CENTRAL COALFIELDS LIMITED
DARBHANGA HOUSE RANCHI

No. CCL/NEE/DG Set HQ Cadre/Helper DG Set Operator/2022-23/1260 Dated: - 22.02.2023
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INTERNAL NOTIFICATION

Applications are invited for departmental selection to the post of **Helper D.G.Set Operator Category-II** from amongst the permanent employees of the HQ Ranchi / Gandhi Nagar Hospital, Ranchi/Central Hospital, Ramgarh to fill up the sanctioned vacancy as per the approved Manpower Budget for 2022-23.

Tentative Vacancy: The provision under the Manpower Budget for 2022-23 is an under:

Sl. No.	Post & Grade				Categories - wise vacancy		
1.	Helper D.G. Set Operator Category-II	Sanctioned	Existing	Vacancy	UR	SC	ST
		07	01	06	05	01	00

Important Dates:

Sl. No.	Activity	Dates
1	Opening date for filling the application	22.02.2023
2	Cut-off date for the minimum qualification and eligibility	22.02.2023
3	Last date for receipt of duly filled application	04.03.2023

Qualification and Eligibility criteria:

1. Minimum qualification and Minimum Experience as a part of eligibility criteria and mode of selection to the post of **Helper D.G.Set Operator Category-II** as per the Cadre Scheme issued under Annexure-XXXI (Cadre Scheme For D.G.Set Operator) of I.I.No.21 of NCWA-VII dated 31st August, 2007 is mentioned below:

Post and Grade	Minimum Qualification	Eligibility Criteria	Mode
Helper D.G. Set Operator Category-II	Literate. Ability to read and write elementary English.	3 years service in the company.	Selection through aptitude test.

2. Employees in higher grade are not eligible to apply, however, employees in the same grade or below grade are eligible to apply against this internal notification; subject to fulfilment of other eligibility criteria as per the Cadre Scheme.
3. Only regular and permanent employees of the Company may apply.
4. Candidate must have minimum "GOOD" ACR (Annual Confidential Report) rating for immediate preceding 03 years i.e. 2019-20, 2020-21 & 2021-22.
5. Vigilance/ Departmental Clearance of candidates should be "Clear".
6. The ACRs for 03 years as mentioned above, must be forwarded together with the application of the candidate.

How to apply:

1. Candidates are advised to apply as per the prescribed Format (Annexure - A) for selection to the post which is available on CCL website (www.centralcoalfileds.in) under "What's New tab".
2. Candidates are advised to go through the provision of the internal notification carefully for assessing his/her eligibility in accordance with the qualifications, other norms, caste etc.
3. The last date of receipt of the application in the office of General Manager (P-NEE) will be 04.03.2023 (Saturday).
4. The applications for employees posted at Gandhi Nagar Hospital, Ranchi and Central Hospital, Ramgarh must be sent through Unit Personnel Executive and for the HQ employees it should be sent through the concerned GM/HOD of the department to the office of the General Manager (P-NEE), CCL, Ranchi. Applications received after the last date (i.e. 04.03.2023) in the office of General Manager (P-NEE), CCL, Ranchi shall not be entertained / accepted.
5. All the relevant documents duly self-attested (education certificates, caste certificate, etc.) should be annexed with the application & submitted through proper channel in the office of General Manager (P-NEE).

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Selection Criteria:

1. There will be a General Awareness and Aptitude Test for selection to the post of Helper D.G. Set Operator in Category-II for the shortlisted eligible candidates.
2. The selection of the candidates shall be based on the relative performance of the candidate in the General Awareness and Aptitude Test to be conducted for selection to the post.
3. The Test will be of 50 (Fifty) marks.
4. The Test pattern would be as follows:
   (a) Aptitude towards Trade- 30 marks.
   (b) Qualification: Literate-10 marks.
   (c) Matriculate-15 marks.
   (d) Intermediate & Above-20 marks.
5. The Qualifying/Pass Marks for General Category employees will be 12 (Twelve) and for the SC/ST Category it will be 8 (Eight).
6. There will be a maximum of 15 (Fifteen) Marks for the ACR rating and the distribution of marks will be as follows:-
   (a) Outstanding/ Above Average: 05 marks for each year.
   (b) Very Good / Average: 04 marks for each year.
   (c) Good: 03 marks for each year.
7. There will be 02 (Two) marks for experience, for each complete year of service from the date of initial appointed ; subject to maximum of 10 (Ten) marks.
8. The total marks thus will be 75 (Seventy Five).
9. Merit List will be prepared on the basis of Total Marks obtained by the candidate in Aptitude Test, weightage of ACRs and experience in service; subject to Vigilance/Departmental Clearance etc.
10. If same marks are obtained by more than one candidate in the written test, their merit shall be decided based on their marks obtained in the Written Examination and then followed by the date of appointment and subsequently the date of birth (i.e. senior in age will be the senior in merit list).

Reservations & Relaxations:

1. Reservation for SC/ST candidates will be in accordance with the instructions issued in this regard from time to time by the Government of India.
2. The Qualifying/Pass Marks for SC/ST Category will be 08 (Eight).

General Information and Instruction

1. The cut-off date for the minimum qualification and eligibility as per cadre scheme will be date of issuance of this Internal Notification dated 22.02.2023 (Illustration: The date of issuance of internal notification is 20.06.2021 then the cut-off date for minimum qualification & eligibility of three years' service would be 20.06.2021).
2. The selected candidates will be on probation for a period of 6 months before being regularized in the respective post/grade.
3. The date of General Awareness and Aptitude Test and other details will be subsequently informed. Candidates will have to appear at the Centre/Venue allotted to them by NEE Department, CCL, HQ for the General Awareness and Aptitude Test.
4. Selected candidates will be posted in any Area/Unit of CCL and they are also liable to be transferred to the Areas of CCL at any time in their service period.
5. All future communication/ information regarding this selection will be made available on CCL website. Candidates are advised to check/ visit CCL website (www.centralcoalfileds.in) regularly for further updates.
6. Candidates shall note that at any stage of selection or letter, if a candidate is found indulging in any misconduct, his/her candidature will be summarily rejected and disciplinary action as per the Certified Standing Orders will be initiated apart from any other legal course of action as deemed fit.
7. Canvassing at any stage will lead to disqualification of the candidature.
8. Candidates are advised to apply much before the closing date of submission of application mentioned in this internal notification to avoid delay for any reason, whatsoever.
9. D (P), CCL/ Management reserve the right to modify /alter/restrict/cancel the selection process, at this discretion without assigning any reasons whatsoever. D (P), CCL reserves to modify the vacancy position under special circumstances. The decision of the D (P), CCL will be final and no appeal will be entertained in this regard.
10. The joining on the selected post will be effective only on reporting at the place of posting on selection within 30 days of issuance of the selection order as per the guidelines issued by CIL vide Ref. No. CIL/C-5B/JBCCI-X/SC/Determination of Seniority/33 dated 11/02/2021 available onCCL website under "info desk" tab.

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11. Syllabus for the exam will be published on CCL website before the date of written examination.
12. The names of the applicants whose applications received till the last date of receipt of application against this Internal Notification will be published on CCL website preferably within 3 days of the last date of submission of application.
13. Incomplete application or applications received after due date or without signature of candidate / without relevant documents/ not through proper channel will be rejected. The bio data particulars furnished by the employee in the applications must be verified & confirmed from the Service Records and certified by the Unit Personnel Executive. Similarly, the self-attested copy of the certificates/marks sheets submitted by the employee must be verified from its original and attested by the Personnel Executive of the unit. The concerned Personnel Executive at Gandhi Nagar Hospital, Ranchi and Central Hospital, Ramgarh and Security Department will arrange proper scrutiny of applications at their level and will certify that the applicant is eligible for consideration for the post applied in terms of minimum qualification and eligibility for selection as laid down in the cadre scheme. Similarly, the self-attested copy of the certificates/marks sheets submitted by the employee must be verified from its original and attested by the concerned Personnel Executive.

    The employees posted at CCL, HQ, Darbhanga House, Ranchi other than employees who belong to Security Cadre, employee of GNH and Central Hospital, Ramgarh, their applications must be verified and confirmed from the Service Records available in the office of GM (P-NEE), CCL, HQ and certified by the Personnel Executive of NEE Department. Similarly, the self-attested copy of the certificates/ mark sheets submitted by the employees of NEE Department. The concerned Personnel Executive will also arrange proper scrutiny of applications and will certify that the applicant is eligible for consideration for the post applied in terms of the minimum qualification and eligibility for selection as laid down in the Cadre Scheme.

    Consent for releasing the candidates without substitute from department in HQ/GNH/CH Ramgarh in the event of his/her selection shall be given by the CMS I/C (GNH)/CMS) I/C (CH Ramgarh)/ GM/HODs at HQ respectively.
14. The list of eligible/non eligibility candidates along with reason will be uploaded in the CCL website for inviting objection, if any within 3 days from the date uploading if the said list and after expiry of 3 days, the final list of eligible candidates will be uploaded in the CCL website.

(MANORANJAN BIRUA)
GENERAL MANAGER (P-NEE)

Distribution:-

1. All GMs/HODs at CCL, HQ, Ranchi.
2. General Manager (E&M), CCL, Ranchi.
3. CMS I/C (GNH), CCL, Ranchi.
4. CMS I/C (Central Hospital), CCL, ~~Ranchi~~. Ramgarh .
5. Manager (P-GNH), CCL, Ranchi.
6. Dy. Manager (P-CH), CCL, Central Hospital, Ramgarh.
7. Dy. Manager (E&M)(M), CCL, Ranchi

With a request to give wide publicity to the contents of this Internal Notification amongst the employees working under their control.

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ANNEXURE –A

FORMAT FOR APPLICATION TO THE POST OF HELPER D.G.SET OPERATOR IN CATEGORY-II AGAINST THE INTERNAL NOTIFICATION.

1. Application for the post of: _____
2. Name (in Block Letters): _____
3. Present Designation with Grade / Category: _____
4. Present place of posting: _____
5. PIS No. : _____
6. Mobile No.: _____
7. Date of birth : _____
8. Whether SC/ST/General : _____
   (Photocopy of valid caste certificate duly self-attested must be enclosed in case if SC/ST)

9. Date of initial appointment : _____
   (Attach photo copy of the appointment letter duly self-attested)

10. Date of confirmation on initial appointment : _____
    (Applicable for those who are presently designated as category - I)

11. Educational / Professional qualification
    (Photocopy of certificate duly self-attested must be enclosed)

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

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 date of birth in educational certificate does not Match with service record 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 CCL as per rule. On my selection, I am willing to be posted in any Project of the Company as per requirement of the Company and will not apply for change of place of posting.

Signature of the Employee

Certificate

This is to certify that consent has been given to release the candidate without substitute from department in the event of his /her selection.

GM/HOD of Department

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Certificate

All applications must be routed through GM/HOD of the Department where the applicant is posted.

The following details to be filled in case of employees posted at Central Hospital, Ramgarh.

Name, Designation PIS No.	Date of Initial Appointment	Date of Joining	Date of regularization	Date of Birth	Qualification as per Service Record	Whether SC/ST	Place of posting (Deptt. / Unit /Area)

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 verified and confirmed from its originals and attested to be true copy of the same. No departmental case is pending or contemplated against the employee.

Personnel Executive of Central Hospital, Ramgarh

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 Notification & Cadre Scheme provisions. The candidate is found eligible for consideration for the post applied for. It is also agreed to release the candidate without substitute from area in the event of his/her selection.

Chief Medical Supdt. I/C,
Central Hospital, Ramgarh

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