

Ref. No.: MCL/SBP/Dy. GM(MP&R)/Selection(AC)/2015/474

Date: 16/04/2015

INTERNAL CIRCULAR

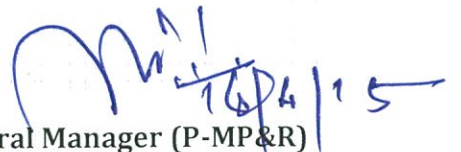
Applications are invited from permanent employees of MCL for the post of **Accounts Clerk, Gr.-II** who are having the qualification of Matriculation or Equivalent Examination from any recognized Board of Examination.

- Any Regular employee of the company in the same scale who opts. for the Accounts Cadre will move horizontally with same pay on selection.
- Any regular employee of the company working in lower grade / category who opts for the Accounts Cadre will move horizontally with same pay as Accounts Trainee for 01 year after which they will be regularized in the grade.

Note: The employees of MCL, who are currently in the cadre of System, Maintenance, Statutory posts, Quality Control, E&M, E&T, L&R, Operators, Paramedical Staff, Technical Personnel, Security Personnel, Essential / Shortage Category Personnel and Apprentice trainees may not be considered for the above post.

The applications shall be forwarded through proper channel in the annexed format along with the self-attested photocopies of Educational and Technical Qualification Certificates. The Bio-Data details of the employee must be verified from his/her Service File/'B' Form. The certificate/Mark Sheet submitted by the employee must be attested by the personnel executive of the Project/Area after verifying the same from the original documents. All the pages of the Application form must be signed by the applicant as well as the personnel executive, who verifies the data from the Service File/'B' Form with his/her official seal & signature.

Any application forwarded to this office against this internal circular shall be deemed to have been properly verified & certified by the forwarding authority/ Controlling officer/APM regarding authenticity & recognition of all such certificates issued by Institutes approved by Govt. of India/ State only. Duly completed applications after necessary verification as envisaged above has to reach the office of the undersigned on or before **15/05/2015**. Applications received in this office after the due date will not be considered and no further extension in this regard will be granted. For all purposes, the cut-off date shall be the date of issue of this internal circular.


Dy. General Manager (P-MP&R)
MCL HQ

Distribution:

1. All HODs, MCL HQ
2. CGMs/GMs, All Areas
3. GM CWS, Talcher/ CWS, IB Valley
4. CMS, NSCH Talcher/ Central Hospital IB Valley
5. Dy.GM, MCL Office, Bhubaneswar
6. Dy.GM, MCL Office, Kolkata
7. APMs, All Areas
8. All Notice Boards
9. Case File

Application for the post of Accounts Clerk, Gr.-II

Ref. No. MCL/SBP/Dy. GM(MP&R)/Selection(AC)/2015/474

Dated. 16/04/2015

1. Post Applied for:
2. Name of the Employee:
3. Father's Name:
4. Date of Birth:
5. U.M No:
6. Date of Appointment:
7. Place of Posting:
8. Present Designation (Category/Grade):
9. Date of Joining in Present grade:
10. Whether SC/ST:
11. Mobile No:
12. Educational/Professional Qualification (Starting from HSC/10th):

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

13. Remarks if any:

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 course/Institute is not recognized/approved by Govt. of India/ State, my candidature for the post applied is liable to be cancelled.

Signature of the Employee

Certificate

This is to certify that I have verified the above particulars submitted by the employee with the available documents and Service file/'B' Form of the employee and found these in order and accepted the same. Further, this application is being forwarded after necessary compliance as stipulated in the internal circular.

Project Officer

Personnel Executive of the Project/Unit

Area Personnel Manager

Chief General Manager/General Manager

