Ref No;ECL/CMD/Recruit./SRD/MS-18/34/1097   Date: 12.03.18

SPECIAL EMPLOYMENT NOTICE FOR OBC & SC/ST

Eastern Coalfields Limited, a subsidiary of Coal India Limited engaged in coal mining in West Bengal & Jharkhand state invites applications for the post of Mining Sirdar in 'Special Recruitment Drive' from the Indian nationals for filling up the vacancies through On-line mode.:

(1) No of vacancies (SRD):

Code No.	Name of Posts	Basic Pay (NCWA X)	GEN	OBC (NCL)	SC	ST	PH Identified posts	Total
01	M/Sirdar, Tech. & Suvr. Gr. C	Rs. 31852.56 PM	NIL	27	70	20	NA	117

Note: (I) All the above posts carry DA & other allowances as per National Coal Wage Agreement.

(II) The number of posts advertised can be increased or decreased at the discretion of the management. The management also reserves the right to cancel the notified vacancies at its discretion & such decision will be final and binding to all. In event of cancellation of notified vacancies the examination fee paid by the candidates will not be refundable.

(2) Minimum Qualification:

(1) M/Sirdar, Tech. & Suvr.Gr. C

i)   10+2 or equivalent.
ii) Valid Mining Sirdarship Certificate of Competency from DGMS.
iii) Valid Gas Testing Certificate.
iv) Valid First Aid Certificate.

                    OR

i)   Recognised Diploma or degree in Mining Engineering having valid statutory competency certificates, recognised by DGMS to work as Mining Sirdar in coal mines.
ii) Valid Gas Testing Certificate.
iii) Valid First Aid Certificate.

(3) Age Limit:

Candidates must not be below 18 years and of age as on 01.02.2018 Upper age relaxation for SC/ST/OBC will be as follows:

For SC/ST Candidates: 40 years and for OBC Candidates **(Non-creamy layer):** 38 years
For Ex-service man as per Govt. Guidelines, and there will be no age bar for Departmental candidates. Departmental candidates means any employee of CIL & its subsidiary companies having the requisite qualification. Departmental candidates should forward the hard copy of downloaded application submitted online through proper channel.

(4) Cut-off date Certificates, documents & for age:

(i)   Candidate should posses all the desired certificates/testimonials on or before first day of the opening of Online portal (i.e. 09.04.2018)
(ii) Cut off date for calculating age will be 01/02/2018.

(5) Selection process:

There is no need to send hardcopy or any other testimonials. Scrutiny of applications for the eligibility and other aspects will be done at the time of initial medical examination(IME) and, therefore, the candidature is accepted only provisionally. The candidates are to undergo a written test of 50 marks. The merit in written test will be the basis of drawing panel of merit list. Management reserves the right to shortlist the candidates for written test. Finally selected candidates have to undergo Initial Medical Examination (IME) by company's own doctors & the findings thereon will be final. Those who will be found unfit, will be disqualified for employment.

(6) Written test :

Written test will be on General Awareness and matters related to the concern subject. It will be an elimination round. The question papers will be in MCQ & the candidates have to answer in the MCQ answer sheet. The answers will be evaluated through OMR machine. Candidates will not be allowed to take back question papers from the examination hall as that is intellectual property right of ECL.

Candidates short listed on the basis of their performance in the written test will be called for initial medical examination.

Note: Candidates should visit ECL's website www.easterncoal.gov.in for latest information about the exams/interview/corrigendum or latest information in this respect.

(7) How to apply:

The candidates will have to apply through **ONLINE** Mode only by logging into the website www.easterncoal.gov.in > Recruitment Portal between **09.04.2018 to 19.04.2018.**

(i) Candidates must check the following before filling the online applications (Pre-requisites):

1.   Valid E-mail ID for self which must remain operational till the admission process is over.
2.   A scanned copy of recent colour passport size photo & candidate's signature not exceeding 30 KB to be uploaded in the online application form.

3. Journal Number of the Challan through which Examination fee is to be deposited in SBI.
4. For OBC(NCL)/SC/ST candidates, scanned copy of valid caste certificate.
5. A scanned copy of mark sheet certificate of class X, mark sheet of class XII (In JPG format) & competency certificate of Mining Sirdar/Overman, Gas testing & First Aid certicate (in JPG format).
6. **The Online registration site would remain open from 09/04/18 to11.59 pm of 19/04/18.** The candidates have to take the printout of the completed application form after submission in the online mode and keep it as a proof with themselves. **There is no need to send hardcopy or any other testimonials. Scrutiny of applications for the eligibility and other aspects will be done at the time of medical examination and, therefore, the candidature is accepted only provisionally**. Copies of supporting documents will be sought only from those candidates who will qualify for the **medical test.** If any claim made in the application is not found substantiated at the time of scrutiny, the candidature will be cancelled and the **Company's decision in this regard shall be final**.

(ii) Instructions to be followed by the candidates to fill up online Application form.

STEP 1: **REGISTRATION**

1. Candidates are strictly advised to read the Instructions given in the HOME page of the application portal first.
2. If applicant fulfils the eligibility criteria for this course, then he may proceed by clicking 'APPLY ONLINE' button at the bottom of the page.
3. Before clicking this button he must be sure that he has a valid Email ID. Then he may proceed for Applying, otherwise you must create a new Email ID before filling online application.
4. Click on 'APPLY ONLINE' button.
5. In Application Registration page, fill all the required fields with correct information carefully followed by clicking on 'Submit' button. The Name, Date of Birth and Email ID provided during registration cannot be changed / corrected later. Please ensure to fill in the Name as per your High school certificate & 10+2 certificate both should be same.
6. On successful registration, candidate will get a 'Registration Reference ID' displayed on the screen and forwarded to his registered Email ID. **Memorize or note down the Reference ID as it will be used as secured password of the candidate for the next steps of Application process**.
7. Now applicant has registered himself with the Application System. The candidate may fill up the form immediately after registration or as per his convenience by logging in with her registered Email ID, Date of Birth and Password (Registration Reference ID) before the last date.

STEP 2: **LOGGING IN and FILLING ONLINE APPLICATION**

1. Before filling Online Application Form, get ready with the Bank Deposit Challan (for OBC candidates only) and Scanned copies of your recent Passport size Photograph & Signature Specimen (in JPG format less than or equal to 30 KB) and valid caste certificate (for SC/ST/OBC candidates only in JPG format between 500 KB to 1024 KB) along with mark sheet of class X and XII (in JPG format between 500 KB to 1024 KB), as per the required size and format.
2. Keep all your Academic records like Name of Examinations Passed, Year of Passing, Stream, Board / University, Total Marks of the Exam, Marks obtained in desired subjects and Percentage of Marks. You need not forward the original certificates, documents, etc except at the time of IME.

3. You are automatically logged in immediately after Registration; else you have to click on 'CHECK STATUS' button to login for filling online application form.

4. After successful login you will be redirected to 'APPLICANT HOME' page. There you will find your Application Reference ID and a button to start applying. Please fill all the information properly in Capital letters and click a button of your choice at the bottom of the page. Incomplete Application must be saved by clicking 'SAVE APPLICATION' button. However completion of the Personal Information part is mandatory for saving the application. **Application should be "submitted" finally only when all the parts (Personal Information, Academic Records, Processing Fee details, uploading of Photo, Signature Specimen and Supporting Documents like Mark sheets of Class X and XII examination and Caste Certificate) of the application is completed**.

5. The application can be edited until it is "submitted finally". Once the Application is "**submitted**" then it will be considered as final and no changes will be allowed at any time during the selection process. You may download it in PDF format and take a printout for your future reference. **Copies of supporting original documents will be sought only from the selected candidates at the of IME.**

(8) Processing Fee of Rs. 300/- (Non- Refundable):

Processing Fee will be deposited in the Power Jyoti A/C No. 35228997799 of State Bank of India (Sanctoria branch, code 06114) by candidates belonging OBC(NCL) category. The Processing Fee is exempted for SC & ST candidates. The challan form will be Downloaded from website & is to be filled properly.

(9) Bond Money:

In case of selection of a candidate a Indemnity Bond of Rs.100000/-(One Lakh) in Non-Judicial stamp paper to serve the company for a minimum period of 3(three) years and in case, he leaves the company after his appointment before completing 3(three) years of service as Mining Sirdar, he has to pay Rs. 100000 (One lakh) to the company.

(10) General Instructions:

I. Female applicants will not be allowed for the post of Mining Sirdar (for Mines).

II. The candidature of the applicant would be accepted provisionally, which is subject to verification of certificates and testimonials. The candidates are advised to go through the requirements of educational qualification, age, etc. before applying. Copies of supporting original documents will be sought only from those candidates who qualify for the IME. If any claim made in the application is not found substantiated at any stage, the candidature will be cancelled and the Company's decision shall be final.

III. Candidates seeking reservation benefits available for SC/ST/OBC(NCL)/ EX-Serviceman must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of valid caste certificates in the prescribed format in support of their claim at the time of application and at the time of IME. Originals of educational, technical, statutory, caste, & service book of Ex-serviceman etc. will be sought at the time of IME. Candidates have to furnish attested copy along with hard copy of downloaded application, after submitting online at the time of IME.

IV. Those who are working in Govt./Semi Govt. Public Sector Undertaking should send no objection certificate along with hardcopy of downloaded application after submission of

online mode. Candidates serving in other subsidiaries of Coal India in same capacity are not entitled to apply. They should try inter subsidiary transfer.

V.   Signature of the candidates on Application form, Answer Sheet, Question Booklet & other prescribed places should be identical and must be in running hand, not in block/capital or disjointed letters or in shorthand or initials.

VI.   SC/ST/OBC candidates are required to enclose attested copy of valid Caste Certificates issued from any of the following:

    (a) District Magistrate/Additional District Magistrate/Collection/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendary Magistrate/ Sub-Commissioner (not below the rank of 1st class stipendary Magistrate).

    (b) Chief Presidency Magistrate/Additional 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 Islands).

    (f) Request for change in category (SC/ST/OBC), once filled in the online application form will not be entertained, and concession or relaxation extended for that category will not be applicable.

VII.   Candidates are directed to submit only one application, and request for change of address will not be entertained.

VIII.   Canvassing in any form shall lead to disqualification/forfeiture of candidature.

IX.   Management reserves the right to reschedule or suspend or cancel or revise the recruitment process without assigning any reason.

X.   In case of any ambiguity/confusion, English version of the Employment Notice shall prevail.

XI.   The number of posts advertised can be increased or decreased at the discretion of the management. The management also reserves the right to cancel the notified vacancies at its discretion & such decision will be final and binding to all. In event of cancellation of notified vacancies the examination fee paid by the candidates will not be refundable.

Important Dates

Submission of Online application will commence from	**09.04.18 (Monday)**
Last date of Online application	**19.04.18 (Thursday)**

General Manager (P/Rectt.)
ECL HQ, Sanctoria.