

Ref. No.: MCL HQ/Recruitment/Selection(Accountant)/2016/ 493

Date: 09/04/2016

### **INTERNAL CIRCULAR**

Applications are invited from permanent employees of MCL for the post of Cost Accountant / Accountant in T&S Gr. 'A', who are having the following qualification.

#### **“Intermediate examination of ICWA or CA.”**

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. For all purpose the cutoff date as regards to eligibility as per the circular will be the last/due date of receiving applications i.e. 09/05/2016. **Applications received in this office after the due date will not be considered and no further extension in this regard will be granted.**

  
Sr. Manager (P/Rectt.)

#### **Distribution:**

1. All HODs, MCL HQ.
2. CGM/GMs, All Areas/CMS, NSCH, Talcher.
3. Dy.GM, MCL, Bhubaneswar/MCL, Kolkata.
4. TS to D(P), MCL.
5. APMs, All Areas.
6. Notice Board

**Application Form for the post of Cost Accountant / Accountant in T&S Gr. 'A'**  
Internal Circular No. MCL HQ/Recruitment/Selection(Accountant)/2016/493 Date: 09/04/2016

1. Name of the Employee:
2. Father's Name:
3. Date of Birth:
4. U.M No:
5. Sex:
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/10<sup>th</sup>):

Affix passport size photo here
signature

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, my candidature for the post applied is liable to be cancelled & disciplinary action taken by the management of MCL as per rule.

**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**