



Ref. No. MCL/SBP/Selection(AFM-Mech.)/2015/ 12/9

Dated. 21/11/15

INTERNAL CIRCULAR

Applications are invited from the permanent employees of MCL for filling up vacancies of **Asst. Foreman (Tr.) Mechanical T&S Gr. C** who are having the **following minimum qualification (Educational/Technical) & experience: -**

1. Asst. Foreman (Tr.) Mechanical T&S Gr. C

- I. Recognized Diploma in Mechanical Engineering (Min. 03 years course) from an Institute approved/recognized by AICTE/ SCTE.
- II. Departmental candidate having 03 years of experience of working in Coal Mining Industry.

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. Applications received in this office after the due date will not be considered and no further extension in this regard will be granted.

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, AICTE/SCTE only. Duly completed applications after necessary verification as envisaged above has to reach the office of the undersigned **on or before 22/12/15**. For all purposes, the cut-off date shall be the last date of submission to this office i.e. **22/12/15** after being forwarded by Controlling officer/APM.

Note: - The forwarding authority /controlling officer/APM must ensure submission of the application from their end to this office within the due date i.e.22/12/2015 or else the same will not be accepted /considered & it shall be the sole responsibility of the concerned authority.

This issues with the approval of the competent authority.


21/11/15
Chief Manager (P/Rect.)
MCL HQ

Distribution:

1. All HODs, MCL HQ.
2. CGM/GMs, All Areas/CMS, NSCH, Talcher.
3. DY.GM, MCL, Bhubaneswar/MCL, Kolkata.
4. TS to D(P), MCL.
5. APMs, All Areas.
6. Notice Board

Application Form for the post of Asst. Foreman (Tr.) Mechanical T&S Gr. C

Internal Circular No. MCL/SBP/Selection (AFM-Mech.)/2015/1219

Date: 21/11/2015

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

Affix passport size photo here
signature

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

12. Remarks if any:

Declaration/Undertaking

Certified that the information given above is true and correct to the best of my knowledge and belief. Further, I hereby undertake to certify that the diploma/ degree certificate in Mechanical Engineering is of minimum 03 years or higher duration course & the same including the institute is recognized/approved by AICTE/SCTE Govt. of India.

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 AICTE/SCTE, Govt. of India, my candidature for the post applied is liable to be cancelled & disciplinary action taken by the management of MCL as per rule.

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