

सेंट्रल कोलफील्ड्स लिमिटेड  
कोल)इण्डिया की एक सहायक कंपनी(  
कार्मिक/ कर्मचारी स्थापना विभाग  
दरभंगा हाउस, रांची 834029-  
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वेब साइट : http://centralcoalfields.in



एक मिनिरात्र कंपनी  
A Miniratna Company

Central Coalfields Limited  
(A Subsidiary of Coal India Limited)  
**Personnel/NEE Department**  
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Phone No. 0651-2360049/Extn-5341  
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No.CCL/NEE/Selection-Caretaker Cadre/2022-23/ 14935-5085 (H) Date:18/10/2022

**INTERNAL NOTIFICATION**

Applications are invited for departmental selection to the post of **Caretaker T&S Grade C** from amongst the permanent workmen/employees of the Company to fill up the sanctioned vacancy as per the approved Manpower Budget for 2022-23.

**Tentative Vacancy:**

The provision under the Manpower Budget is as under:

S.No	Post & Grade	MP Budget 2022-23			Category-wise vacancy		
		Sanctioned	Existing	Vacancy	UR	SC	ST
1	Caretaker T&S Grade C	06	03	03	02	01 (backlog)	00

**Important Dates:**

S. No	Activity	Dates
1	Opening date for filling the application	18/10/2022
2	The cut-off date for the minimum qualification and eligibility	18/10/2022
3	Last date for receipt of duly filled application	10/11/2022

**Qualification and Eligibility criteria:**

1. Minimum qualification and eligibility criteria and mode of selection to the post of **Caretaker T&S Grade C** as per the Cadre Scheme issued vide CIL:C-5B:JBCCI-IV:I.I No.61 /4211 dated 19.12.94 is mentioned below:

Post and Grade	Minimum Qualification	Eligibility Criteria	Mode of Selection
Caretaker T&S Grade-C	Graduate with aptitude for the job and OR Diploma in Hotel Management	(i) 3(three) Years experience in next below grade. (ii) Matriculate with 5 years experience in next below grade for existing employees.	Selection/ Aptitude test. D.P.C.

2. Employees in higher grade are not eligible to apply, however, employees in the same grade or next below grade i.e. Grade-'D' are eligible to apply against this internal notification.

3. For all Technical posts in T&S Grades, where recognized Diploma (3-year course) is the minimum qualification, only regular courses of 3-year duration from the Institutes duly recognized by AICTE /UGC /appropriate Indian Statutory authority shall be considered as requisite qualification.
4. The candidate is required to put in attendance of 190/240 days (underground/surface respectively) on average including authorised leave during last three years i.e. 2019, 2020 & 2021.
5. Candidate must have minimum "GOOD" CR rating for immediately preceding 3 years.
6. Vigilance / Departmental Clearance of candidate should be "Clear".
7. Only regular employees of the Company may apply. Trainees are not eligible to apply.

#### **How to apply:**

1. Candidates are advised to apply as per the prescribed Format (Annexure –A) for selection to a particular post which is available on CCL website ([www.centralcoalfields.in](http://www.centralcoalfields.in)) under "What's New" tab.
2. Candidates are advised to go through the provisions of the internal notification carefully for assessing his/her eligibility in accordance with the qualifications, other norms, caste etc.
3. The last date of receipt of the application in the office of General Manager (P-NEE) will be **10/11/2022**.
4. The applications for employees posted in area must be sent through Unit Personnel Executive and SO(P&A) of the Area and for Headquarter employees it should be sent through concerned GM/HOD of the department to the office of General Manager (P-NEE), CCL, Ranchi. Applications received after the last date (i.e. **10/11/2022**) in the office of General Manager (P-NEE) shall not be entertained/accepted.
5. All the relevant documents duly self-attested (educational certificates, caste certificate, etc) should be annexed with the application & submitted through proper channel in the office of General Manager (P-NEE).

#### **Selection Criteria:**

1. There will be a Written Examination for selection to the above posts for the shortlisted eligible candidates.
2. The selection of the candidates shall be based on the relative performance of the candidate in the written examination to be conducted for selection to the above posts.
3. The Written Examination will be of 100 (One Hundred) Marks (50 questions each carrying 02 marks).
4. The written examination pattern would be as:
  - Part A: Subject Knowledge/Mental ability/quantitative ability/logical and reasoning skill: 70 marks
  - Part B: General awareness: 30 marks
5. The Written Examination will be conducted through OMR Sheet. (Each question will have 04 (Four) Multiple Choice of answers with 01 (One) correct answer)
6. There shall be no Negative marking for incorrect answer.
7. In case of any wrong questions/wrong options, the respective questions will not be considered for final evaluation i.e. total marks will be reduced accordingly.
8. If there is any discrepancy between the English and Hindi version of the question paper, the English version shall prevail.
9. The duration of the Test shall be 60 (Sixty) minutes.
10. The Qualifying/Pass Marks for the General Category employees will be 40 (Forty) and for the SC/ST Category it will be 30 (Thirty).
11. The selected candidates shall be empanelled on the basis of merit as per the marks obtained in the written test subject to vigilance/ departmental clearances etc. If same mark is obtained by more than one candidate in the written test, their merit shall be decided based on their marks in

Part A (subject knowledge /mental ability/quantitative ability/logical & reasoning skill) and then date of appointment and subsequently the date of birth.(i.e. senior in age will be senior)

12. There will be no marks for seniority and ACR.

#### **Reservations & Relaxations:**

1. Reservation for SC/ST candidates will be in accordance with the instructions issued in this regard from time to time by the Government of India/DoPT.
2. The Qualifying/Pass Marks for SC/ST Category in written examination will be 30 (Thirty).

#### **General Information and Instruction**

1. The cut-off date for the minimum qualification and eligibility as per cadre scheme will be date of issuance of this Internal Notification dated 18/10/2022 (Illustration: The date of issuance of internal notification is 18/10/2022 then the cutoff date for minimum qualification & eligibility of one-year service would 18/10/2022 )
2. The selected candidates are eligible for pay protection as per rule.
3. All selected candidates will be on probation for a period of 6 months before being regularized in the respective post/grade.
4. The date of written examination and other details will be subsequently informed. Candidates will have to appear at the Centre/ Venue allotted to them by CCL HQ for the written test.
5. Selected candidates could be posted in any Area/Unit of CCL and they are also liable to be transferred to the Areas of CCL at any time in their service period.
6. All future communication / information regarding this selection will be made available on CCL website. Candidates are advised to check/ visit CCL website ([www.centralcoalfields.in](http://www.centralcoalfields.in)) regularly for further updates
7. Candidate shall note that at any stage of selection or later, if a candidate is found indulging in any misconduct, their candidature will be summarily rejected and disciplinary action as per the Certified Standing Orders will be initiated apart from any other legal course of action as deemed fit.
8. Canvassing at any stage will lead to disqualification of the candidature.
9. Candidates are advised to apply much before the closing date for submission of application mentioned in this internal notification to avoid delay for any reason, whatsoever.
10. CCL management reserves the right to modify/ alter/ restrict/ cancel the selection process, at its discretion without assigning any reasons whatsoever. CCL management reserves the right to modify the vacancy position under special circumstances. The decision of the Director (Personnel), CCL will be final and no appeal will be entertained in this regard.
11. The joining on the selected post will be effective only on reporting at the place of posting on selection within 30 days of issuance of selection order.
12. Syllabus for the exam will be published on CCL website at least 15 days before the date of written test.
13. The names of the applicants whose applications have been received till the last date of receipt of application against this internal notification will be published on the CCL website within 3 days of the last date of submission of application.
14. Incomplete applications or applications received after the due date or without signature of candidate / without relevant documents / not through proper channel will be rejected.

The bio-data particulars furnished by the employee in the applications must be verified & confirmed from the Service Records/Form-B Register and certified by the Unit Personnel Executive. Similarly, the self-attested copy of the certificates/mark sheets submitted by the employee must be verified from its original and attested by the Personnel Executive of the unit.

The concerned Area Personnel Manager/SO(P&A) will arrange proper scrutiny of applications at Area level and will certify that the applicant is eligible for consideration for the post applied in terms of the minimum qualification and eligibility for selection as laid down in the cadre scheme.

Consent for releasing the candidate without substitute from Area/department in HQ in the event of his/her selection shall be given by the Area General Manager /HODs at HQ respectively

15. All communication will be made through CCL Website; candidates are required to visit the said website regularly for updates.
16. The list of eligible/non eligible candidates along with reason will be uploaded in the CCL Website for inviting objection, if any within 3 days from the date uploading of the said list and after further expiry of 3 days, the final list of eligible candidates will be uploaded in the CCL website.

  
General Manager (P)-NEE, CCL

**Distribution:-**

1. GM(P&IR),CCL
2. GM(Systems):with a request to upload it in CCL Website under the tab “What’s New” and “Careers”
3. GM(Welfare),CCL HQ
4. All GMs /HODs at CCL HQ, Ranchi/  
CH Ramgarh/Gandhi Nagar Hospital

All Area GMs CCL, Magadh-Sanghamitra  
Aamrapali Chandragupta, /NK/Piparwar/Rajhara  
/BarkaSayal/Argada/Kuju/Hazaribagh/CRS  
Barkakana/ Rajrappa/ Dhoril/ Giridih/ B&K/  
Kathara/MRS Ramgarh

GM (P/IICM)

With a request to give wide publicity to the content of this Internal notification amongst the employee working under their control and forward the applications from the interested eligible candidate in the given format (Refer Page-05 for Application Format); so as to reach the undersigned on or before the above stipulated date i.e. 10/11/2022. The ACR for the year 2019-20, 2020-21 & 2021-22 and physical attendance and authorized leave for the years 2019, 2020 & 2021 and the Departmental Clearance may be forwarded along with the application.

5. All SO (P&A), CCL, Magadh-Sanghamitra/Amrapali-Chandragupta/N.K./Piparwar /Rajhara/Barka-Sayal/Argada/Kuju/Hazaribagh/CRS Barkakana/Rajrappa/ Dhoril/ Giridih/ B&K/ Kathara/MRS Ramgarh.
6. Asstt. Manager (P), CCL, Central Hospital, Ramgarh.
7. Incharge Central Store Barkakana

**Format for application to the post of Caretaker T&S Grade-'C'**

ANNEXURE-A

1. Application for the post of: \_\_\_\_\_
2. Name (in block letters): \_\_\_\_\_
3. Present designation with grade/category: \_\_\_\_\_
4. Present place of posting: \_\_\_\_\_
5. PIS No.: \_\_\_\_\_
6. Mobile No.: \_\_\_\_\_
7. Date of Birth: \_\_\_\_\_
8. Whether SC/ST/General \_\_\_\_\_  
(Photocopy of valid caste certificate duly self attested must be enclosed in case of SC / ST)
9. Date of initial appointment: \_\_\_\_\_ (Attach Photo Copy of the appointment letter duly self attested)
10. Date of confirmation on initial appointment: \_\_\_\_\_  
(Applicable for those who are presently designated as Category-I-Office Order of confirmation/regularization duly self attested to be enclosed)
11. Date of coming to Grade D: \_\_\_\_\_
12. Date of coming to Grade C (If applicable) : \_\_\_\_\_
13. Educational / Professional qualification : \_\_\_\_\_  
(Photocopy of certificate duly self attested must be enclosed)

Sl. No.	Exam. Passed	Name of the Institute	Board/ University	Year of Passing	%age of Marks	Div./ Grade

**Declaration/Undertaking**

Certified that the information given above is true and correct to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect/false or any certificate submitted by me is not genuine/authentic or the date of birth in educational certificate does not match with service record or the course/institute is not recognized/approved, my candidature for the post applied is liable to be cancelled & disciplinary action may be taken by the management of CCL as per rule. On my selection, I am willing to be posted in any Project of the Company as per requirement of the Company and will not apply for change of place of posting.

**Signature of the Employee**

**Certificate**

This is to certify that consent has been given to release the candidate without substitute from department in the event of his/her selection.

GM/HOD of Department in HQ

**Certificate**

**Certificate for employees whose service record maintained at Area / GNH / CHN / Security / IICM (for employees on the roll of CCL only)**

All applications must be routed through HOD (Security) /GM(P/IICM)/ CMS I/C GNH/ CMS I/C CHN/ Staff Officer (P&A) of the respective Area . The following details to be filled in case of employees posted in Areas / IICM (Only for employees on CCL Roll)/GNH/CHR/Security.

Name Designation & PIS No.	Date of Initial Appointment	Date of Joining	Date of regularization	Date of Birth	Qualification as per Service Record	Caste as per Service Record	Place of Posting (Deptt./ Unit/Area)

This is to certify that I have verified the Bio-data particulars furnished by the employee in his application from the Service Records / Form-B register of the employee and found correct. Photocopy of the certificates submitted along with the application have been verified and confirmed from its original and attested to be true copy of the same. No departmental case is pending or contemplated against the employee.

**Personnel Executive of the Project/Unit  
(Area Unit/ GNH/CHR/Security/IICM)**

**Project Officer**

**Certificate**

This is to certify that the application submitted by the candidate has been scrutinized in terms of the eligibility conditions laid down in the internal notification & Cadre Scheme provisions. The candidate is found eligible for consideration for the post applied for. It is also agreed to release the candidate without substitute from area in the event of his/her selection.

GM(Security)/GM(P/IICM)/CMS I/C  
GNH/CHR/Staff Officer(P&A).....Area

**General Manager (Area)**