

Ref. No.: MCL/HQ/Recruitment/Internal/2017/37

Date: 20.01. 2017

**INTERNAL CIRCULAR**

In partial modification of Internal Circular No. MCL HQ/Recruitment/ Selection/2016/569 dated 20.05.2016, applications are invited from permanent employees of MCL having requisite qualifications & experience for selection as following Trainees.

S.No	Designation	Qualification	Eligibility
1	Dumper Operator Trainee	Class-VIII with valid HMV License.	Any permanent employee having 1-year service.
2	Dozer Operator Trainee	Class VIII with valid HMV License & endorsement for Tractor Driving	Any Permanent employee having 1-year service.
3	Crane Operator Trainee	Class-VIII with valid HMV License	Any permanent employee having 2-years' service.
4	Drill Operator Trainee	Class-VIII	Any permanent employee having 2-years' service.
5	Pay Loader Operator Trainee	Class-VIII with valid HMV License	Any permanent employee having 2-years' service.
6	Shovel Operator Trainee	Matriculate	Any Permanent employee having 2 years' service.
7	Surface Miner Operator Trainee	Matriculate with valid HMV License	Any permanent employee having 02 years' service.
8	Grader Operator Trainee	Class VIII with valid HMV License and endorsement for Tractor Driving	Any permanent employee having 3-years' service.

**Note: -**

- Employees already applied against internal circular No. MCL HQ/Recruitment/ Selection/2016/569 dated 20.05.2016 need not apply again.
- 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.

The selected candidates will be placed on job training for a period of one year in the first instance on respective HEMMs as per norms/policy of the Company. During the training period the trainee will continue to draw salary and allowances as per his existing scale of pay/grade. The place of posting for job training shall be decided as per requirement of the Company at different Areas/Opencast Projects. On successful completion of one year job training and on passing prescribed trade test/skill test etc. the trainee will be considered for placement in the appropriate entry level post/grade of the respective HEMM Operators Cadre as per the Cadre Scheme for Excavation Personnel (Operators). If any trainee fails in the prescribed trade test/skill test after one year training, he will be reverted back to his original post or his training period may be extended for further period as per the discretion of the Management.

Applications in the prescribed format along with all the relevant documents should be submitted through proper channel to the undersigned latest by 20.02.2017. The Area Personnel Manager concerned/ CM(P&IR)/ HQ are requested to forward the applications of **ONLY ELIGIBLE CANDIDATES** after 1<sup>st</sup> level screening of applications at their end.



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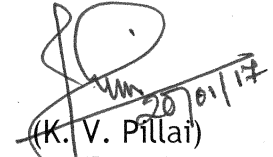
:2:

The bio-data particulars furnished by the employee in his applications must be verified & confirmed from his 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.

No application will be entertained after 20.02.2017 under any circumstances. For all purpose the cutoff date will be 20.02.2017.

This issues with the approval of the competent authority.

Encl: Application format.

  
(K. V. Pillai)  
Sr. Manager (Pers-Rectt)

**Distribution:**

1. All Area General Managers/CMS, NSCH-Talcher
2. All GM/HODs MCL HQ
3. Chief Manager (P&IR), MCL HQ
4. All Area Personnel Managers with a request to arrange wide publicity at Area/Project level
5. Dy.GM, MCL, Bhubaneswar/MCL, Kolkata.
6. Notice Board/MCL website.

**Copy to:**

1. GM/TS to CMD/DT(O)/DT(P)/D(F)/D(P)/CVO, MCL HQ
2. Asst. Manager(Pers/Rectt.)-I, MCL HQ

# APPLICATION FORM

Internal Circular No. MCL HQ/Recruitment/Internal/2017/37

Date: 20/01/2017

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 as a trainee 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.

**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**