

Ref. No.: MCL HQ/Recruitment/Internal/2016/569

Date:20/05/2016

INTERNAL CIRCULAR

Applications are invited from permanent employees of MCL having requisite qualifications & experience for selection to the following posts: -

S.No	Post	Qualification	Eligibility
1	Stenographer Clerical Gr.I	Matriculation or equivalent examination from any recognized Board of Examination. Must have speed of 80 w.p.m. in Shorthand & 40 w.p.m in typing.	Any permanent employee of the company.
2	Mining Sirdar T&S Gr.C	a)Mining Sirdar certificate of competency issued by DGMS. b) Valid Gas Testing certificate. c)Valid First Aid certificate.	Any permanent employee of the company.
3	Care-Taker T&S Gr.C	Graduate with aptitude for the job and OR Diploma in Hotel Management,	03 yrs. experience in next below grade
4	Asst.Cashier Clerical Gr.II	Matriculation or equivalent examination from any recognized Board of examination.	03 years' experience in Clerk Grade-III
5	Jr.Data Entry Operator (Trainee) T&S Gr.E	Matriculate or equivalent certificate. Aptitude test for computer application and having typing speed of 30 words per minute.	Any permanent employee with 03 years' service in the company.
6	Peon /Chaprasai T&S Gr.H	Must be minimum VIIIth standard.	Any permanent employee of the company.
7	Ward Boy /Aya /Dai T&S Gr.H	Literate	One-year training in the hospital.
8	Dragline Operator (Trainee) Excw.Cat.C	Matriculation/ITI	Any permanent employee having worked as HEMM Excw.Gr.D (Shovel Operator) for minimum of 2 yrs OR having experience of repairing and maintenance of Shovel /Dragline in Cat D for a minimum period of 03 yrs. Preference will be given to ITI trained employees meeting the above stipulation.
9	Crane Operator (Trainee) Excw.Cat.D	Class-VIII with HMV License	Any permanent employee with two years' service and one year of successful completion of on the job training
10	Dozer Operator (Trainee) Excw.Cat.D	Class VIII with HMV License and endorsement for Tractor Driving	Any Permanent employee with 1-year service and found suitable for training and after one-year successful completion of training in HEMM.





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11	Drill Operator (Trainee) Exc.v.Cat.D	Class-VIII standard	Any permanent employee with two years' service and one year of successful completion of on the job training
12	Grader Operator Exc.v.Cat.D	Class VIII with HMV License and endorsement for Tractor Driving	Any permanent employee with a minimum of three years' service and having sufficient experience on the job training in Grade Operator.
13	Pay Loader Operator Exc.v.Cat.D	Class-VIII with HMV License	Any permanent employee with two years' service and one year of successful completion of on the job training
14	Shovel Operator (Trainee) Exc.v.Cat.D	Matriculate	Any Permanent employee having 2 years' service with qualification of matriculate found suitable for taking training in HEMM operation will be placed as Trainee in his existing Grade. On successful completion of one-year training/trade test, and found successful, will be placed in Exc.v Cat.D
15	Surface Minor Opr. (Trainee) Exc.v.Cat.D	Matriculate with valid HMV License	Any permanent employee having 02 years' service with minimum qualification and found suitable in selection/aptitude test will be placed as Trainee in his existing grade. On successful completion of one-year training /trade test and found successful will be placed in Exc.v. Cat.D.
16	Dumper Operator Exc.v.D	Class-VIII with HMV License	Any permanent employee having 1-year service and heavy vehicle driving license with qualification of minimum class VIIIth standard found suitable for taking training in HEMM operation will be placed as Trainee in his existing Grade. On successful completion of one year training /trade test and found successful, will be placed in Exc.v.Cat.D
17	Sub Station Attendant/ Switch Board Attdt. Cat.III	Literate must be able to read and write in Hindi /English /Regional Language or all. Must be able to maintain the prescribed Log-Books and statutory records as per rules.	Three years total experience as General Mazdoor Cat,I or Helper Category-II of Engineering Department.
18	Conveyor Operator Cat.III	Literate	Permanent worker with 3 years of service.



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19	Driver (Trainee) Cat.II	Must have passed Class-VIII standard. Must be in possession of driving license for heavy vehicle.	Any lorry Cleaner /Helper or any other permanent employee of the company.
20	Pump Operator Cat.II	Literate	Permanent worker with 2 years of service.

Note: -

- Employees in higher grade are not eligible to apply for a lower post/grade.
- An Employee is eligible to apply for one post only.
- Applications of the Employees holding statutory post or /belongs to shortage category may not be considered.
- Applications of the employees holding technical posts/ ITI, Diploma etc may not be considered for Non-Technical /Clerical posts.

Applications on the prescribed format along with all the relevant documents should be submitted through proper channel to the undersigned. The Area Personnel Manager concerned/ CM(P&IR)/ HQ are requested to forward the applications of ONLY ELIGIBLE CANDIDATES.

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 certified by the Personnel executive of the unit. The Area Personnel Manager concerned will arrange proper scrutiny of applications at Area level and will certify that the applicant is eligible for consideration for the post applied for in terms of the minimum qualification and eligibility for selection as laid down in the cadre scheme.

The applications must reach the Recruitment Department not later than 20/06/2016 by official mail only. Applications received after 20/06/2016 will not be entertained. For all purpose the cutoff date will be 20/06/2016. No application will be accepted if delivered by hand.

This issues with the approval of the competent authority.


(K. V. Pillai)
Sr. Manager (Pers/Rectt) I/c

Distribution:

1. All Area General Managers/CMS, NSCH-Talcher
2. All GM/HODs MCL HQ
3. Dy.GM, MCL, Bhubaneswar/MCL, Kolkata.
4. Notice Board

Copy to:

1. GM/TS to CMD/DT(O)/DT(P)/D(F)/D(P)/CVO, MCL HQ
2. All Area Personnel Managers
3. Chief Manager (P&IR), MCL HQ
4. Asst. Manager(Pers/Rectt.)-II, MCL HQ

APPLICATION FORM

Internal Circular No. MCL HQ/Recruitment/Selection/2016/569

Date: 20/05/2016

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

Affix passport size photo here
signature

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

14. 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, 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 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.

Personnel Executive of the Project/Unit

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 Circular & Cadre Scheme provisions. The candidate is found eligible for consideration for the post applied for.

Area Personnel Manager

General Manager