



MCL

Office of the General Manager(A/MP&R)
MAHANADI COALFIELDS LIMITED
(A Subsidiary of Coal India Limited)
AT & PO: Jagriti Vihar, PS: Burla
Dist.: Sambalpur, PIN: 768020.

Ref. No. MCL/SBP/GM(A/MP&R)/Selection(Jr. DEO)/2014/354

Dated. 01/08/2014

INTERNAL CIRCULAR

Applications are invited from permanent employees of MCL for the post of **Jr. Data Entry Operator (Trainee) T&S Gr. 'E'** who are having the below mentioned requisite eligibility criteria as envisaged under the CIL cadre scheme.

Qualification: Matriculation or equivalent certificate from any recognized Board of Exam.

Eligibility: Any permanent employee with 03 (three) years service in the company.

Note: The employees of MCL, who are currently in the cadre of Ministerial, Paramedical, Maintenance, E&M, E&T, L&R, Security, holders of statutory posts, HEMM Operators & apprentices or any other post in which there is shortage of adequate manpower shall 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 23/08/2014. 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.


Chief Manager (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 Jr. Data Entry Operator (Trainee) T&S Gr. 'E'

Ref. No. MCL/SBP/GM(A/MP&R)/Selection(Jr. DEO)/2014/354

Dated. 01/08/14

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

