



Ref. No.: MCL HQ/Recruitment/Internal/2020/05

Date: 03/01/2020

INTERNAL CIRCULAR

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

S. No	Designation	Cat./Gr.	Minimum Qualification (Educational/ Tech.) & Experience
1	Cost Accountant /Accountant	T&S Gr.A	Intermediate Examination of ICWA or CA
2	Asstt. Cashier	Clerical Gr.II	Matriculation or equivalent examination from any recognized Board of Examination. 03 years' experience in Clerk Gr.III.
3	Asst.Foreman Trainee (Mech)	T&S Gr.C	Diploma in Mechanical Engineering (Minimum 3 years' course) Departmental candidates having 3 years' experience of working in Coal Mining Industry in any coal mining project obtaining diploma.
4	Overseer	T&S Gr.C	Should have passed the matriculation or equivalent examination. Should possess a recognized Diploma in Civil Engineering. (3 years course).
5	Jr.Data Entry Operator Trainee	T&S Gr.E	Matriculate or equivalent certificate. 03 years' service in the company. Aptitude Test for Computer application and having typing speed of 30 words per minute.
6	Jr.Chemist	T&S Gr.D	Graduate in Science with Chemistry. Any permanent workmen/employee of the company with one year service.
7	Jr.Technical Inspector	T&S Gr.D	Graduate in Science with Chemistry. Any permanent workmen/employee of the company with one year service.
8	Dresser Gr.II	T&S Gr.E	Matric with one year training certificate from Company Hospital/Recognised Institute/ Government Hospital. Two years service in the Coal Industry.

NOTE:-

- Employees working in higher grade/category are not eligible to apply for posts in lower grade/category.
- The selected employees shall be posted based on the vacancy position/requirement at different Areas/Units of MCL.
- 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 an Institute duly recognized and approved by AICTE/SCTE shall be considered as requisite qualification.




- All selected candidates will be placed on training/probation before being regularized in their respective designation/post.
- Persons recruited from Open Market in MCL through Open/Direct recruitment holding Technical and Supervisory posts will not be allowed to apply for the above said posts.

Applications in the prescribed format along with all the relevant documents should be submitted through proper channel to the undersigned. The Area Personnel Manager concerned/ GM(P&IR)/ HQ are requested to forward the applications of ONLY ELIGIBLE CANDIDATES, who are having departmental clearance. 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 as well as this Internal Circular and the same must be forwarded by the concerned General Manager/HOD/AGMs.

The selected candidates shall be empaneled on the basis of merit as per the marks obtained in the written test/trade test/skill test, promotable ACR ratings, vigilance/ departmental clearances etc. If same mark is obtained by more than one candidate in the written test/trade test/skill test, their merit shall be decided based on their date of appointment and subsequently, date of birth. The selected candidates shall be posted in the Area/Establishments as per requirement of the company. Therefore, employees who are willing to be posted at any Area of MCL may only apply. Reservation for SC/ST candidates shall be applicable as per extant guidelines in this regard.

No application will be accepted if delivered by hand. The hard copy of the applications must reach the Recruitment Department in the prescribed format not later than 03/02/2020 by official daak/mail only. Hard copy of the applications received after 03/02/2020 shall not be entertained. For all purpose the cutoff date will be 03/02/2020. Only the soft copy of the candidate's data must be sent through email as per the prescribed format.

This issues with the approval of the competent authority.


02/01/2020
GM(P- Rectt./CPIO/Co-ord.)

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 with a request to ensure wide publicity amongst the employees and also display copy of this notification to all notice boards.
3. General Manager (P-MP&IR), MCL HQ
4. Asst.Manager(Pers/Rectt.), MCL HQ

APPLICATION FORM

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Date:03/01/2020

1. POST APPLIED FOR:
2. Name of the Employee:
3. Father's Name:
4. U.M. No:
5. Sex:
6. Date of Appointment:
7. Date of Birth:
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 are 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. On my selection, I am willing to be posted in any Project/unit of the Company under Talcher Coalfield or IB Coalfield, as per requirement of the Company.

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. **No departmental case is pending or contemplated against the employee.**

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