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OFFICE OF THE COMMISSIONER
COAL MINES PROVIDENT FUND ORGANISATION (CMPFO)
HEADQUARTERS OFFICE, DHANBAD
 (A STATUTORY ORGANIZATION UNDER MINISTRY OF COAL, GOVERNMENT OF INDIA)
 POLICE LINE, DHANBAD, PIN-826014 (JHARKHAND)

Coal Mines Provident Fund Organisation invites ONLINE Applications from Indian Nationals for recruitment to the following posts:-

S I N o	Name of the post & Group	Pay Band	Vacancies (Approx.)	Details of Category-wise Vacancies				Qualification	Age Limit [#]	Nature of Duties
				Category	No. of vac	No of PH	No. of XS			
1	Provident Fund Inspector Group 'B' (Non-gazetted)	PB-2, 9300-34800/-+ Grade Pay 4200/-	15	Category	No. of vac	No of PH	No. of XS	Essential: - Degree of a recognized University. Desirable:- Basic knowledge of Computer.	Not exceeding 32 years.	Inspection of records of Collieries, Inspection of accounts, books, register and other documents relating to the employment of persons in the Coal Mines as the Inspector may consider necessary for the purpose of any Scheme framed under the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948.
				GEN	09	Nil	Nil			
				OBC	03	Nil	Nil			
				SC	02	Nil	Nil			
				ST	01	Nil	Nil			
				Total	15 (Fifteen)					
2	Lower Division Clerk Group 'C'	PB-1, 5200-20200/- + Grade Pay 1900/-	281	Category	No. of vac	No of PH (OH)	No of XS	Essential:- Intermediate or equivalent and should possess a speed of 35 words per minute in typing in English on Computer OR 30 words per minute in Hindi on Computer. Desirable: - Basic knowledge of Computer.	Not exceeding 27 years	Clerical job in nature specifically typing, noting, drafting and other charter of duties specified by Government for clerical cadre.
				GEN	144	04	14			
				OBC	82	02	08			
				SC	35	01	04			
				ST	20	01	02			
				Total	281 (Two hundred eighty one)					

Age as on 12.02.2013

Candidates should ensure that they fulfill the eligibility criteria for the post. Candidates may apply for either of the post or both subject to fulfilling of eligibility criteria. Candidates are requested to apply online through the Organization's website <http://www.cmpfo.gov.in> for applying online, the candidates should have a valid e-mail id. which should be kept alive during the recruitment process as the call letters and other information shall also be given online only.

(1) BASIC DETAILS:-

- * Tentative date of On-Line Examination:- 24th March, 2013 (Sunday)
- * Dates for On-Line registration of application from 11th January, 2013 to 12th February, 2013.
- * Date for downloading of call letters from 1st week of March, 2013.

Note:- The above vacancies are provisional and subject to variation, CMPFO reserves the right to vary the vacancies including reserved vacancies as per further assessment of requirements.

Abbreviations:- SC=Scheduled Caste, ST=Scheduled Tribe, OBC=Other Backward Classes, GEN=General, PH=Physically Handicapped, XS=Ex-Serviceman.

(2) **Age Limit:-** The lower age limit is 18 years and upper age should not exceed the prescribed age limit as mentioned in Column 7 of the advertisement as on the last date of submitting the application.

(3) **Age relaxation :-** Age relaxation is applicable as per Government of India Guidelines. Relaxation in Upper Age Limit available to:-

- a) SC/ST up to 5 years;
 b) OBC up to 3 years;
 c) Employees of Central Government & Employees of Coal Mines Provident Fund Organisation

Category	Extent of age relaxation in upper age limit for appointment in Group 'A' and Group 'B' [For the post of PFI]	Relaxation in upper age limit for appointment to Group 'C' and erstwhile 'D' (now MTS posts) by direct recruitment which are in the same line or allied cadre [For the post of LDC]
General	up to 37 years of age	up to 40 years of age
SC/ST	up to 42 years of age	up to 45 years of age
OBC	up to 40 years of age	up to 43 years of age

d) Ex-Servicemen

Category	Relaxation in upper age limit	After deduction of the military service rendered from the actual age as on the closing date
XS+ GEN	3 Years	
XS+OBC	6 Years	
XS+SC/ST	8 Years	

e) Physically Handicapped

Category	Relaxation in upper age limit
PH+ GEN	10 Years
PH + SC/ST	15 Years
PH + OBC	13 Years

(4) **HOW TO APPLY (ONLINE APPLICATION)**

Candidate should visit CMPFO website <http://www.cmpfo.gov.in> for filling the online application form. No other mode of application shall be accepted.

Note:- Candidates should have valid e-mail i.d. and mobile number. This will help him/her in getting call letter/interview advices etc. by e-mail/SMS.

(5) **APPLICATION FEE**

- (i) For the post of Provident Fund Inspector Rs. 500/- for GEN/OBC Candidates and Rs. 200/- for SC/ST/PH/XS.
 (ii) For the post of LDC Rs. 300/- for GEN/OBC Candidates and Rs. 100/- for SC/ST/PH/XS.

INSTRUCTION FOR ONLINE APPLICATION AND PAYMENT OF FEE

Candidate should visit CMPFO website <http://www.cmpfo.gov.in> for filling the online application form. No other mode of application shall be accepted.

Note:- Candidates should have valid e-mail i.d. and mobile number. This will help him/her in getting call letter/interview advices etc. by e-mail/SMS.

MODE OF PAYMENT (OFF-LINE)

(i) Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature..

(ii) Fill the application carefully. In the event of the candidate not able to fill the data in one go, he/she can save the data already entered. When the data is saved, registration number and password will be generated by the system and displayed on the screen. Candidates should note down the registration number and password. Email & SMS indicating the Registration number and Password will be sent. Candidates can reopen the saved data using Registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled complete, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed thereafter. The registration at this stage is provisional.

(iv) **Fee Payment:** Fee payment will be accepted from 2nd working day after registration and can be made within three working days at any branch of State Bank of India. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on 17.01.2013, then he/she will be able to deposit the fee from 19th to 22nd January, 2013, considering 20th is a non-working day). Once fee paid, the registration process is completed.

(v) Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.

Note - There is also a provision to reprint the submitted application containing fee details, after three days from the date of fee payment.

(6) SELECTION PROCEDURE

The Recruitment process will have two stages:

STAGE-1:- Written Examination:-

Note:-

- There will be Penalty for wrong answers. For every wrong answer marked by the candidates, 1/4th of the marks assigned to that question will be deducted.
- Examination will be conducted on-line.
- Cut-Offs (Minimum Qualifying Marks) on Objective Tests will be decided based on the Group performance.
- The candidates will be shortlisted for typing test and interview for the post of LDC and Inspector respectively.

STATE - II- Interview OR Typing Test.

Interview for the post of Provident Fund Inspector:- Only certain number of candidates from amongst those who qualify by ranking high enough in the merit list of written examination will be called for interview in the ratio of maximum 4 candidates for each vacancy. Candidates are required to score a minimum percentage marks (to be decided by the Board) in interview to be considered for final selection. 5% relaxation for SC/ST/OBC/PWD/XS category will be available thereon. Final selection will be made on the basis of candidate's performance in the written test and typing test/interview taken together.

Typing Test for the post of Lower Division Clerks:- Candidates will be required to appear for the Typing Test to assess speed of 35 words per minute in typing in English on Computer OR 30 words per minute in Hindi on Computer.

(7) EXAMINATION CENTRE:-

Stage - I :- Written examination will be held at the following centers:-

Name of the State	Examination Centre
Andhra Pradesh	Hyderabad
	Vishakhapatnam
Assam	Guwahati
	Kokrajhar
Bihar	Patna
	Muzaffarpur
	Bhagalpur
	Purnea
Chhatisgarh	Bilaspur
	Raipur
	Bhilai
Delhi	Delhi (Including NCR cities)
Goa	Panajim
Gujrat	Ahmedabad
Haryana	Chandigarh
Himachal Pradesh	Shimla
Jammu & Kashmir	Jammu
Jharkhand	Ranchi
	Dhanbad
	Jamshedpur
Karnataka	Bangaluru
Kerala	Thiruvantapuram
Maharashtra	Mumbai
	Nagpur
Madhya Pradesh	Bhopal
	Jabalpur
Odisha	Bhubneswar
	Sambalpur
Punjab	Chandigarh
Rajasthan	Jaipur
Tamilnadu	Chennai

Uttar Pradesh	Lucknow
	Kanpur
	Varanashi
	Allahabad
Uttarakhand	Dehradun
West Bengal	Kolkata
	Asansol
	Siliguri
	Durgapur

Note:- A candidate can choose any three examination centers in order of choice. No request (for change of date/centre for Examination will be entertained. The CMPFO, however, reserves the right to change the venue and/or Centre and /or cancel any centre at its discretion.

(8) EMOLUMENTS:-

Selected candidates will be on probation for a period of two years. The pay and allowances will be as admissible to the posts. They will also be eligible for DA & H.R.A. as per rules in force time to time. In addition, they will get the perquisites which include LTC/Medical facilities, as applicable from time to time, etc. as admissible to the posts.

(9) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:-

Candidates are warned that they should not furnish any particulars that are false, tampered/lubricated or should not suppress any material information while filling up the application form.

At the time of written examination, if a candidate is (or has been) found guilty of:-

- (i) Using unfair means during the examination or
- (ii) Impersonating or procuring impersonation by any person or
- (iii) Misbehaving in the examination hall (or any part there of) or
- (iv) Resorting to any irregular or improper means in connection with his/her candidature for selection or;
- (v) obtaining support for his/her candidature by any unfair means, such a candidate may in addition to rendering himself/herself liable to original prosecution, be liable:
 - a) To be disqualified from the examination for which he/she is a candidate.
 - b) To be debarred either permanently or for a specified period, from any examination or recruitment conducted by CMPFO.
 - c) For termination of service, if already joined the CMPFO.

(10) GENERAL INSTRUCTIONS:-

- a) Only those candidates who are willing to serve anywhere in India need apply.
- b) Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.
- c) OBC Certificate in format as prescribed by GOI and issued by the competent authority inter-alia specifically stating that the candidate does not belong to the socially advanced sections excluded from the benefits of reservations for OBCs in civil posts and services under the GOI with 'CREAMY LAYER' clause should be kept ready to be submitted at the time of Typing test based on the income of the financial year preceding the date of application. Candidates belonging to OBC category but coming in the 'CREAMY LAYER' hence are not entitled to OBC reservation and age relaxation should indicate their category as "General".
- d) Attested copies of caste/category certificate wherever applicable and educational certificates will have to be submitted at the time of Interview/ Typing test. The candidates should also carry the original certificates for verification which will be returned to them on the date of Interview/Typing test.
- e) Candidates serving in Government/Public Section Undertaking (including banks) should bring their "No Objection Certificate" from their Employers at the time of Interview/Typing test.
- f) All candidates will have to appear for the examination(s) at their own cost.
- g) Decision of the CMPFO in all matters regarding eligibility, conduct of examination and selection would be final and binding on all candidates. No correspondence whatever would be entertained by the CMPFO in this regard. Any dispute regarding the selection process shall be in the jurisdiction of Dhanbad Court only.
- h) The candidates must ensure that they fulfill all the eligibility criteria and that the particulars furnished by them in the application are correct in all respects. Mere admission to the test of a candidate does not imply that the CMPFO has been satisfied beyond doubt about the candidate's eligibility. In case it is detected at any stage of selection that a candidate does not fulfill any of the eligibility criteria, and /or that he/she has furnished any incorrect information or has suppressed material fact(s) he/her candidature will stand cancelled if any of these shortcoming(s) is/are and detected even after appointment his/her services will be summarily terminated.
- i) Appointment of selected candidates is subject to his/her being declared physically fit by medical Officer(s) like Civil Surgeon of the candidate's District from which he/she belongs.
- j) As the applications are to be submitted online, candidates are to ensure that the details are correctly filled in before submitting the application form.
- k) The English version of the advertisement will be final in case of any discrepancy between the translated version and English version.
- l) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**