

Ref. No.: MCL HQ/Recruitment/Internal/2017/ 59

Date: 09/02/17

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	Accounts Clerk (Trainee)	Clerical Gr.II	<ul style="list-style-type: none"> Matriculation or equivalent examination from any recognized Board of examination. Any regular employee of the company in the same scale who opts. for the cadre. Any regular employee of the company working in the lower grade/category who opts for Accounts Cadre.
2	Clerk (OL)	Clerical Gr.III	<ul style="list-style-type: none"> Matriculation or equivalent exam. from any recognized Board of Exam. with Hindi as one of the subject. 03 years' service in Company OR Matric with certificate in Hindi like Parbhakar, Praveshika etc. 03 years' service in Company
3	Translator (Trainee) OL	Clerical Gr.III	<ul style="list-style-type: none"> B.A or equivalent with Hindi & English Govt. Diploma Holder in Hindi Translation preferred. Any permanent employee with one year service in the company
4	Clerk	Clerical Gr.III	<ul style="list-style-type: none"> Matriculation or equivalent examination from any recognized Board of Examination. 03 years' service in the company
5	Store Issue Clerk	Clerical Gr.III	<ul style="list-style-type: none"> Matriculation or equivalent examination from any recognized Board of Examination. 03 years' service in the company.
6	Asstt. Loading Clerk	Clerical Gr.III	<ul style="list-style-type: none"> Matriculation or equivalent examination from any recognized Board of Examination. Any permanent employee of the company
7	Tripman/Dumpman/ Pitman/ Pitmunsi/ Traffic Munsi	Clerical Gr.III	<ul style="list-style-type: none"> Matriculate or equivalent examination from any recognized Board of Examination. 03 years' service in the company
8	Staff Nurse (Trainee)	T&S Gr.C	<ul style="list-style-type: none"> 10+2 Plus 'A' Grade Nursing Diploma or Certificate from a recognized Institute approved by the Govt.
9	Technician (Pathological) Trainee	T&S Gr.C	<ul style="list-style-type: none"> Diploma in respective Technology from an Institute recognized by the Government
10	Technician (Radiographer) Trainee	T&S Gr.C	<ul style="list-style-type: none"> Diploma in respective Technology from an Institute recognized by the Government
11	Pharmacist (Trainee)	T&S Gr.C	<ul style="list-style-type: none"> Matriculate/Diploma in Pharmacy /registered with Pharmacy council under Pharmacy Act. 1948 with valid registration.
12	Physiotherapist (Trainee)	T&S Gr.C	<ul style="list-style-type: none"> Diploma in Physiotherapy from Govt. Recognized Institute (minimum 3 years course)
13	Technician Dietician (Trainee)	T&S Gr.C	<ul style="list-style-type: none"> Recognized Diploma in Dietics
14	Audiometry Technician (Trainee)	T&S Gr.D	<ul style="list-style-type: none"> Higher Secondary (10+2) Intermediate plus Diploma in Audiometry from Govt. Recognized Institute
15	Technician (Dental) Trainee	T&S Gr.D	<ul style="list-style-type: none"> Higher Secondary (10+2) Intermediate plus Diploma in Dentistry/Dental Technology from Govt. Recognized Institute

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S. No	Designation	Cat./Gr.	Minimum Qualification (Educational/ Tech.) & Experience
16	Jr. Technician ECG	T&S Gr.D	<ul style="list-style-type: none"> Higher Secondary (10+2)/ Intermediate & Two experience certificates as ECG Technician in a hospital under a Cardiologist/ Physician or in a reputed Nursing home having ECG service under a Cardiologist/Physician. (Preference will be given to graduates and to those who can handle running repair of the equipment.)
17	Jr. Technician EEG	T&S Gr.D	<ul style="list-style-type: none"> Higher Secondary (10+2)/ Intermediate & Two experience certificate as EEG Technician in a hospital under a Neuro-physician/ Physician or in a reputed Nursing home having EEG service under a Neurophysician/Physician. (Preference will be given to graduates and to those who can handle running repair of the equipment.)
18	Jr.Sanitary Inspector	T&S Gr.D	<ul style="list-style-type: none"> Matric or equivalent qualification recognition by the Govt. Must be qualified Sanitary Inspector (S.I.Diploma or S.I. Certificate Course from an Institute recognized by the Govt with atleast one year professional experience)
19	Dy.Surveyor	T&S Gr.C	<ul style="list-style-type: none"> Matriculate with Valid Survey Certificate of competency granted by Director General of Mines & Safety.
20	Asst.Foreman/ Chargeman Trainee (Electrical)	T&S Gr.C	<ul style="list-style-type: none"> Diploma in Electrical engineering (Minimum 3 years' course). Departmental candidates having 3 years' experience of working in Coal Mining Industry in any coal mining project obtaining diploma.
21	Asst.Foreman/ Chargeman Trainee (Mechanical)	T&S Gr.C	<ul style="list-style-type: none"> 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.
22	Overseer	T&S Gr.C	<ul style="list-style-type: none"> Should have passed the matriculation or equivalent examination. Should possess a recognized Diploma in Civil Engg. (3year course).
23	Jr.Chemist	T&S Gr.D	<ul style="list-style-type: none"> Graduate in Science with Chemistry. Any permanent workmen/employee of the company with one year service.
24	Jr.Tech.Inspector	T&S Gr.D	<ul style="list-style-type: none"> Graduate in Science with Chemistry. Any permanent workmen/employee of the company with one year service.
25	Dresser Trainee	T&S Gr.E	<ul style="list-style-type: none"> Matric with one year training certificate from company Hospital/ Recognized Institute/Government Hospital. Two years' service in the coal industry
26	Telephone Operator	T&S Gr.D	<ul style="list-style-type: none"> Standard X of 10+2 Scheme/Matriculate or equivalent Successful completion of exchange operator trade course. Any permanent employee of the Company with 3years service in Cat.IV/Tech.Grade-E and above with aptitude for telecom discipline.
27	Security Guard Trainee	T&S Gr.G	<ul style="list-style-type: none"> VII th Standard. Any permanent employee having aptitude and physically fit for Security Guard and conform to the following norms. a) <u>Height:</u> For General :5'-5" For SC/ST : 5'-3" Height for tribal population-5'3"(I.I.No.40 dt.31.12.92) b) <u>Chest:</u> For General :32"-34" For SC/ST : 30"-32"
28	Coal Sampler	Cat.II	<ul style="list-style-type: none"> Preferably Matriculate from any recognized Board of Examination. Any permanent workmen of the company with 03 years' service.
29	FB Operator Helper	Cat.II	<ul style="list-style-type: none"> Must be literate. Any permanent worker.

Note: -

- Employees in higher grade are not eligible to apply for a lower post/grade.
- 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.
- All selected candidates will be on training period before being regularized in their respective designation/post.
- 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 the Institutes duly recognized and approved by AICTE/SCTE shall be considered as requisite qualification.



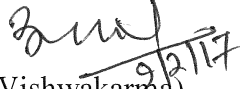
Applications on the prescribed format along with all the relevant documents should be submitted through proper channel to the undersigned. The Area Personnel Manager concerned/ CM(P&IR), HQ are requested to forward the applications of ONLY ELIGIBLE CANDIDATES, who are also clear from departmental action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

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 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 date of birth. The selected candidates shall be posted in the Area/Establishments as per requirement of the company. Reservation for SC/ST candidates shall be applicable as per extant guidelines in this regard.

The applications must reach the Recruitment Department not later than 10/03/2017 by official mail only. Applications received after 10/03/2017 will not be entertained. For all purpose the cutoff date will be 10/03/2017. No application will be accepted if delivered by hand.

This issues with the approval of the competent authority.


(A.P. Vishwakarma)
Dy.GM(P/Co-ordn/Rectt.)

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 vide publicity amongst the employees and also display copy of this notification to all notice boards.
3. Chief Manager (P&IR), MCL HQ
4. Asst. Manager(Pers/Rectt.)-II, MCL HQ

APPLICATION FORM

Internal Circular No. MCL HQ/Recruitment/Internal/2017/ 59 Date: 09/02/17

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. On my selection, I am willing to be posted in any Project of the Company 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