



**CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED**  
(A Subsidiary of Coal India Limited)  
**A MINI RATNA COMPANY**  
GONDWANA PLACE, KANKE ROAD, RANCHI-834 031



**EMPLOYMENT NOTICE**

No : CMPDI/HQ/SE/R/13-14/650

Dated 06.02.2014

**RECRUITMENT OF JR. SCIENTIFIC ASSISTANT, SURVEYOR (CIVIL), STENOGRAPHER (ENGLISH), AC PLANT / UPS ATTENDANT AND ACCOUNTANT**

**Central Mine Planning & Design Institute Limited**, a Mini Ratna Company and one of the profit making CPSUs in energy sector of the country invites application from Indian citizens for filling up the vacancies in the following posts, which may increase/decrease at the discretion of Management : -

**1.0 NO. OF VACANCIES**

Sl. No.	Name of Post	Grade	Post Code	Basic Pay	General	OBC (Non-Creamy Layer)	SC	ST	Total	Type of disability permitted*
1	Jr. Scientific Assistant	Gr. II	1	Rs. 17,605.41	19	11	8	4	42 (including 02 PH)	OH - HH
2	Surveyor (Civil)	T&S Gr. C	2	Rs. 19,035.02	13	5	3	2	23 (including 01 PH)	OH
3	Stenographer (English)	T&S Gr. C	3	Rs. 19,035.02	13	8	2	2	25 (including 01 PH)	OH
4	AC Plant / UPS Attendant	Cat-IV	4	Rs. 649.69 (per day)	1	-	-	-	01	--
5	Accountant	T&S Gr. A	5	Rs. 22,149.01	-	3	3	2	08	--
	<b>TOTAL</b>				<b>46</b>	<b>27</b>	<b>16</b>	<b>10</b>	<b>99</b>	<b>--</b>

\* OH – Orthopedically Handicapped; HH – Hearing Handicapped.

- 02 posts are reserved for persons with disability (minimum 40% disability) as per the norms of Government of India for the post of Jr. Scientific Assistant.
- 01 post is reserved for persons with disability (minimum 40% disability) as per the norms of Government of India for the post of Surveyor (Civil)
- 01 post is reserved for persons with disability (minimum 40% disability) as per the norms of Government of India for the post of Stenographer (English)

The total emolument of the above five posts comprises of Basic pay, VDA, SDA, Attendance Bonus, allowances viz. Special Allowance, Transport subsidy/conveyance reimbursement, Fuel Allowance, House Rent Allowance in case Quarter is not provided as per company's norms and other benefits like Free Medical Treatment, LTC/LLTC, Gratuity, PF, Pension etc. The above posts also carry annual increment @ 3% of Basic Pay on progressive basis.

**2.0 QUALIFICATION**

As on **01.03.2014** the applicant should have **passed** the minimum qualification as given below.

**1. For the post of Jr. Scientific Assistant**

i)	Graduate in Science with Chemistry as one of the subject
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2. For the post of **Surveyor (Civil)**

i)	Matriculate <b>OR</b> equivalent
ii)	Should have completed a course in Civil Surveying from a recognized Technical Institute
	Preference may be given to those candidates having the above mentioned essential qualification with one year or more training / experience in Surveying job.

3. For the post of **Stenographer (English)**

i)	Matriculation <b>OR</b> equivalent examination
ii)	Should have speed of 80 w.p.m. in Shorthand & 40 w.p.m. in typing

4. For the post of **AC Plant / UPS Attendant**

i)	Matriculation <b>OR</b> equivalent examination
ii)	Should have completed a course from ITI in Refrigeration & AC <b>OR</b> ITI in relevant branch

5. For the post of **Accountant**

i)	Intermediate Examination of ICWA or CA
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**Note:**

**One candidate can apply for only one post. If applied for more than one post, all the applications shall be rejected.**

**3.0 AGE LIMIT**

As on **01.03.2014**, the age should not be less than 18 yrs. and not exceed

- i) 30 years for General candidate
- ii) 33 years for OBC candidate
- iii) 35 years for SC/ST candidate
- iv) Additional 10 years relaxation for persons with disability as per norms of GOI.

**Note:**

- i) Employees of CMPDI/CIL or other subsidiaries of CIL applying against advertisement will be as per rule of the company i.e. no age limit provided the application is forwarded through proper channel in the OFFLINE mode only.
- ii) Age relaxation is applicable for ex-servicemen category candidates for a period of 3 years as per Govt. of India guidelines.

**4.0 RESERVATION AND RELAXATION**

Reservation and relaxation for SC/ST/OBC (Non-Creamy Layer)/ Persons with disability (PWD) (degree of disability 40% or above) will be provided as per guidelines of Government of India.

**5.0 MODE OF PAYMENT**

State Bank of India (SBI) has been authorized to collect the application fee, in a specially opened **CMPDI Recruitment Account (Power Jyoti Account No. 33596488594)** on behalf of CMPDI. Candidates *not belonging to SC/ ST/ PH/ Ex-Servicemen category* are required to pay application fee of the amount given below through **Bank Challan** generated through CMPDI's website by remitting the total application fee in nearest / any branch of SBI by cash.

SBI will accept the fee payment only from **01.03.2014 to 20.03.2014**. All the applicants are advised to bring the exact amount of total application fee for depositing at the Bank.

**5.1 Application Fee (Non-Refundable):** Application fee for each post will be as under:

Category of applicant	Application Fee	Banking charges etc.	Total
For SC/ ST/ PH/Ex-Servicemen/ employees working at CIL or its subsidiary	NIL	NIL	NIL
For all others	Rs. 100/-	Rs. 50/-	Rs. 150/-

## 5.2 How to generate SBI Challan:

- i) Go to CMPDI's website [www.cmpdi.co.in](http://www.cmpdi.co.in)
- ii) Click on the Recruitment Tab
- iii) Click on the 'Download SBI Challan' button
- iv) Fill in the details i.e. Candidate's Name (as recorded in Matriculation certificate), Post applying for & Father's Name
- v) Print the SBI Challan so generated in landscape layout.
- vi) Fill in Date of Birth (dd/mm/yyyy) and the details of the SBI Branch (i.e. Branch Name & Branch Code) where the candidate intends to deposit the application fee. Sign in the space provided and submit the total application fee at the SBI Branch whose details have been indicated in the challan.
- vii) Once the fee is deposited, Bank will retain the Bank's copy of the challan. Applicants should retain the Applicant's and CMPDI's copy of the challan (to be sent later to CMPDI along with the Application Form and other enclosures). Note down the **Journal Number** given by the Bank.

### Note:

- i) No other mode of payment will be accepted.
- ii) Employees of CMPDI/CIL or other subsidiaries of CIL applying against advertisement are exempted from payment of application fee provided the application is forwarded through proper channel in the OFFLINE mode only.
- iii) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- iv) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.

## 6.0 HOW TO APPLY

Candidates fulfilling all the eligibility criteria can apply either through ON-LINE or OFF-LINE mode. However, employees of CMPDI/CIL or other subsidiaries of CIL applying against advertisement should apply only through OFF-LINE mode and their application should be forwarded through proper channel only.

Candidate who wish to apply ON-LINE, need to visit CMPDI website [www.cmpdi.co.in](http://www.cmpdi.co.in) and click on 'Online Recruitment' button for applying. Detailed instruction on the application process is listed in **Annexure-I**.

For OFF-LINE applicants, Bank Challan, Application Form along with employment notice can be downloaded from [www.cmpdi.co.in](http://www.cmpdi.co.in) Instructions are given below each field in the OFF-LINE Application Form, which may be read carefully and followed strictly. Detailed instruction on OFF-LINE application process is listed in **Annexure-II**.

## 7.0 LIST OF ENCLOSURES

Application Form must be accompanied with the following: (A check-list is provided in **Annexure-III**)

- (i) CMPDI's copy of the Bank Challan
- (ii) Self attested legible photocopies of Educational Certificates including Matriculation Certificate (in support of Date of Birth), Caste Certificate, PH Certificate if applicable and relevant post qualification Experience Certificate if any.
- (iii) Two self addressed unstamped good quality envelope of 27 cm x 12 cm. size.
- (iv) Four nos. additional recent Passport size colour photograph similar to photograph pasted/uploaded on the application form with full name of the applicant clearly written on the back side of the photo and then pasted in the space provided in Annexure-III of the Application Form.
- (v) Caste Certificate for SC/ST/OBC candidate issued by any of the following authorities:
  - a. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector /1<sup>st</sup> Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (**Not below of the rank of 1<sup>st</sup> Class Stipendary Magistrate**)
  - 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.
  - e. Administrator/Secretary to Administrator/Development Officer (Lakshadweep)
- (vi) Filled-in Annexure-III along with the photographs pasted [refer Sl.No. 7.0 (iv)]

## **8.0 SUBMISSION OF APPLICATION**

- 8.1 Candidates fulfilling all the eligibility criteria should send properly filled-in OFF-LINE application form in prescribed format or PDF Application Form generated online along with relevant enclosures to the **Dy. General Manager (P&A), Central Mine Planning & Design Institute Limited, Gondwana Place, Kanke Road, Ranchi - 834 031** through Registered Post / Speed Post only. Application will not be accepted by hand.
- 8.2 The last date for receiving the hard copy of the duly filled-in application with all the relevant documents is **31.03.2014 (for both ON-LINE & OFF-LINE applications)**.
- 8.3 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 ON-LINE applicant, the Ref. No. as given in the ON-LINE form should also be mentioned.  
For example:  
**JR. SCIENTIFIC ASSISTANT – OFFLINE**  
or  
**JR. SCIENTIFIC ASSISTANT – ONLINE (Ref No.)**
- 8.4 Applicants working currently at CMPDI/CIL or other subsidiaries of CIL should send the properly filled-in OFF-LINE form through proper channel only.

## **9.0 IMPORTANT DATES**

<b>OFF-LINE APPLICATION</b>		<b>ON-LINE APPLICATION</b>	
<b>Particulars</b>	<b>Date</b>	<b>Particulars</b>	<b>Date</b>
Date of commencement of downloading Offline application form & generate challan from cmpdi's website & depositing the required fee at SBI Branch	01.03.2014	Date of commencement of generating Challan and filling up the Online Application Form at cmpdi's website & depositing the required fee at SBI Branch	01.03.2014
Last date of generating the Challan & depositing the application fee at SBI Bank	20.03.2014	Last date of generating the Challan & depositing the application fee at SBI Bank	20.03.2014
Last date of downloading the OFF-LINE Form	23.03.2014	Last date of filling up the ON-LINE Form	23.03.2014
Last date for receiving the hard copy of the Offline Application Form along with enclosures at CMPDI through Registered Post / Speed Post only	31.03.2014	Last date for receiving the hard copy of the Online Application Form along with enclosures at CMPDI through Registered Post / Speed Post only	31.03.2014

## **10.0 SELECTION PROCESS**

- 10.1 For the post of Stenographer (English), applicants fulfilling all the eligibility criteria will only be called for Stenography Test of 5 minutes at the speed of 80 w.p.m. The specific modality of the same will be communicated to the eligible applicants in the Admit Card.
- 10.2 For the remaining four posts viz. Jr. Scientific Assistant, Surveyor (Civil), AC Plant / UPS Attendant and Accountant, applicants fulfilling all the eligibility criteria will be called for Written Examination.
- 10.3 The Admit Card of the shortlisted candidates for both Written Examination and Stenography Test will be sent to them through Registered Post/ Speed Post. The eligible candidate list will also be displayed on [www.cmpdi.co.in](http://www.cmpdi.co.in)
- 10.4 Candidates shortlisted on the basis of the performance in the Written Examination/Stenography Test will be called for Personal Interview and the result of successful candidates will be published in CMPDI Website [www.cmpdi.co.in](http://www.cmpdi.co.in).

## **11.0 GENERAL INSTRUCTIONS**

- 11.1 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.
- 11.2 Candidates should ensure before applying that they fulfill the essential eligibility criteria and other requirements prescribed for the post they are applying and the particulars furnished by them are correct in all respects. If any information provided by the candidate is found to be false/incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 11.3 No modifications are allowed after submission of the application form (both ON-LINE and OFF-LINE). If any discrepancies are found between the information provided in the application form and information from the photocopy/original copy of the certificates/data furnished at the time of interview, his/her candidature will be rejected.
- 11.4 CMPDI reserves the right to change the number of vacancies and cancel/modify/alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- 11.5 CMPDI reserves the right to shortlist candidates for written test/stenography test or alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
- 11.6 Any modifications/amendments in the advertisement will be given in the CMPDI website only [www.cmpdi.co.in](http://www.cmpdi.co.in)
- 11.7 All candidates applying through ON-LINE mode 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. In no case, late applicants and any correspondence in this regard will be entertained.
- 11.8 In case of any ambiguity/dispute arising on the account of interpretation in versions other than English, English version will prevail.
- 11.9 Result of shortlisted candidates for written test/stenography test and successful candidates in the Personal Interview will be published in CMPDI Website [www.cmpdi.co.in](http://www.cmpdi.co.in). Hence, all the candidates are requested to frequently visit our cmpdi's website.
- 11.10 "No Objection Certificate" from the present employer if working in Government, Semi-Government or Public Sector Undertaking to be submitted at the time of Personal Interview, without which he/she will not be allowed to appear for the interview.
- 11.11 SC/ST candidate 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.
- 11.12 Candidates are advised to retain adequate number of similar photographs attached in the application form for future reference.
- 11.13 No correspondence shall be entertained relating to eligibility, acceptance or rejection of application, mode of selection, conduct of test and interview or any other matter related to recruitment. The decision of the management of CMPDI on the above matter shall be final and binding.
- 11.14 Canvassing in any form or bringing extraneous pressure shall lead to disqualification/forfeiture of candidature.
- 11.15 Any dispute shall have jurisdiction at Ranchi.

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**12.0 ON-LINE Application Process:**

12.1 For **ONLINE** application, please read the instructions given below and visit CMPDI website [www.cmpdi.co.in](http://www.cmpdi.co.in) for applying.

**(i) Registration**

- a. Please enter an email address for registration and for future correspondence if required. 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.

After registration, a message will be displayed and on clicking 'ok', the Log In page will open where the candidate will be asked to log-in for the online application process using the email id and password given at the time of registration.

**(ii) Login**

- a. Please ensure that pop ups are not blocked in browser setting, if it is blocked please ensure to allow pop up from this site.
- b. Click on login Button and enter the Email id and password as used during registration in the pop-up window box.
- c. After successfully logging in to the online recruitment portal, the site will display the current openings and posts applied so far. Note: One can apply only one time against the post.
- 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.

**(iii) How to fill the online application**

- a. Before filling the online application form, please ensure the following documents are ready.
  - SBI Challan containing the Journal Number provided by the Bank, if applicable (Please see Sl. No. 5.2 on 'How to pay the application fee through SBI Challan')
  - All educational, technical & professional marks sheet and percentages of marks.
  - Scanned color passport photo. The required specifications are:

Particulars	Format	Size	Pixel
Recent Color Passport photo	.JPG format	3 KB to 40 KB	140 pixels height x 110 pixels width

- b. Please click on the relevant post for which you are going to apply.
- c. Start filling the application with Name, Father's Name / Husband's Name, Mother's Name, Address (present & permanent), date of birth, sex etc., select the minimum required educational, technical & professional qualifications from the drop box and select 'Yes' or 'No' for compliance. **Instructions are given below each field, which may be read carefully and followed strictly.**
- d. **Filling the Payment Details (for General and OBC Candidates only):** General and OBC candidates not belonging to Ex-Servicemen/PH category are required to fill in the eight digit Journal Number as recorded by SBI Bank in the Challan. **Applications without the Journal Number will be treated as invalid and summarily rejected.**
- e. Once the application form is filled, the system generates the Ref. No. Note the Ref. No. for future reference. ON-LINE application window for filling up the application form will be available from 01.03.2014 to 23.03.2014 only.

**(iv) Final Step**

- a. Take the printout of ON-LINE Application Form and Annexure-III on separate A-4 size paper. Sign in the space provided in the ON-LINE application form, enclose all other relevant documents and send it to the address given in Sl.No. 8.1.
- b. For list of documents to be enclosed, please see Sl. No. 7.0 (i) to (vi)

12.2 For other important instructions, please refer to Instructions given at Sl. No. 1.0 to No. 11.15.

**NB:** Important Dates for ON-LINE application please refer Sl. No.9.0.

12.3 Helpline Telephone No. for ON-LINE Application: 0651-2792222 between 9:30 AM to 5:30 PM on working days. Helpline will be available till **31.03.2014**.

**13.0 OFF-LINE Application Process:**

- 13.1 For General & OBC candidates (excepting Ex-Servicemen/PH/employees of CMPDI or CIL or its subsidiaries): Generate the SBI Challan from [www.cmpdi.co.in](http://www.cmpdi.co.in) by following the steps listed at Sl. No. 5.2 on 'How to pay the application fee through SBI Challan'. Note down the Journal Number provided by the Bank.
- 13.2 The OFF-LINE Application Form and Annexure-III can be downloaded/printed from [www.cmpdi.co.in](http://www.cmpdi.co.in) This facility will be available from **01.03.2014** to **23.03.2014** only.
- 13.3 Start filling the OFF-LINE Application Form. **Instructions are given at each field in the form, which may be read carefully and followed strictly.**
- 13.4 ***For candidates who are required to pay application fee, any application without the Journal Number & payment details in the OFF-LINE Form will be treated as invalid and summarily rejected.***
- 13.5 Enclose filled-in OFF-LINE Application Form and all other relevant documents and send it to the address given in Sl.No.8.1. For list of documents to be enclosed, please see Sl. No. 7.0 (i) to (vi).
- 13.6 For other important instructions, please refer to Instructions given at Sl. No. 1.0 to No. 11.15.  
**NB:** Important dates for OFF-LINE application, please refer Sl. No.9.0.



**Checklist for the candidate:**

**Put a Tick Mark (✓) in the applicable box against the item enclosed/complied and send the filled-in Annexure-III to CMPDI along with the application form.**

- 1 Application duly completed and signed
- 2 For OFF-LINE applicants only: One colour recent passport photograph self signed affixed in the space provided in the OFF-LINE application form
- 3 Matriculation Certificate / equivalent Board Certificate enclosed
- 4 Certificate of valid Technical / minimum essential Qualification
- 5 Caste Certificate (for SC / ST / OBC candidates) enclosed (If any)
- 6 PH Certificate enclosed (If any)
- 7 CMPDI's Copy Challan enclosed (If applicable)
- 8 Experience Certificate enclosed
- 9 Two self addressed unstamped good quality envelope of 25 cm x 12 cm enclosed
- 10 **For Candidates currently working at CIL or its subsidiaries only:** Whether the OFF-LINE application form has been forwarded through proper channel.
- 11 Four additional colour passport photographs (similar to the one pasted/uploaded in the application form) to be pasted below in the space provided

1

PASTE IDENTICAL  
PASSPORT SIZE  
COLOURED  
PHOTOGRAPH HERE

(Do not staple. Do not get the  
Photograph attested)

2

PASTE IDENTICAL  
PASSPORT SIZE  
COLOURED  
PHOTOGRAPH HERE

(Do not staple. Do not get the  
Photograph attested)

3

PASTE IDENTICAL  
PASSPORT SIZE  
COLOURED  
PHOTOGRAPH HERE

(Do not staple. Do not get the  
Photograph attested)

4

PASTE IDENTICAL  
PASSPORT SIZE  
COLOURED  
PHOTOGRAPH HERE

(Do not staple. Do not get the  
Photograph attested)