



CENTRAL COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)

A MINIRATNA COMPANY

DARBHANGA HOUSE, RANCHI.

Ref.No: GM(P&IR)/Posts/2013/1545

Dated: 30/10/2013

EMPLOYMENT NOTICE

Recruitment Of Jr.Overman, Mining Sirdar, Overseer(Civil), Dy.Surveyor(Mining),
Asst.Foreman(Elect.), E.P.Electrician(Excv.) & Electrician(Non Excv.)

Central Coalfields Limited, a Mini Ratna Company in energy sector of the country, invites application for filling of the vacancies of following posts.

1. No. of Vacancies

S. No	Name of Post	Grade	Basic	UR	Reserved for OBC(NCL)	SC	ST	Back log of OBC	Back log of SC	Back log of ST	Total
1	Jr. Overman	T & S Gr. C	Rs.19035.02	143	34	34	73	07	03	08	302
2	Mining Sirdar	T & S Gr. C	Rs.19035.02	189	44	44	96	Nil	20	45	438
3	Overseer (Civil)	T & S Gr. C	Rs.19035.02	05	01	01	02	NIL			09
4	Dy.Surveyor (Mining)	T & S Gr. C	Rs.19035.02	11	02	02	05	Nil	04	10	34
5	Asst.Foreman (Elect.)	T & S Gr. C	Rs.19035.02	126	30	30	65	NIL			251
6	E.P.Electrician (Excv.)/ Technician	Gr.D	Rs.689.65 per day	39	08	08	19	NIL			74
7	Electrician (Non Excv.)/ Technician	(DR) Cat-IV	Rs.649.69 per day	161	38	38	82	NIL			319

For the posts at Sl. No: 01, 02, 03, 04 & 05:

Selected candidates shall be placed in Technical & Supervisory Grd.C on initial basic pay of Rs. 19,035.02 p.m. as per NCWA-IX. Jr.Overman, Mining Sirdar, Overseer (Civil), Dy.Surveyor (Mining), Asst.Foreman (Elect.) with recognized diploma or certificate will be inducted as Jr. Overman/Mining Sirdar/Overseer(Civil)/Asst.Foreman(Elect.)(**Trainee**) respectively and they will remain on training for one year. After successful completion of one year training, their probation period will be closed or otherwise extended.

For the posts at Sl. No: 06 & 07:

- i) ITI certificate holders with one year course plus one year training at the time of induction will be placed in Cat.II on daily wages of Rs.617.94 as per NCWA-IX and they will be under training for one year in the company.
- ii) After successful completion of one year training, such Trainees in Cat.II will be regularized in Cat.III on daily wages of Rs.636.77 as per NCWA-IX or otherwise their training will be extended.
- iii) ITI certificate holders with two year course plus one year training at the time of induction will be placed in Cat.III on daily wages of Rs.636.77 as per NCWA-IX and they will be under training for one year in the company.
- iv) Such trainees in Cat.III selected for the post at Sl.No.06 will be regularized in Gr.D on the daily wages of Rs.689.65 as per NCWA-IX after successful completion of one year training in Excavation Cadre or otherwise their training will be extended whereas such trainees in Cat.III selected for the post at Sl.No.07 will be regularized in Cat.IV on the daily wages of Rs.649.69 as per NCWA-IX after successful completion of one year training in E&M Cadre or otherwise their training will be extended.

The above posts carry annual increment @ 3% of basic pay on progressive basis along with other allowances & benefits such as Annual Leave, Casual leave, Sick leave, SDA, VDA, Gratuity, Provident Fund & Pension as per Company's Rule, Free medical facilities for self & dependent family members, Conveyance Reimbursement, House Rent Allowance in case Quarter is not provided as per company's norms.

The selected candidates can be posted in any Area/Unit/ Project of CCL.

Note:

- i) The number of vacancies shown above are indicative in nature & may either increase or decrease at the discretion of Management.
- ii) **Female candidates can apply only for post no.03 i.e Overseer (Civil). For rest of the posts, female candidates are not eligible to apply.**
- iii) **Physically handicapped candidates are not eligible to apply.**
- iv) Reservation of posts for SC/ST/ OBC (non creamy layer) candidates will be as per Govt. of India guidelines.
- v) The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates.

2. Minimum Essential Qualification

I. For the post of Jr. Overman

i)	Valid Overman's Certificate of Competency from Director General Of Mines Safety under Coal Mine Regulation 1957 or any other certificate which entitle to work as overman as per Coal Mine Regulation 1957
ii)	Valid Gas Testing Certificate
iii)	Valid First Aid Certificate

II. For the post of Mining Sirdar

i)	Valid Mining Sirdar Certificate of Competency from Director General Of Mines Safety under Coal Mine Regulation 1957 or any other certificate which entitle to work as Mining Sirdar as per Coal Mine Regulation 1957
ii)	Valid Gas Testing Certificate
iii)	Valid First Aid Certificate

III. For the post of Overseer (Civil)

Matriculation with recognized Diploma in Civil Engg.(03 years course).
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IV. For the post of Dy. Surveyor (Mining)

Matriculation with Mines Survey Certificate of competency granted by DGMS for working in Coal Mines.
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V. For the post of Asst. Foreman (Elect.)

i) Matriculation with recognized Diploma in Electrical Engg.(03 years course).
ii) Electrical Supervisorship Certificate valid for mines.

VI. For the post of E.P.Electrician (Excv.)/ Technician

i) Matriculation with ITI in Electrician Trade with Statutory Certificate as per I.E Rules.
ii) Must have completed Apprenticeship Training under Apprenticeship Act - 1961.

VII. For the post of Electrician (Non-Excv.)/ Technician

i) Matriculation with ITI in Electrician Trade.
ii) Must have completed Apprenticeship Training under Apprenticeship Act - 1961.
iii) LT Permit under IE rules for mines or 440-550 Volts mining parts permit issued by competent authority applicable for Coal Mines and HT permit for cable joining and overhead lines issued by the competent authority applicable to mines.

Note:

- i) Regarding validity of certificate, the circular no.1 of 2001 dated 07.03.2001 issued by DGMS shall be taken into consideration.
- ii) If eligible, one candidate can apply for more than one post. However, such candidates have to submit separate application form along with application fees (if applicable) for each post applied.
- iii) Candidates whose result of the essential minimum qualification required is awaited should not apply.
- iv) Cut off date for educational qualification should be as on 30.10.2013

3. Age Limit & Relaxation

The candidates must have completed 18 years of age & also should not be more than 30 years of age as on 30.10.2013. However, the upper age limit as mentioned above is relaxed by:-

- i) 05 years for SC&ST candidates
- ii) 03 years for OBC candidates (Non Creamy Layer)
- iii) Age limit shall not be a bar for Departmental candidates & candidates of other subsidiary companies of Coal India Limited fulfilling all eligibility criteria. However, their application should be forwarded through proper channel.

4. Application Fee (Non-Refundable) :-

- i) Candidates belonging to General & OBC (Both Creamy & Non Creamy Layer) category are required to pay a non-refundable application fee of Rs.100/- by demand draft from any nationalized Bank in favor of “**Central Coalfields Limited**” payable at **Ranchi**. Name of the candidate and post applied for should be written on the back side of the demand draft.
- ii) SC/ST Candidates are exempted from payment of application fee. However, for claiming exemption in application fee by SC/ST candidate, they have to attach an attested copy of SC/ST certificate as applicable, issued by Competent Authority in the prescribed format.

- iii) Departmental candidates & candidates of other subsidiary companies of Coal India Limited fulfilling all eligibility criteria are exempted from payment of application fee. However, their application should be forwarded through proper channel.

Note:

Application once made will not be allowed to be withdrawn and fee once paid will not be refunded under any circumstances nor can it be held in reserve for any other future selection process.

5. Selection process

The selection methodology will comprise of written test and interview. The candidates short listed in the written test shall only be eligible to appear for interview.

Written test: Eligible candidates will be required to appear for an objective type written test at any one of the test centers at Ranchi. Exact schedule of written test will be displayed on CCL website (www.ccl.gov.in) in due course.

Interview: Candidates short listed on the basis of their performance in the written test will be called for interview and the intimation will be given to the candidates through registered post and e-mail.

Note:

- i) No TA/DA shall be paid for attending written test / interview, however, SC/ST candidate called for interview will be paid to & fro second class train fare by shortest route from the address of correspondence to Ranchi on production of ticket (provided the distance travelled by rail each way exceed 30 KMs).
- ii) All the candidates are requested to remain updated at each step of the selection process by visiting our website www.ccl.gov.in. All queries pertaining to recruitment, including selection process, may be addressed to our Recruitment team through managerrecruitment@ccl.gov.in .

6. Health/Medical fitness:-

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the company. The selected candidates will have to undergo medical examination by the company's Authorized Medical Board & the final Appointment / Joining will be subject to the Medical Fitness Certificate so issued by company's Authorized Medical Board only.

7. How To Apply

Candidates fulfilling the above criteria can apply through any one of the modes i.e. Online or Offline. However, applicants working in Government, Semi-Government, Public Sector Undertaking or working in any of the subsidiary company of Coal India Limited should apply through offline mode only and their application should be sent through proper channel.

Online Mode:-

Candidates are requested to read the complete instruction hereunder before applying. Eligible candidates need to apply through CCL website www.ccl.gov.in. Online Application is open from 01.11.2013 to 07.12.2013. Candidates are required to have a valid personal email ID. The email ID should be kept active until the entire recruitment process gets completed. No change in email ID will be allowed once entered.

Step 1: Registration

- i) Login to www.ccl.gov.in
- ii) Go to “Online Recruitment”
 - a. Please enter an email id for registration. Email id and password as provided during registration will be your log-in id and password.
 - b. The name and e-mail id provided during registration cannot be changed / corrected later and will appear on the application form. Please ensure to fill in the correct name as per your matriculation certificate.
 - c. **Password Policy:** Password should have minimum six characters with atleast one alphabet, one numeric character and one of the following characters ! @ # \$ % ^ * _ : } { ; = () + | ?
 - d. Before proceeding for Registration, please read the Terms and Conditions and accept.

Step 2: Login

- a. Please ensure that pop ups are not blocked in browser settings; if it is blocked please ensure to allow pop up for this site.
- b. Click on login Button and enter the E-mail id and password as used during registration in the pop window box.
- c. After successfully logging in to the online recruitment portal, the site will display the current openings and posts applied so far.
- d. Click on Current Opening on left side and check for the advertisement and the posts against the advertisement.
- e. Please ensure that applicant is meeting the eligibility criteria against the post.

Step 3: How to fill the online application

- a. Before filling the online application form, please ensure the following documents are ready.
 - Demand Draft in favour of “**Central Coalfields Limited**” payable at **Ranchi**. (Please see **Sl. No. 4** for the DD amount)
 - Scanned recent color passport size self attested photograph.(Optional)
 - All educational, technical & professional marks sheet and percentages of marks.
- b. Please click on the relevant post for which you are going to apply.
- c. Start filling the application with Name, Father’s Name, Mother’s Name , Address (present & permanent), date of birth, gender etc., select the minimum required educational , technical & professional qualifications from the drop box and select ‘Yes’ or ‘No’ for compliance.
- d. The photo uploading is optional, however if you have scanned copy please upload.
- e. After completion of filling of applications, the system generates the application ID along with filled application (PDF) which will also be mailed to applicant registered mail box.

Step 4: Final Step

- a. Print the application form, paste recent colour passport size self attested photograph and attach DD & all other relevant documents. [For list of documents to be enclosed, please see the Sl. No.09].

Offline Mode:-

Candidate may also apply Offline. For Offline application, the prescribed application form along with employment notice can be downloaded from CCL website i.e. www.ccl.gov.in .

8. Submission Of Application

- i) Candidates fulfilling all the eligibility criteria should send properly filled application in prescribed format or PDF Application form generated Online along with all the relevant documents in a sealed envelope to “The General Manager (Recruitment), Recruitment Department, 2nd Floor, Damodar Building, Central Coalfields Limited, Darbhanga House, Ranchi-834029” through **Registered Post/Speed post** only so as to reach on or before 14.12.2013. Application will not be accepted by hand or through private courier.
- ii) Application sent other than in prescribed format or incomplete application or without all the enclosures shall be rejected.
- iii) Applicants working in Government, Semi-Government or Public Sector Undertaking or working in any of the subsidiary company of Coal India Limited should apply **through proper channel only**.
- iv) Name of the post applied for & the mode of application should be clearly mentioned on the envelope containing application form in BLOCK LETTERS. In case of online mode, application ID should also be mentioned. For e.g.

- a. Post Applied for – **Jr. Overman**

OFFLINE

Or

- b. Post Applied for -- **Mining Sirdar**

ONLINE (Application ID)

9. Following documents must be sent along with the complete application form:

- i. Demand Draft of Requisite fee.
- ii. Self attested legible photocopies of educational certificates including Matriculation certificate and Marksheet, (10+2)/Higher Secondary Certificate and Marksheet, Diploma Certificate and Marksheet, Other Statutory Certificates for their relevant disciplines as per eligibility criteria.
- iii. Two Self addressed envelope of 27x12 cm. size.
- iv. Four nos. additional self attested passport size colour photograph similar to the photograph pasted on the application form with name clearly written on the back side.
- v. Self attested legible photocopies of latest Caste Certificate for SC/ST/OBC (non-creamy layer) candidate issued by any of the following authorities.
 - a) District Magistrate /Additional District Magistrate/ Collector/ Dy.Commissioner/ Addl.Dy.Commissioner/Dy.Collector/1st Class Stipendary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
 - b) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/ Presidency Magistrate.
 - c) Revenue Officer not below the rank of Tehsildar.
 - d) Sub-Divisional Officer of the Area where the candidate and/or his family normally resides.

10. GENERAL INSTRUCTIONS:

1. Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn / damaged application shall not be entertained.
2. **Female candidates can apply only for post no.03 i.e Overseer (Civil). For rest of the posts, female candidates are not eligible to apply.**
3. Physically handicapped candidates are not eligible to apply.
4. Applicants working in Government, Semi-Government or Public Sector Undertaking or working in any of the subsidiary company of Coal India Limited should apply **through proper channel** and have to produce **“No Objection Certificate”** at the time of Interview, failing which they will be barred from appearing in the Interview.
5. The candidates should ensure while applying that they fulfill the essential eligibility criteria and other requirements prescribed for the post for which they are applying and that the particulars furnished by them are correct in all respects. In case, it is detected at any stage of recruitment process that the candidates do not fulfill the essential eligibility criteria and /or do not comply with other requirements and /or he has furnished any incorrect / false information or has suppressed any relevant information / material fact(s), his/her candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, his/her services are liable for suitable action including termination and prosecution.
6. The Company reserves the right to reject any application without assigning any reason whatsoever.
7. The decision of CCL Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidate etc. No enquiry/correspondence will be entertained in this regard.
8. The Management reserves the right to Revise / Reschedule / Cancel / Suspend the recruitment process, if the need so arises, without assigning any further notice or reason thereof, the decision of the management shall be final and no appeal shall be entertained.
9. Applications which are incomplete in any detail or without signature or without any of the required enclosures or received after the last date for receipt of applications will be rejected and no correspondence in this regard will be entertained.
10. The candidature of the applicant would be provisional & subject to subsequent verification of certificates /testimonials.
11. If a candidate chooses online mode of application, then they are advised in their own interest to apply much before the closing date and not to wait till last date to avoid the possibility of server failure / jam.
12. CCL does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reason beyond the control of CCL.
13. SC/ST candidates called for interview will be paid to and fro second class Train Fare by shortest route from the address of correspondence to Ranchi on production of Railway Ticket (provided the distance travelled by rail each way exceed 30 KMs).
14. If there is any variation between the English & Hindi versions of the Advertisement, English version may be treated as authentic.
15. Any request for change in Category (General/SC/ST/OBC-NCL), once filled in the Online/Offline application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
16. Any Request for change of address will not be entertained.
17. Candidature is also liable to be rejected if there is any difference/variation found in candidate's name/ his father's name, surname or date of birth in his educational/technical/professional/caste certificates/application.

18. Applicants fulfilling the eligibility criteria will only be called for Written Examination.
19. Departmental candidates & candidates of other subsidiary companies of Coal India Limited fulfilling all eligibility criteria should apply through proper channel. Age limit shall not be a bar for them and application fee shall be waived. However their application should be forwarded through proper channel.
20. Result of successful candidates in written examination will be published on CCL Website www.ccl.gov.in.
21. Those who will qualify in the written examination will be required to appear in Personal Interview for which interview call letter will be sent to them through Registered Post/ Speed Post and email.
22. Candidates are advised to retain adequate number of similar photographs attached in the application form for future reference.
23. Any form of canvassing or bringing extraneous pressure will lead to disqualification and will render the candidate ineligible for selection.
- 24. Last date for Receipt of application Form- 14.12.2013 up to 5.00 PM**
25. Helpline No: 0651-2361034 between 10:30AM to 4:30PM on Working Days
26. Any dispute shall have jurisdiction at Ranchi.

4. जन्म-तिथि:

DATE OF BIRTH (DD – MM – YYYY)

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5. पिता/पति का नाम:

FATHER'S/ HUSBAND'S NAME (Husband's Name to be given only in the case of married female candidates)

FIRST NAME

प्रथम नाम

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MIDDLE NAME

द्वितीय नाम

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LAST NAME

अन्तिम नाम

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6. माता का नाम:

MOTHER'S NAME

FIRST NAME

प्रथम नाम

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MIDDLE NAME

द्वितीय नाम

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LAST NAME

अन्तिम नाम

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7. धर्म:

RELIGION

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8. श्रेणी :

CATEGORY

अनुसूचित जाति

SC

अनुसूचित जनजाति

ST

अ0पि0वर्ग

OBC (CL)

अ0पि0वर्ग

OBC(NCL)

सामान्य

GEN

9. लिंग:

GENDER

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15. (a) रोजगार का विवरण (तत्काल पहले से शुरू करते हुए):

DETAILS OF EMPLOYMENT STARTING FROM THE MOST RECENT

संस्था का नाम NAME OF THE ORGANISATION	पद POST HELD	से FROM	तक TO	कुल (वर्ष एवं माह) TOTAL (YEARS. MONTHS)	वेतनमान PAY SCALE	स्थाई/अस्थाई/ ठेका ADHOC/TEMP/ PERM./ CONTRACT	कार्य का स्वरूप NATURE OF DUTIES

(b) अनुभव का कुल वर्ष

TOTAL EXPERIENCE (in years)

16. *क्या आप वर्तमान में सरकारी/अर्ध सरकारी/राज्य सरकार/सार्वजनिक क्षेत्र अथवा कोल इंडिया लिमिटेड के अंतर्गत सहायक कंपनी के उपक्रम में कार्यरत हैं:

*WHETHER PRESENTLY WORKING IN GOVERNMENT/ SEMI GOVT. / STATE GOVT./ANY SUBSIDIARY OF COAL INDIA LIMITED

हाँ YES

नहीं NO

*यदि उपरोक्त प्रश्न सख्या 16 का उत्तर हाँ है तो अपना आवेदन उचित माध्यम से भेजे।

*If the answer of the above question No. 16 is yes then the application should be sent through proper channel

17. नियोजन पंजीकरण का विवरण:

EMPLOYMENT EXCHANGE REGISTRATION DETAILS (If any)

पंजीकरण सख्या:

REGISTRATION NO.

पंजीकरण का वर्ष

YEAR OF REGISTRATION

केन्द्र EXCHANGE

18. डिमाण्ड ड्राफ्ट का विवरण

PARTICULARS OF DEMAND DRAFT

ड्राफ्ट सङ्ख्या DRAFT NUMBER	जारी करने की तारीख DATE OF ISSUE	राशि AMOUNT
<input type="text"/>	<input type="text"/>	<input type="text"/>
जारी करनेवाले बैंक का नाम ISSUING BANK	जारी करनेवाले शाखा का नाम ISSUING BRANCH	
<input type="text"/>	<input type="text"/>	

19. घोषणा/ DECLARATION

मैं एतद द्वारा घोषित करता/करती हूँ कि मेरे ज्ञान और विश्वास से आवेदन-पत्र में दिया गया सभी विवरण सत्य है। मेरे द्वारा दी गयी कोई भी सूचना या विवरण यदि असत्य पाई जाती है तो मेरी उम्मीदवारी अस्वीकृत या निरस्त की जा सकती है। यदि सेवा में मेरी नियुक्ति के बाद भी कोई विवरण या सूचना गलत पाई जाती है तो बिना किसी सूचना के मेरी सेवा समाप्त की जा सकती है।

I, do hereby declare that all statements made in this application are true to the best of my knowledge and belief. In the event of any particular or information, furnished by me, found false or incorrect, my candidature is liable to be rejected or cancelled and in the event of any statement / information found false even after appointment, my services are liable to be terminated without any notice.

स्थान/PLACE:

दिनांक/DATE:

अभ्यर्थी का हस्ताक्षर

SIGNATURE OF THE CANDIDATE

अभ्यर्थी के लिए जाँच सूची: आवेदन बाक्स में टिक लगायें।

CHECKLIST FOR THE CANDIDATE: PUT A TICK (✓) IN THE APPLICATION BOX AGAINST THE ITEM ENCLOSED

1. आवेदन पूर्ण और हस्ताक्षरित है।
Application duly completed and signed
2. स्वहस्ताक्षरित चार रङ्गीन फोटोग्राफ सल्लग्न हैं तथा अपना नाम फोटो के पीछे साफ अक्षरों में लिखा गया है।
Four no. self attested passport size colour photographs with the name clearly written on the back side.
3. सभी शैक्षणिक प्रमाणपत्र, अक्षपत्र तथा सधैधानिक प्रमाणपत्र आवेदित पद की योग्यता के अनुसार सल्लग्न किये गए हैं।
All the required Educational Certificate and Marks sheet including Statutory Certificate for their relevant disciplines as per eligibility criteria
4. तकनिकी योग्यता प्रमाणपत्र
Certificate of valid Technical Qualification
5. जाति प्रमाणपत्र (अ0पि0वर्ग/अनु0जा0/अनु0ज0जा0 अभ्यर्थी के लिए)
Caste Certificate (for SC / ST / OBC Candidates) enclosed (If any)
6. डिमाण्ड ड्राफ्ट
Demand Draft enclosed (If applicable)
7. अनुभव प्रमाणपत्र सल्लग्न है।
Experience Certificate enclosed
8. 25x12 से.मी. के पता लिखे हुए बिना टिकट लगे दो लिफाफे सल्लग्न हैं।
Two self addressed unstamped envelope of 25 X 12 cm. enclosed