



सेंट्रल कोलफिल्ड्स लिमिटेड  
Central Coalfields Limited  
(A subsidiary of Coal India Limited)



No. NEE/SE-A/cs/RNC/Accounts /Selection /19-20/3039

Date : 26-10-2019

**CIRCULAR**

Applications are invited in the enclosed prescribed format, from the permanent departmental employees working as LDC / Clerk Gr.II or in Lower Grade / Category , and who are interested to work in Centralized Accounts Cadre as Accounts Clerk Gr-II , for their horizontally movement to the post of Accounts Clerk Gr- II. in the NCWA-X pay scale , as per the vacancy / requirement of post in M.P.Budget 2019-20

Designation & Scale of Pay : Accounts Clerk Gr.II, as per NCWA-X

- 1..Minimum Qualification : Matriculation or equivalent examination from any recognized board of Examination.
2. Minimum Experience : 1) Any regular employee of the company in the same Scale who opts for the Cadre.  
2) Any regular employee of the company Working in Lower grade /category, who opts for Accounts Cadre.
- 3.Mode of promotion 1) Moves horizontally With same pay.  
2) Moves horizontally with same pay as Accounts Trainee for one year after which they will be regularized in the Grade

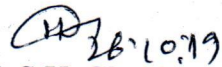
All CGMs/GMs/HODs of CCL HQ/ Area / CMO /CMS , GNH/ CH Ramgarh / MRS Ramgarh/ Chief Manager (System), CCL Kolkata of CCL & IICM Ranchi are requested to forward the applications of the eligible departmental candidates working in LDC / Clerk Gr.II or below grade in the enclosed format duly verified from service record & recommended by S.O.(P) of the concerned area, so as to reach the undersigned on or before 26<sup>nd</sup> December 2019.

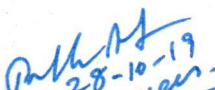
The selected candidates can be posted any where as per requirement of the Company.

The incomplete applications or application not received in the enclosed prescribed format will be rejected. The applications received at N.E.E. / SE-A/Cs Hq. Ranchi after 26<sup>nd</sup> December 2019 will not be entertained.

This issue with the approval of the competent authority.

Encl: Format overleaf.

  
( Sri. S.K. Choubey )  
Sr. Manager (P-N.E.E.)  
Sr. Manager (P-N.E.E.)  
वरिय प्रबन्धक (का० एन० ई० ई०)  
CCL, Darbhanga House, Ranchi.

  
28-10-19  
Mr. Roy

महाप्रबन्धक (प्रणाली)...1.4.12/R)  
सी सी एल रॉय  
Dt 28/10/19  
29/10

**FORMAT**

**APPLICATION FOR THE POST OF ACCOUNTS CLERK GRD-II (T)**

- 1) NAME ( IN BLOCK LETTER ) :-
- 2) DESIGNATION (With date) :-
- 3) GRADE
- 4) PIS NO. :-
- 5) DATE OF BIRTH :-
- 6) QUALIFICATION :-  
(Photocopy of certificate duly self attested and by personnel executive must be enclosed)
- 7) WHETHER SC-ST CANDIDATES :-  
(Photocopy of certificate duly self attested and by personnel executive must be enclosed)
- 8) DATE OF INITIAL APPOINTMENT :-  
(Photocopy of appointment letter duly self attested and by personnel executive must be enclosed)
- 9) DATE OF JOINING TO THE POST:-
- 10) PRESENT BASIC :-
- 11) PRESENT PLACE OF POSTING :-
- 12) WORKING EXPERIENCE :-
- 13) NAME OF THE PROJECT/AREA :-
- 14) NAME OF THE Deptt. :-

**SIGNATURE**  
( In full of Candidate.)

Signature of HOD's in HQ / Personnel Executive of Unit / Area  
(Along with Stamp)

\*\*\*\*\*Details to be filled in case of employees posted in Areas\*\*\*\*\*

Name, Designation and PIS No.	Date of Initial Apptt.	Date of Joining	Qualification as per service record	Caste as per Service record	Place of Posting (Deptt/ Unit/ Area)	Probation period closed (YES/NO) in case of Cat-I employees

**Personnel Executive of Unit / Area**  
(Along with Stamp)

Signature of S. O. (P&A) of the Area  
(Along with Stamp)