

**NOTICE / ADVERTISEMENT for HIRING OF SERVICES OF  
REVENUE PERSONNEL for A PERIOD OF ONE YEAR**

Subhadra Area, Mahanadi Coalfields Limited, invites applications for **hiring of services on fixed consolidated remuneration basis for a period of One year** from eligible citizens of India for the following **Revenue related Assignments**. The candidates fulfilling the eligibility criteria may submit their applications in the Office of the undersigned.

Sl. No.	Description	Consolidated Remuneration	No of Persons Required
I	Amin	₹ 15,000.00 P.M	05

**MINIMUM QUALIFICATION & EXPERIENCE REQUIRED:**

**I. Amin**

- i. **Certificate of Competency** for Carrying out **Amin jobs** issued by Govt. Recognized Institute OR **Work Experience Certificate** from State Govt.
- ii. **Minimum Twenty (20) years of experience** in Revenue related works such as Verification of ROR , Survey Measurement work, Demarcation of Land, Revenue and Mining Map Study, Identification of Plots. Etc.

**AGE LIMIT (as on 01/04/2021):**

Candidates must not be below **18 years** and above **69 years of age** as on 01/04/2021.

(NB:- Date of birth as recorded in the **Matriculation/SSC/High School or Equivalent Examination certificates only will be treated as final.** )

- i. Subject to above Age Criteria, **Retired Revenue Personnel** are also eligible to apply.
- ii. Subject to above Age Criteria, **Other Revenue Personnel** are also eligible to apply with production of NOC from the present/last employer.

**SELECTION PROCESS**

1. Eligible Candidates, as declared by them, will be called for interview subject to fulfillment of eligibility criteria such as Age, Educational Qualification, Competency Certificate, Work Experience Certificate, NOC etc as laid down in this notification/advertisement.
2. Verification of original documents in respect of **shortlisted qualified candidates (only)** will be done on the date of Interview.
3. The Qualified candidates will only be called for **Personal Interview**. The date of interview will be displayed on Area Notice Board & MCL website ([www.mahanadicoal.in](http://www.mahanadicoal.in)) in due course AND will also be communicated over candidate's Telephone/Mobile/Email.
4. **Selection Criteria:** - The selection **Merit list** will be drawn on the basis of Qualification, Experience, Computer Knowledge, Personnel Interview.
5. The Merit List of the successful candidates will be published on Area Notice Board & MCL website ([www.mahanadicoal.in](http://www.mahanadicoal.in))
6. Provisional offer of Engagement will be issued to the successful candidates based on their position in the merit list.
7. In case of non-joining/acceptance of "Offer of Engagement" within 15 days of publication of the merit list, it will be presumed that the candidate/s concerned is/are not interested and the "Offer of

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Engagement/s” shall stand cancelled without any further reference. And next candidate/s from the Merit list will be considered for “Offer of Engagement”

8. If it is found during the Scrutiny or even during the period of engagement, that the candidate is not fulfilling the criteria of eligibility in any respect, his candidature/Engagement will be cancelled.

Note:- All the candidates are requested to remain updated by visiting our Area Notice Board or website <http://www.mahanadicoal.in>. Any query pertaining to selection may be addressed to [gmsubhadraarea@gmail.com](mailto:gmsubhadraarea@gmail.com).

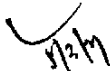
#### HEALTH/MEDICAL FITNESS:-

Offer of Engagement will be provisional subject to production of **Certificate of Medical Fitness** from a **Registered Medical Practitioner** by the candidate before the commencement of his Engagement.

#### GENERAL INSTRUCTIONS FOR CANDIDATES:

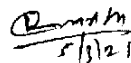
1. Besides Consolidated Remuneration, **no any other financial benefits or Company Facilities** will be admissible.
2. Application in sealed envelope superscribing “**Application for Hiring of Services for Revenue Personnel**” should be submitted in the **Office of General Manager, Subhadra Area, Near Biju Maidan, Po/Dist.- Angul, Odisha- 759122.**
3. **Other Revenue Personnel** must produce **NOC from the present/last employer** at the time of Interview.
4. The candidates should ensure while applying that they fulfill the eligibility criteria and other requirements prescribed for the assignment for which they are applying and that the particulars furnished by them are correct in all respects. He may cross check the information such as date of birth, Experience/Service Certificates, contact details etc. furnished in the application form before finally submitting the application as no correction would be possible later. Management will not be held responsible for the same.
5. In case, it is detected at any stage of selection process that the candidates do not fulfill the eligibility criteria and /or do not comply with other criteria and /or he has furnished any incorrect / false information or has suppressed any relevant information / material fact(s) and/or resorting to any irregular means in connection to his candidature during selection process and/or using undue influence for his candidature by any means and/or Impersonating or procuring impersonation by person, his candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after selection, his engagement will be void & would be liable for termination without notice and prosecution as per law of land.
6. Mere Call for Selection to a candidate will not imply that his candidature has been finally accepted by MCL, Subhadra Area. The candidature shall remain provisional till such time MCL verifies the eligibility conditions with reference to original documents after the candidate qualifies in the selection process and confirms engagement.
7. Candidates must be in possession of requisite eligibility criteria mentioned above as on the cut-off date.
8. The Company reserves the right to reject any application without assigning any reason whatsoever.
9. The decision of MCL, Subhadra Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidates etc. No enquiry /correspondence will be entertained in this regard.
10. The Management reserves the right to Revise/Reschedule/Cancel/ Suspend the Selection process, if the need so arises, without assigning further notice or reason thereof, the decision of the management shall be final and no appeal shall be entertained.
11. Applications which are incomplete in any aspect or without any of the required information or submitted or received after the last date of submission of application shall be rejected and no correspondence in this regard will be entertained.

  
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12. The candidature of the applicant would be purely provisional subject to scrutiny/verification of original certificates /testimonials on a later date.
13. The self-attested copies of all supporting documents in legible form should be submitted along with the application form at the time of document scrutiny.
14. **No TA/DA shall be paid for appearing in the Selection.**
15. Candidates are required to submit **ONLY ONE** application for a specific assignment and advised to apply much before the closing date for submission of Application. MCL, Subhadra Area will not take any responsibility for the candidates not being able to submit their applications within the prescribed last date on account of any reasons beyond the control of MCL.
16. Selected candidates will render services for **Eight Hours per Day on all working days except Weekly Days of Rest and Holidays of MCL, Subhadra Area** (inclusive of Office & Field job) could be stationed in any Mines/Projects/Establishment of MCL, Subhadra Area any time during their service period as may be required.
17. The services of the selected revenue personnel will be utilized for Land Acquisition, Rehabilitation & Resettlement related works as per R&R policy of MCL as well as Govt. of Odisha at MCL, **Subhadra Area** as per below.

Sl.	Amin
1	Liaisoning with Tehsil and other State Govt offices for preparation of the land schedule for its notification .
2	Verification and preparation of all the related documents for <b>notification</b> .
3	Preparation of Yadast & Family Genology, Tree assessment, Identification of structure and Preparation the roll of compensation for the land oustees.
4	Verification of necessary documents of land oustees for preparation of <b>PDF list and employment</b> against their acquired land.
5	Verification of necessary documents of land oustees for their <b>resettlement</b> .
6	Verifying and certifying the <b>physical possession</b> of the notified area.
7	Verification of ROR & Demarcation of the plots of land oustees whenever required.
8	Any other work related to the above as instructed by the concerned Area Staff Officer (L&R)

18. For all purpose the cutoff date will be taken as 01/04/2021.
19. Helpline No.9438878025 between 10.00 AM to 05.00 PM on working days (Monday to Friday) and from 10.00 AM to 1.30 PM on Saturday.
20. Any dispute shall have jurisdiction of **Angul Court** only.





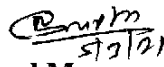

**HOW TO APPLY**

- a. The candidates must fill the Application Format as per **Annexure-1** and attach the requisite documents.
- b. All documents must be **self-attested** by the candidate himself.
- c. All above documents to be **properly sealed** in a Covering Envelop.
- d. The Application alongwith enclosures in sealed envelope superscribing "**Application for Hiring of Services for Revenue Personnel**" should be submitted in the **Office of General Manager, Subhadra Area, Near Biju Maidan, PO./ Dist.- Angul, Odisha- 759122.**

*(NB:- Before applying, the candidates are advised to ensure their eligibility for the assignment for which they intend to apply.)*

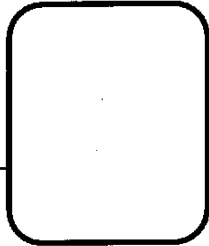
**IMPORTANT DATES:**

Starting Date of issuance and downloading of Application	15/03/2021
Last Date of Submission of Application at MCL, Subhadra Area	30/03/2021
Tentative Date of Selection	Will be notified in the website /Area Notice Board along with intimation to the Eligible Shortlisted Candidates.
Tentative date of declaration of results	Will be notified in the website /Area Notice Board along with intimation to the Selected Candidates.

  
General Manager  
MCL, Subhadra Area

**ANNEXURE- I**  
**APPLICATION FORMAT**



APPLICATION FOR OFFERING SERVICES FOR :-   Amin    
(only 01 post per Application )

Reference No. & Date Against Advt. No:- \_\_\_\_\_ Dt: \_\_\_\_\_

SI No.	Particulars	To be filled by the Applicant	Self attested Copies to be enclosed.
1.	Name of the Applicant (in Capitals)		
2.	Date of Birth of the applicant ( in DD/MM/YYYY )	____ / ____ / ____	Matriculation/SSC/High School or Equivalent Examination certificates
3.	Address of the applicant for Communication		Copy of Residential Proof (Voter-ID /AADHAR /Telephone or Elect.Bill/Bank Pass Book etc.
4.	Mobile/Telephone Number of the applicant.		
5.	Email ID		
6.	Educational Qualification	01. _____ 02. _____ 03. _____ 04. _____ 05. _____	Copies of all Educational, Professional and Technical Certificates etc.
7.	Certificate of Competency for carrying out Amin jobs from Govt. recognized institution <b>OR</b>		Copy of Certificates
	Work Experience Certificate from State Govt. as Amin.		Copy of documents pertaining to such Experience.
8.	Experience (in completed Years only)	_____ Years	Copy of documents pertaining to all Service Experiences.

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

Signature of the Applicant

**Declaration by Applicant**

All the above declaration & documents as submitted by me is true. And in case of any false submission, MCL Management is free to take appropriate action/ decision against me.

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Signature of the Applicant