post Qualification Experience : Yes , Personal Interview : Yes , Interview : No , Written Test : No , NISP : No
No of post : 1 , Engagement Type : **Contract** , Post Code : 01 , Max Age : 50 Year(s) , Age Cap : 65 Year(s) , Min. Experience : 5 Year(s) , Remuneration per Month : Rs. 54990.00 /-

View Details >>

Advertisement No :11.73.4.1/2024/Cont/02 15 Jun 2024
Name of the Post : Addl. Engineer (Civil)
Application Date from 10 Jul 2024 to 31 Jul 2024
Walk In Interview : No . Post Qualification Experience : Yes . Personal Interview : Yes . Interview : No . Written Test : No . NISP : No

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**.

Advertisement No :11.73.4.1/2024/Cont/02 15 Jun 2024
Name of the Post : Dy. Manager (Civil)
Application Date from 10 Jul 2024 to 31 Jul 2024
Walk In Interview : No , Post Qualification Experience : Yes , Personal Interview : Yes , Interview : No , Written Test : No , NISP : No
No of post : 1 , Engagement Type : **Contract** , Post Code : 01 , Max Age : 50 Year(s) , Age Cap : 65 Year(s) , Min. Experience : 5 Year(s) , Remuneration per Month : Rs. 54990.00 /-

View Details >>

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

MECON Limited Recruitment Portal

Login

Login

User Name *

Password *

Remember Me ?

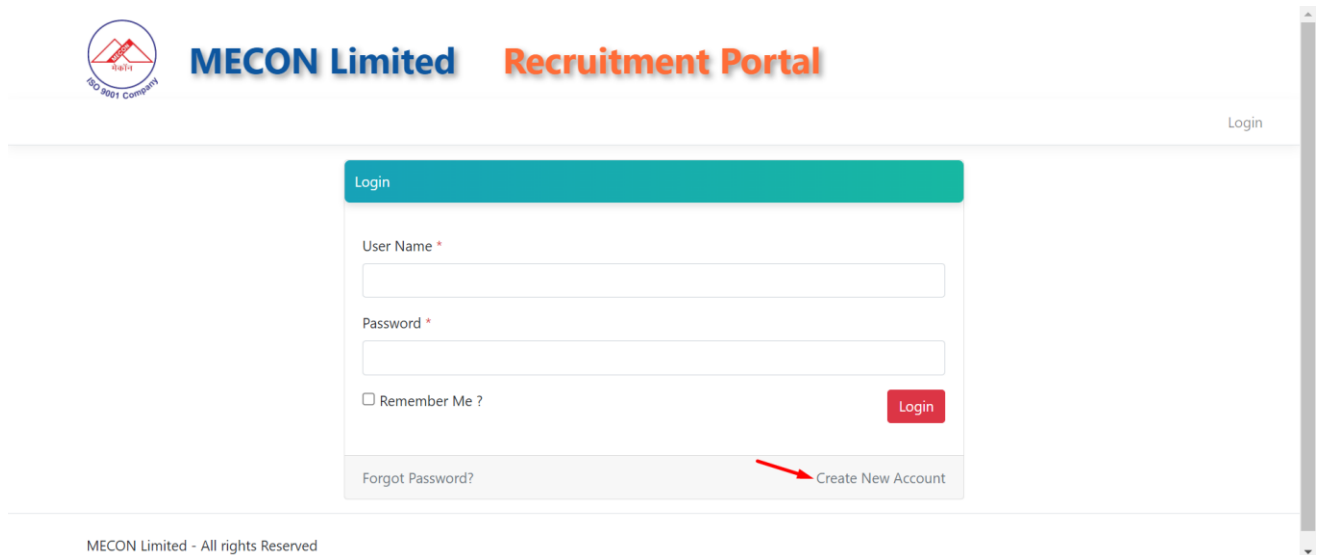
Login

[Forgot Password?](#) [Create New Account](#)

MECON Limited - All rights Reserved

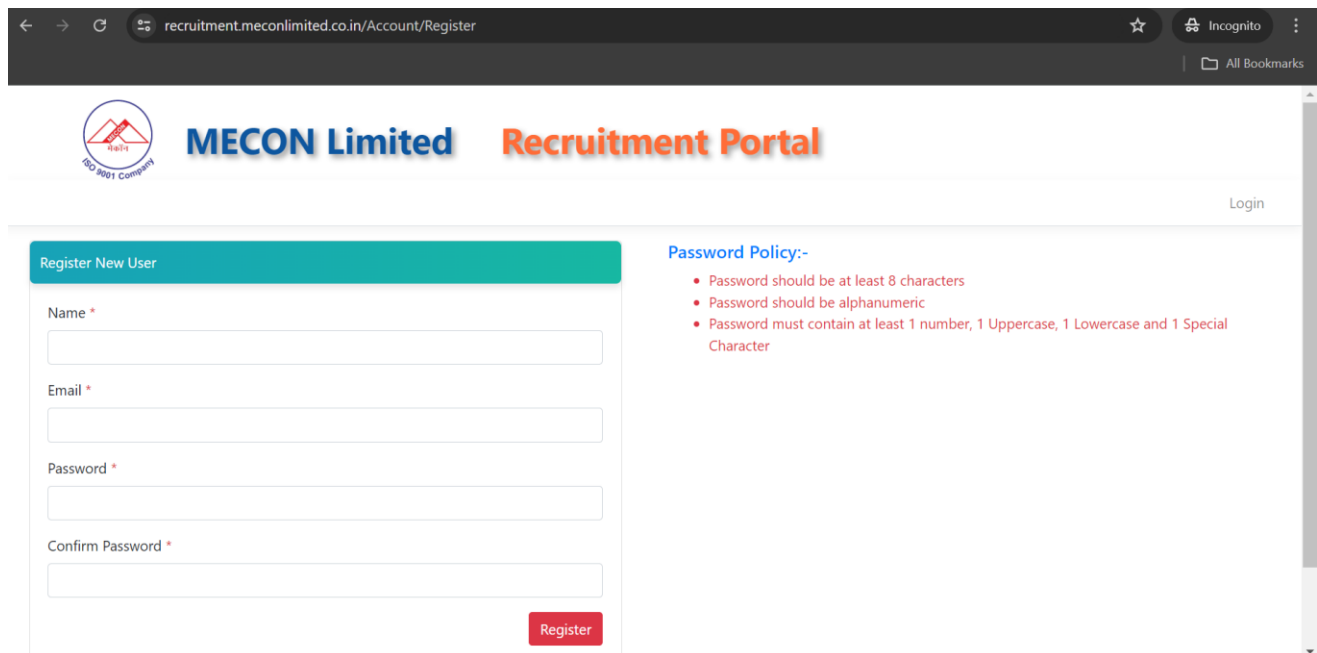
Create New Account

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



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



MECON Limited - All rights Reserved

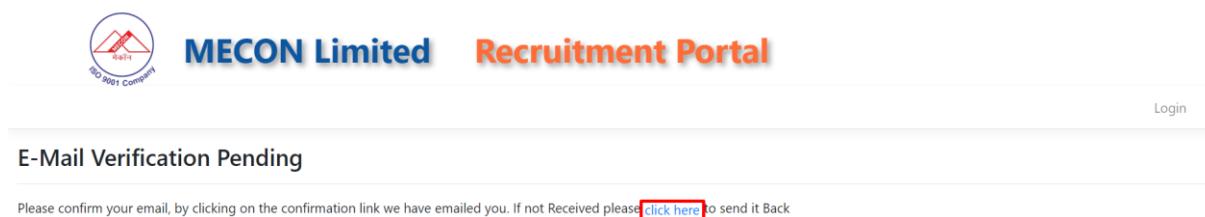
Now, fill all the required details like Name, Email, Password, Confirm Password to register yourself.

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

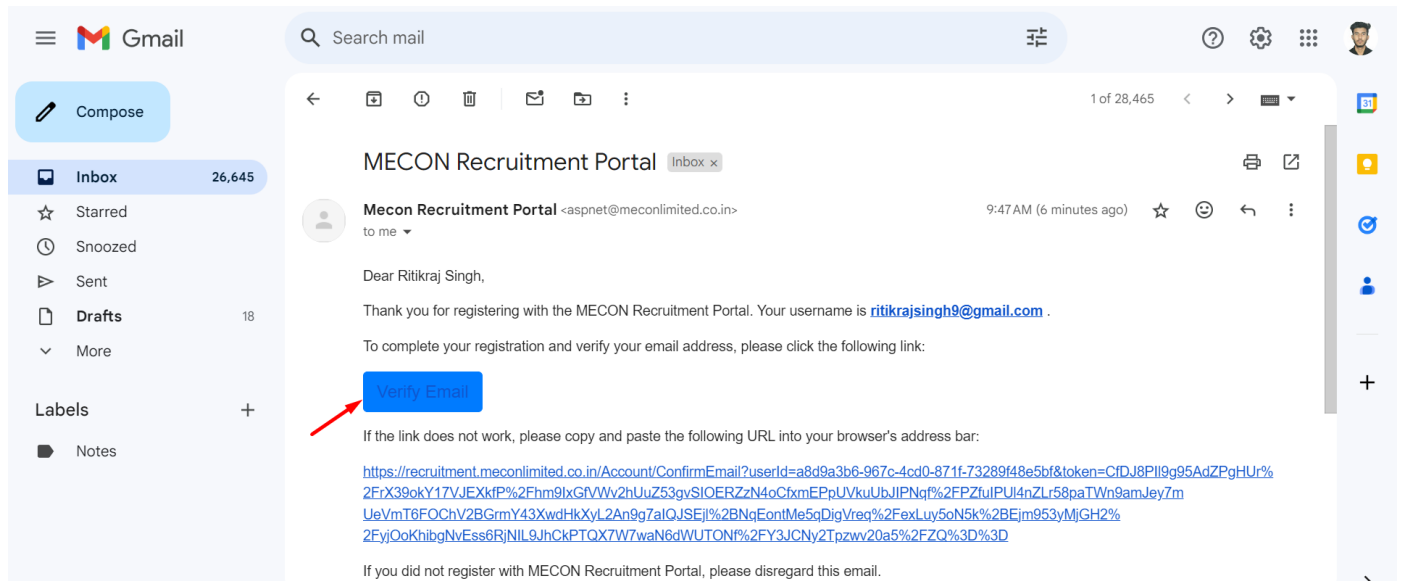
Now, one email verification link was sent to your Email.



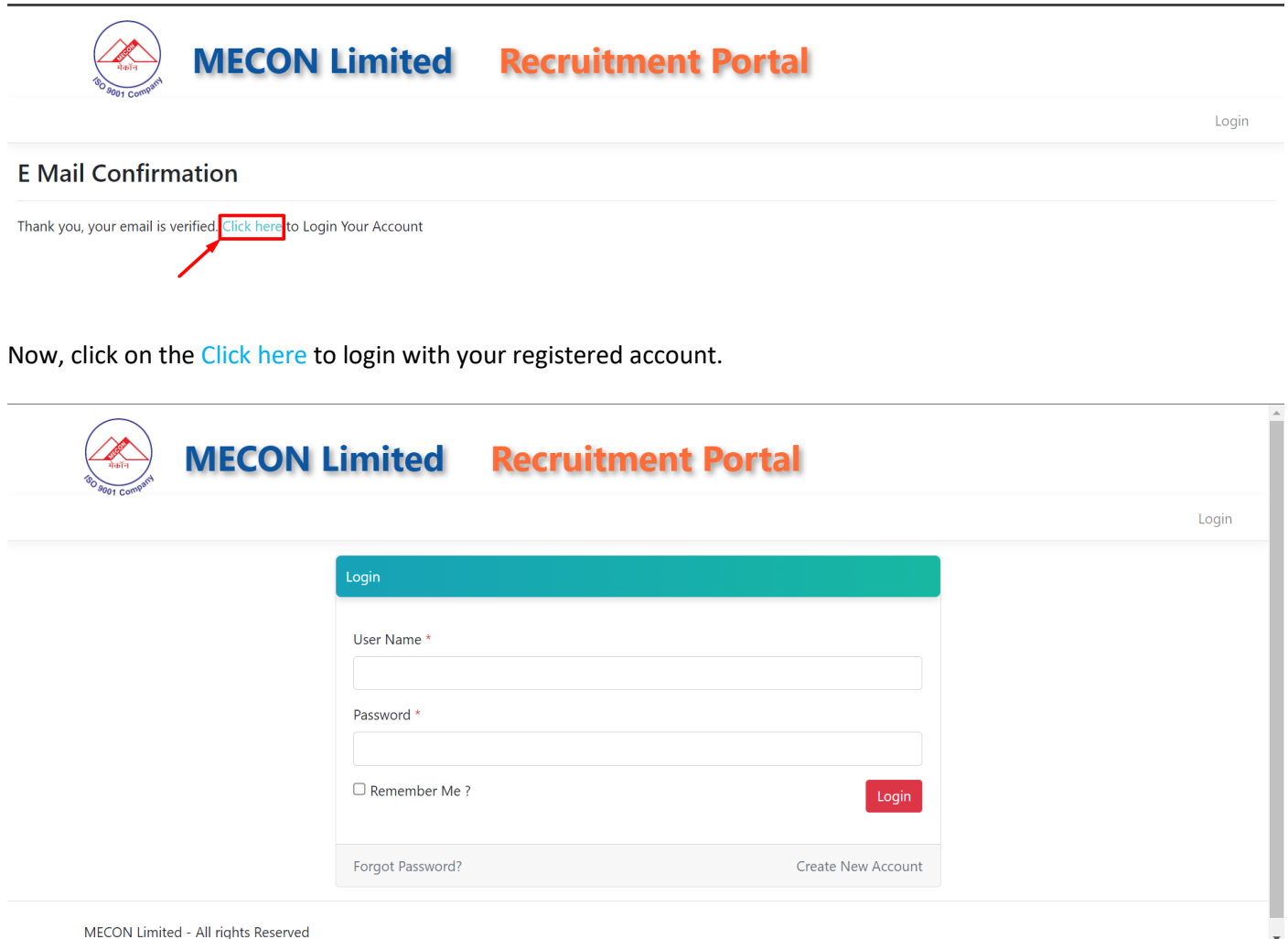
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If, you'll not able to receive any mail please click on the [click here](#) icon as shown above.

Verify your email, as shown below.

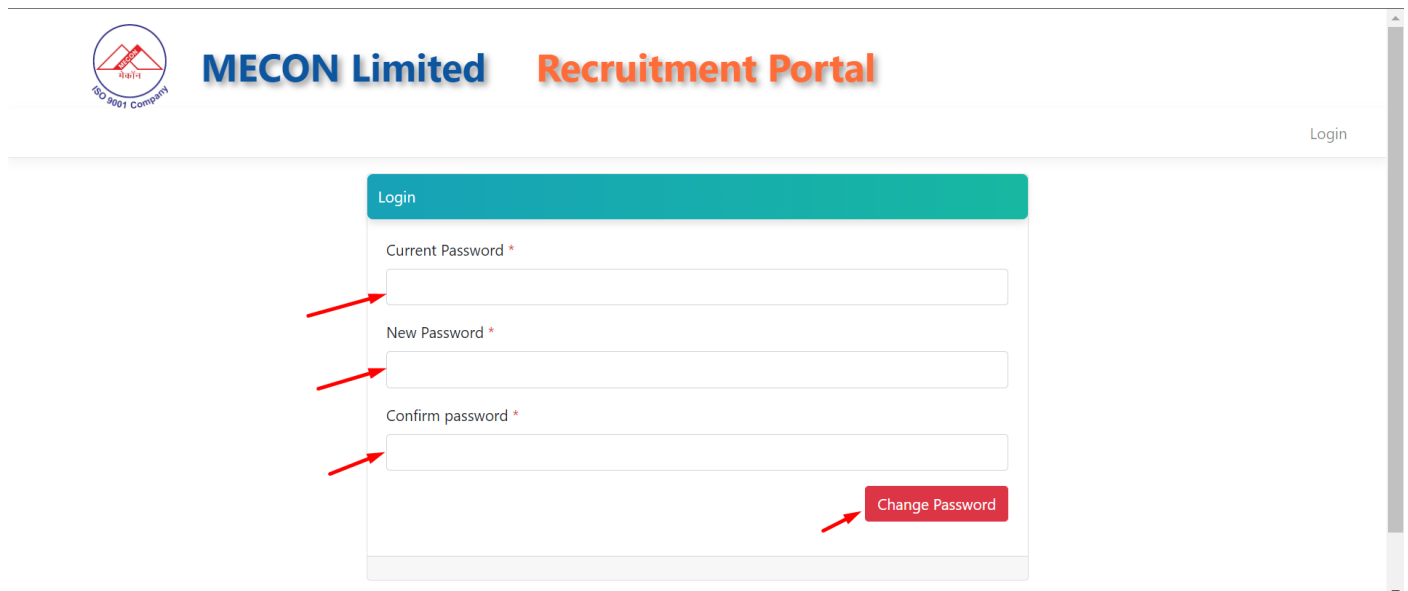


Once your email address is verified you'll be redirected to the recruitment page, as shown below.



Now, login with your registered account, as shown above.

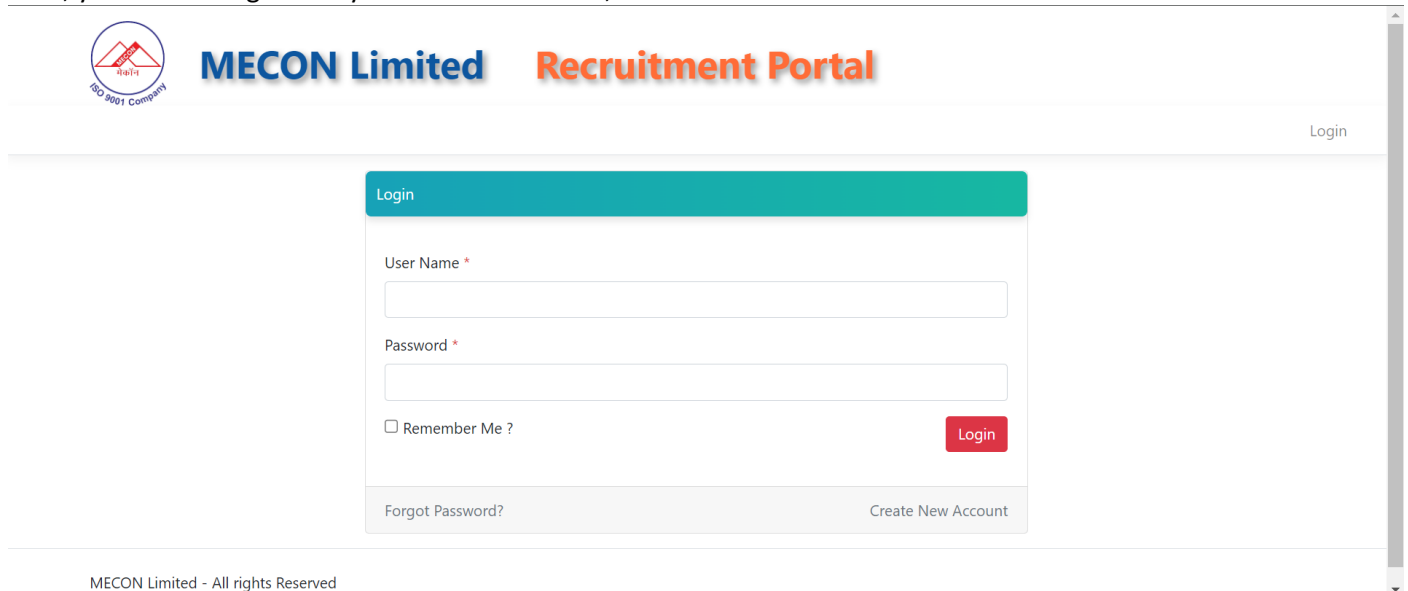
Once, you'll login it'll ask you to change your Current Password, as shown below.



The screenshot shows the MECON Limited Recruitment Portal interface. At the top left is the company logo with the text "ISO 9001 Company". To its right is the header "MECON Limited Recruitment Portal". In the top right corner, there is a "Login" link. The main content area features a "Login" form with a teal header. Below the header are three input fields: "Current Password *", "New Password *", and "Confirm password *". Red arrows point to each of these fields. At the bottom right of the form is a red "Change Password" button, also indicated by a red arrow.

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

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



The screenshot shows the MECON Limited Recruitment Portal interface. At the top left is the company logo with the text "ISO 9001 Company". To its right is the header "MECON Limited Recruitment Portal". In the top right corner, there is a "Login" link. The main content area features a "Login" form with a teal header. Below the header are two input fields: "User Name *" and "Password *". Below the password field is a checkbox labeled "Remember Me?". To the right of the checkbox is a red "Login" button. At the bottom of the form, there are two links: "Forgot Password?" and "Create New Account".

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.



MECON Limited Recruitment Portal

Basic Details

Email Id *

Father Name *

Spouse Name

Gender *

Category *

Date of Birth *

Mobile No *

PAN No *

AADHAAR No *

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Click on Submit.

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



MECON Limited Recruitment Portal



Application ▾ Personal Info ▾

Job Post List

Advertisement No :11.73.4.1/2024/Cont/02 15 Jun 2024
Name of the Post : Dy. Manager (Civil)
Application Date from 10 Jul 2024 to 31 Jul 2024
Walk In Interview : No , Post Qualification Experience : Yes , Personal Interview : Yes , Interview : No , Written Test : No , NISP : No
No of post : 1 , Engagement Type : **Contract** , Post Code : 01 , Max Age : 50 Year(s) , Age Cap : 65 Year(s) , Min. Experience : 5 Year(s) , Remuneration per Month : Rs. 54990.00 /-

Advertisement No :11.73.4.1/2024/Cont/02 15 Jun 2024
Name of the Post : Addl. Engineer (Civil)
Application Date from 10 Jul 2024 to 31 Jul 2024

How to View the Details of the Job Post?

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

MECON Limited Recruitment Portal

Application ▾ Personal Info ▾ ritikrajsingh9@gmail.com ▾

Job Post List

Advertisement No : 11.73.4.1/2024/Cont/02 15 Jun 2024
Name of the Post : Dy. Manager (Civil)
Application Date from 10 Jul 2024 **to** 31 Jul 2024
Walk In Interview : No , Post Qualification Experience : Yes , Personal Interview : Yes , Interview : No , Written Test : No , NISP : No
No of post : 1 , Engagement Type : **Contract** , Post Code : 01 , Max Age : 50 Year(s) , Age Cap : 65 Year(s) , Min. Experience : 5 Year(s) , Remuneration per Month : Rs. 54990.00 /-

[View Details >>](#)

Advertisement No : 11.73.4.1/2024/Cont/02 15 Jun 2024
Name of the Post : Addl. Engineer (Civil)
Application Date from 10 Jul 2024 **to** 31 Jul 2024
Walk In Interview : No , Post Qualification Experience : Yes , Personal Interview : Yes , Interview : No , Written Test : No , NISP : No
No of post : 1 , Engagement Type : **Contract** , Post Code : 02 , Max Age : 50 Year(s) , Age Cap : 65 Year(s) , Min. Experience : 10 Year(s) , Remuneration per Month : Rs. 67860.00 /-

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.

Job Post Details [Apply Now](#)

Name of the Post
Dy. Manager (Civil)

Advertisement: 11.73.4.1/2024/Cont/02 Start Date: 10 Jul 2024
End Date: 31 Jul 2024 Cut of Date: 15 Jun 2024

Walk In Interview Post Qualification Experience Interview NISP Written Test Personnel Interview

Application Fee
Application Fee: 500.00

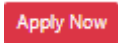
Exempted Category
 General SC ST OBC EWS

No of post: 1 Engagement Type: Contract
Post Code: 01 Max Age: 50
Age Cap: 65 Min. Experience (Years): 5
Remuneration / Pay scale: 54990.00

Qualifications: 1 Degree in Civil Engineering Job Experience: 1 Minimum 05 years of the experience in Civil works.

If you want to apply against the Job Post, click on the [Apply Now](#) button.

How to Apply on the Job Post?

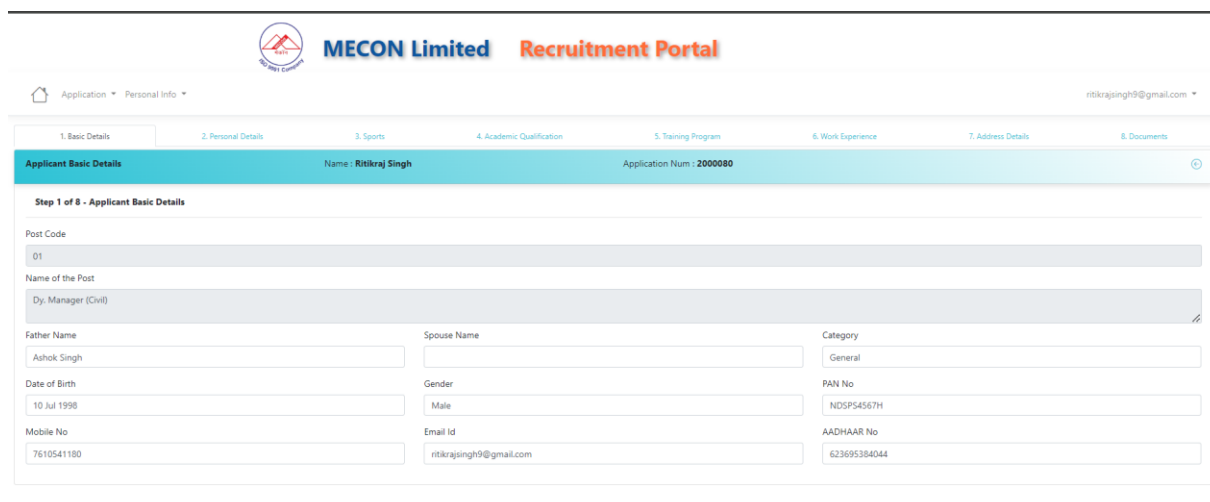
Once you'll click on the  button, you'll be redirected to the below screen.

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.




The screenshot displays the 'MECON Limited Recruitment Portal' interface. At the top, there is a navigation bar with 'Application' and 'Personal Info' tabs. The user's email 'ritikrajsh9@gmail.com' is visible in the top right corner. Below the navigation bar, there is a progress indicator with tabs for '1. Basic Details', '2. Personal Details', '3. Sports', '4. Academic Qualification', '5. Training Program', '6. Work Experience', '7. Address Details', and '8. Documents'. The '1. Basic Details' tab is active, showing the 'Applicant Basic Details' form. The form includes the following fields:

Applicant Basic Details		
Name : Ritikraj Singh		Application Num : 2000080
Step 1 of 8 - Applicant Basic Details		
Post Code		
01		
Name of the Post		
Dy. Manager (Civil)		
Father Name	Spouse Name	Category
Ashok Singh		General
Date of Birth	Gender	PAN No
10 Jul 1998	Male	NDSPS4567H
Mobile No	Email Id	AADHAAR No
7610541180	ritikrajsh9@gmail.com	623695384044

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  icon on the screen.

Once you'll click on the  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 % disability above) *

Nature of Disability *

- 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 *


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  button, as shown below.

Name of the Post *

Dy. Manager (Civil)

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

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

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

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

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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.

MECON Limited Recruitment Portal

Application Num : 2000080

Step 2 of 8 - Personal Details

Job Description *
Dy. Manager (Civil)

Advertisement No *
11.73.4.1/2024/Cont/02

Advertisement Date *
15 Jun 2024

Post Code *
01

Applicant Name *
Ritikraj Singh

Father Name *
Ashok Singh

Spouse Name

Gender *
Male

Category *
General

Date of Birth *
10 Jul 1998

Nationality *
Indian

Marital Status *
Single

Category Applied For *
Unreserved (UR)

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

MECON Limited Recruitment Portal

Application Num : 2000080

Step 3 of 8 - Sports Details

Meritorious Sportsperson Yes No

Inter-University Yes No

International Yes No

State School Yes No

National Sports Yes No

National Award Yes No

Submit Back

Once you'll click on the [Edit / Add](#) button you'll go to the below screen.

MECON Limited Recruitment Portal

Application Num : 2000080

Step 3 of 8 - Sports Details

Meritorious Sportsperson Yes No

Inter-University Yes No

International Yes No

State School Yes No

National Sports Yes No

National Award Yes No

Submit Back

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.

The screenshot shows the 'Sports Details' tab selected. The header bar includes the MECON Limited logo and 'Recruitment Portal'. The navigation tabs are: 1. Basic Details, 2. Personal Details, 3. Sports, 4. Academic Qualification (highlighted with a red arrow), 5. Training Program, 6. Work Experience, 7. Address Details, and 8. Documents. The main content area shows 'Step 3 of 8 - Sports Details' with various radio button options for Meritorious Sportsperson, International, National Sports, Inter-University, State School, and National Award.

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

The screenshot shows the 'Academic Qualification' tab selected. The header bar is the same as the previous screenshot. The navigation tabs are: 1. Basic Details, 2. Personal Details, 3. Sports, 4. Academic Qualification (highlighted), 5. Training Program, 6. Work Experience, 7. Address Details, and 8. Documents. The main content area shows 'Step 4 of 8 - Academic Qualification' with two 'Add New' buttons (indicated by red arrows) and messages stating 'No academic qualification added at this moment' and 'No additional qualification add at this moment'.

The screenshot shows the 'Step 6 of 8 - Academic Qualification' form. It contains several input fields: Examination Type (Please Select), Main Subjects (empty), Course Type (Please Select), Course Duration (Years) (empty), Institution / College Name (empty), Board / University (empty), Date of Passing (dd-mm-yyyy), Marks (%) (0.00), and Class / Div / Grade (empty). There are 'Submit' and 'Back' buttons at the bottom right.

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

The screenshot shows the 'Step 6 of 8 - Academic Qualification' form filled out. The fields are: Examination Type (HSC), Main Subjects (Maths/Science), Course Type (Full Time), Course Duration (Years) (1), Institution / College Name (Vidya Niketan H.Sec. School), Board / University (MPBSE), Date of Passing (11-05-2014), Marks (%) (77.63), and Class / Div / Grade (A). There are 'Submit' and 'Back' buttons at the bottom right, with a red arrow pointing to the 'Submit' button.

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



- 1. Basic Details
- 2. Personal Details
- 3. Sports
- 4. Academic Qualification
- 5. Training Program
- 6. Work Experience
- 7. Address Details
- 8. Documents

Academic Qualification Name: Ritikraj Singh Application Num : 2000080

Step 4 of 8 - Academic Qualification Add New

Examination Type	Main subject	Course Type	Course Duration(Years)	Institution / College Name	Board / University	Date of Passing	Marks(%)	Class / Div	Action
1 HSC	Maths/Science	Full Time	1	Vidya Niketan H.Sec. School	MPBSE	11 May 2014	77.63	A	

Additional Qualification Add New

No additional qualification add at this moment

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.



- 1. Basic Details
- 2. Personal Details
- 3. Sports
- 4. Academic Qualification
- 5. Training Program
- 6. Work Experience
- 7. Address Details
- 8. Documents

Academic Qualification Name: Ritikraj Singh Application Num : 2000080

Step 4 of 8 - Academic Qualification Add New

Examination Type	Main subject	Course Type	Course Duration(Years)	Institution / College Name	Board / University	Date of Passing	Marks(%)	Class / Div	Action
1 HSC	Maths/Science	Full Time	1	Vidya Niketan H.Sec. School	MPBSE	11 May 2014	77.63	A	

Additional Qualification Add New

No additional qualification add at this moment

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



Additional Qualification Name: Ritikraj Singh Application Num : 2000080

Step 6 of 8 - Additional Qualification

Examination Type *

Main Subjects *

Course Type *

Course Duration (Years) *

Institution / College Name *

Board/ University *

Date of Passing *

Marks (%) *

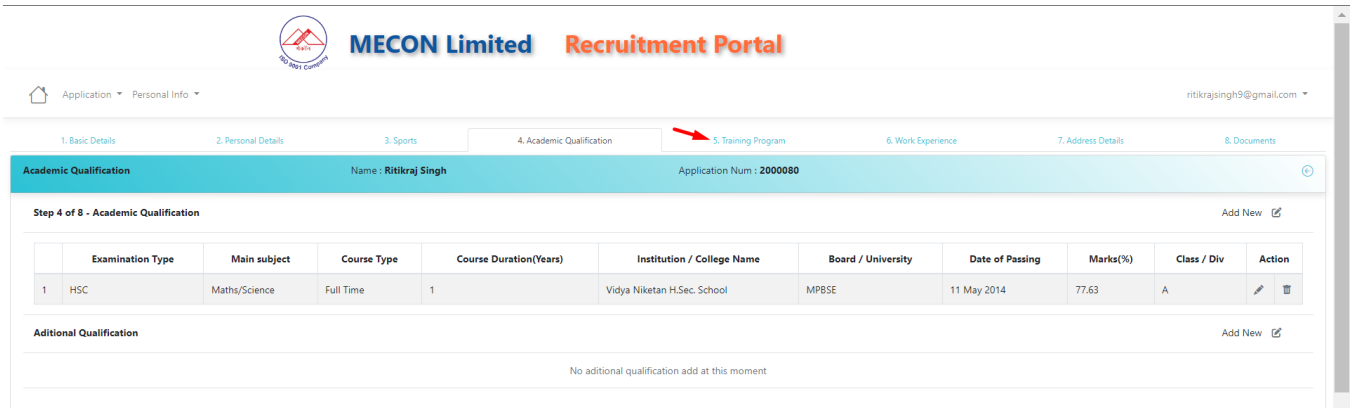
Class / Div / Grade *

Submit Back



Training Program


If you have gone through any training program, please enter the details of the training that you have gone through

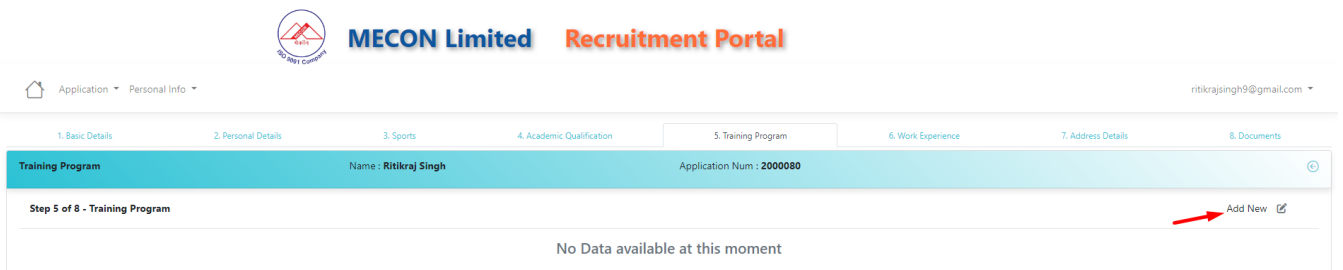
Add the Training Program details by clicking on the Training Program details tab, as shown below.



The screenshot shows the 'Academic Qualification' section of the portal. The user's name is Ritikraj Singh and the application number is 2000080. The '5. Training Program' tab is selected and highlighted with a red arrow. Below the tabs, there is a table for 'Step 4 of 8 - Academic Qualification' with one entry for HSC. An 'Add New' button is visible in the top right corner of the table area.

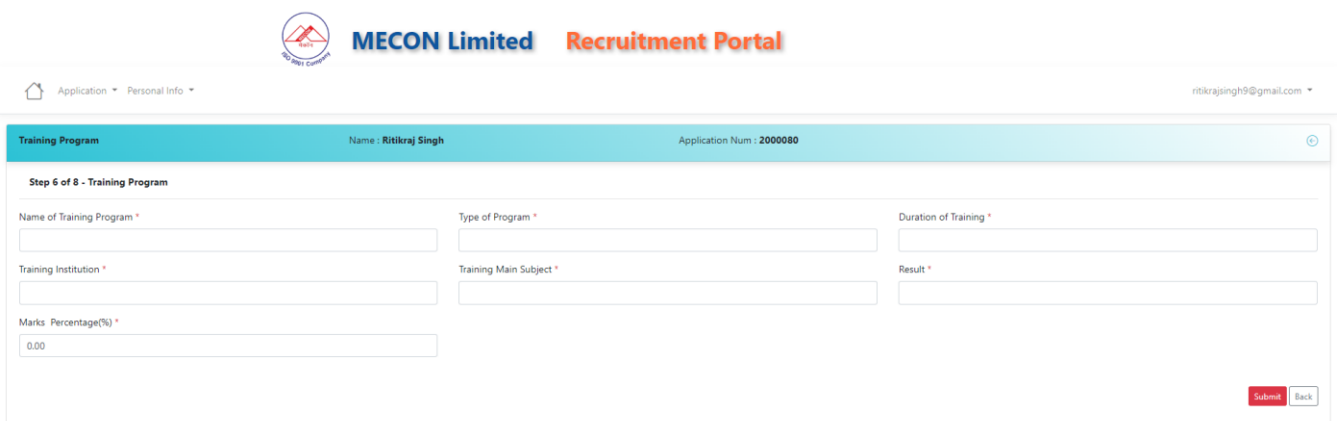
Examination Type	Main subject	Course Type	Course Duration(Years)	Institution / College Name	Board / University	Date of Passing	Marks(%)	Class / Div	Action
1 HSC	Maths/Science	Full Time	1	Vidya Niketan H.Sec. School	MPBSE	11 May 2014	77.63	A	 

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



The screenshot shows the 'Training Program' section of the portal. The user's name is Ritikraj Singh and the application number is 2000080. The '5. Training Program' tab is selected. Below the tabs, there is a form for 'Step 5 of 8 - Training Program' with the message 'No Data available at this moment'. An 'Add New' button is highlighted with a red arrow in the top right corner.

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




The screenshot shows the 'Training Program' form of the portal. The user's name is Ritikraj Singh and the application number is 2000080. The form fields are: Name of Training Program, Type of Program, Duration of Training, Training Institution, Training Main Subject, Result, and Marks Percentage(%). The 'Submit' button is highlighted in red.

Work Experience

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

The image shows two screenshots of the MECON Limited Recruitment Portal. The top screenshot shows the 'Training Program' tab selected, with a red arrow pointing to the '6. Work Experience' tab. The bottom screenshot shows the 'Work Experience' tab selected, with an 'Add New' button visible.


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


The image shows a screenshot of the 'Work Experience Details' form. The form includes fields for Name of Employer, Post Held, Start Date, End Date, and Pay Scale / Salary. There is also a checkbox for 'Till Date (Currently Working)' and a text area for 'Nature of duties Performed'. A red arrow points to the 'Submit' button.

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.


**MECON Limited** **Recruitment Portal**

[Home](#) Application ▾ Personal Info ▾ ri.rk.tz@gmail.com ▾

Reference Details Name : Ritikraj Singh Application Num : 2000009 

Step 6 of 8 - Reference Details

Name *	Name of the Organization *
<input type="text"/>	<input type="text"/>
Position held in the Organization *	Mobile No *
<input type="text"/>	<input type="text"/>
E-Mail *	
<input type="text"/>	
Postal Address for Corrospondance *	
<input type="text"/>	

 [Submit](#) [Back](#)

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.

MECON Limited Recruitment Portal

Application Personal Info ritikraj Singh 9@gmail.com

1. Basic Details 2. Personal Details 3. Sports 4. Academic Qualification 5. Training Program 6. Work Experience 7. Address Details 8. Documents

Work Experience Name: Ritikraj Singh Application Num: 2000080

Step 6 of 8 - Work Experience Add New

No Data available at this moment

Reference Details Add New

No Data available at this moment

MECON Limited Recruitment Portal

Application Personal Info ritikraj Singh 9@gmail.com

1. Basic Details 2. Personal Details 3. Sports 4. Academic Qualification 5. Training Program 6. Work Experience 7. Address Details 8. Documents

Address Details Name: Ritikraj Singh Application Num: 2000080

Step 7 of 8 - Address Details Edit / Add

Once you'll click on the [Edit / Add](#) button you'll go to the below screen.

Address Details Name: Ritikraj Singh Application Num: 2000080

Step 7 of 8 - Address Details

Permanent Address

Address Line 1 *
Address Line 2 *
Address Line 3 *
Country * State * District *
City * Pin Code *

Present Address Same As Permanent

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.

Country * State * District *
City * Pin Code *

Present Address Same As Permanent

Present Address

Address Line 1 *
Address Line 2 *
Address Line 3 *
Country * State * District *
City * Pin Code *

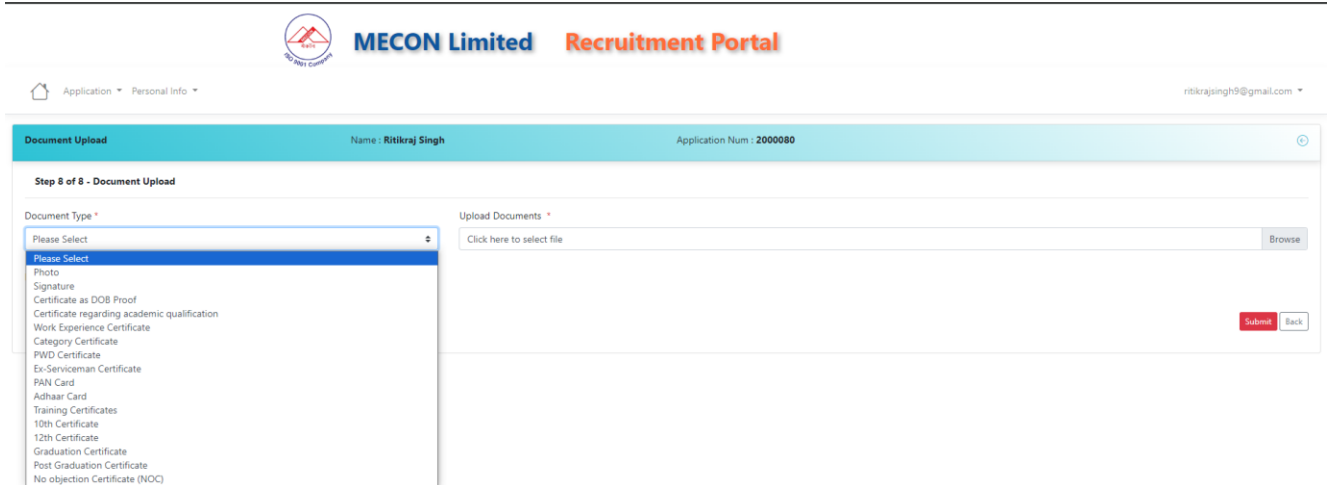
Upload Documents

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



The screenshot shows the MECON Limited Recruitment Portal interface. At the top, there is a navigation bar with the MECON Limited logo and the text 'MECON Limited Recruitment Portal'. Below this, there is a user profile section with 'Application' and 'Personal Info' tabs, and the email address 'ritikrajsingh9@gmail.com'. A progress bar shows steps from 1 to 8, with '8. Documents' highlighted in blue. Below the progress bar, there is a header for 'Address Details' with the name 'Ritikraj Singh' and 'Application Num : 2000080'. The main content area shows 'Step 7 of 8 - Address Details' with an 'Edit / Add' button.

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



The screenshot shows the MECON Limited Recruitment Portal interface for the 'Document Upload' step. At the top, there is a navigation bar with the MECON Limited logo and the text 'MECON Limited Recruitment Portal'. Below this, there is a user profile section with 'Application' and 'Personal Info' tabs, and the email address 'ritikrajsingh9@gmail.com'. A progress bar shows steps from 1 to 8, with '8. Documents' highlighted in blue. Below the progress bar, there is a header for 'Document Upload' with the name 'Ritikraj Singh' and 'Application Num : 2000080'. The main content area shows 'Step 8 of 8 - Document Upload'. There is a 'Document Type' dropdown menu with a list of options: 'Please Select', 'Photo', 'Signature', 'Certificate as DOB Proof', 'Certificate regarding academic qualification', 'Work Experience Certificate', 'Category Certificate', 'PWD Certificate', 'Ex-Serviceman Certificate', 'PAN Card', 'Adhaar Card', 'Training Certificates', '10th Certificate', '12th Certificate', 'Graduation Certificate', 'Post Graduation Certificate', and 'No objection Certificate (NOC)'. There is an 'Upload Documents' section with a 'Click here to select file' button and a 'Browse' button. There are 'Submit' and 'Back' buttons at the bottom right.

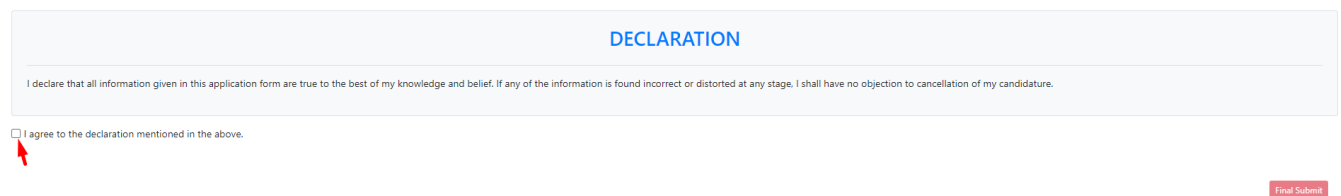
Add all the necessary/required documents one by one. as shown above.

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.



The screenshot shows the MECON Limited Recruitment Portal interface for the 'Declaration' step. At the top, there is a navigation bar with the MECON Limited logo and the text 'MECON Limited Recruitment Portal'. Below this, there is a user profile section with 'Application' and 'Personal Info' tabs, and the email address 'ritikrajsingh9@gmail.com'. A progress bar shows steps from 1 to 8, with '8. Documents' highlighted in blue. Below the progress bar, there is a header for 'DECLARATION'. The main content area shows a declaration statement: 'I declare that all information given in this application form are true to the best of my knowledge and belief. If any of the information is found incorrect or distorted at any stage, I shall have no objection to cancellation of my candidature.' Below the declaration statement, there is a checkbox with the text 'I agree to the declaration mentioned in the above.' and a red arrow pointing to it. There is a 'Final Submit' button at the bottom right.

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.

MECON Limited Recruitment Portal

Application | Personal Info | gautam.sen.kolkata@gmail.com

Payment Name : Gautam Sen Application Num : 2000024

Application Number	Status	Payment	Verify
2000024	Pending For Payment	Click here	Verify

Note:- Once your payment is successfully completed, please click the "Verify" button to confirm and update your payment status.

Back

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

MECON Payment Portal Checkout

Merchant Unique Reference Number: 0000000310

Transaction Amount: 500

Transaction Date: 10-07-2024

Customer Name: Gautam Sen

Customer Email: gautam.sen.kolkata@gmail.com

Customer Telephone / Mobile Number: 7099736162

Customer Address: Ramnagar Nagar

Customer State: Assam

Customer Pincode: 781315

[Proceed To Pay](#)

Now, click on the proceed to pay.

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

MECON Limited Recruitment Portal

Application Personal Info gautam.sen.kolkata@gmail.com

Payment Name : Gautam Sen Application Num : 2000024

Application Number	Status	Payment	Verify
2000024	Pending For Payment	Click here	Verify

Note:- Once your payment is successfully completed, please click the "Verify" button to confirm and update your payment status.

Back

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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.

MECON Limited

Dear Ri

Your application has been submitted successfully for the post (**Asist. Executive (HR)**). Your application number is **2000009**

Your login details are as under:

User Id: [redacted]

Please keep the above details for future records.

Thanks and Regards,

MECON Limited

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