



## **EMPLOYMENT NOTICE**

### **SPECIAL RECRUITMENT DRIVE** **only for SC/ST**

Mahanadi Coalfields Ltd, a subsidiary of Coal India Ltd, (Govt. of India Undertaking) engaged in Coal Mining activities in Odisha state invites applications from the Indian Nationals for filling up the following vacancies as mentioned against the following post:-

| Sl. No. | Name of Post            | Basic Pay (NCWA IX) | Backlog Vacancies |    | Total |
|---------|-------------------------|---------------------|-------------------|----|-------|
|         |                         |                     | SC                | ST |       |
| 1       | Mining Sirdar T&S Gr.-C | ₹19035.02 PM        | 21                | 70 | 91    |
| 2       | Dy.Surveyor T&S Gr.-C   | ₹19035.02 PM        | 00                | 03 | 03    |

**\*POSTS MAY BE INCREASED OR DECREASED.**

For all the above posts, the pay and allowances will be admissible as per National Coal Wage Agreement (NCWA)-IX.

#### **MINIMUM QUALIFICATION REQUIRED:**

**1. For Mining Sirdar in Technical & Supervisory Grade-C**

- i) Matriculation or equivalent Examination from any recognized Board of Examination
- ii) Valid Certificate of Mining Sirdarship issued by Director General of Mines & Safety.
- iii) Valid First Aid Certificate
- iv) Valid Gas Testing Certificate

**N.B.** Candidates having Diploma in Mining Engineering of 03 years duration from any recognized Institute with valid Overman Competency Certificate issued by Director General of Mines & Safety, valid First Aid and Gas Testing Certificates may also apply for the post.

**2. For Dy. Surveyor in Technical & Supervisory Grade-C**

- i) Matriculation or equivalent Examination from any recognized Board of Examination.
- ii) Valid Survey Certificate of competency granted by Director General of Mines & Safety.

#### **AGE LIMIT:**

Candidates must not be below 18 years and above 35 years (inclusive of age relaxation applicable for SC/ST candidates) of age as on 20/07/2015.

#### **HOW TO APPLY**

Before applying, the candidates are advised to ensure their eligibility for the post for which they intend to apply. There are two modes of submission of the application, i.e. **On-Line or Off-Line.**

Eligible Candidates can apply in **any one of the mode**. However, candidates are encouraged and advised to apply in On-Line mode only.

### **On-Line**

#### **1. Pre-requisites for submitting applications online**

- a) Valid E-mail ID. The E-mail ID entered in the online application form should remain active until the recruitment process is complete. No change in the e-mail ID will be allowed once entered.
  - b) While applying On-line, candidate should keep the scanned copy of their passport size colour photograph (.jpg or jpeg file only, each less than 20 KB size) for uploading with application.
  - c) A facility to take Printout of the Application form after submission of the same.
2. The candidate can access the online application form at MCL website [www.mcl.gov.in](http://www.mcl.gov.in) **and click on the Recruitment button**. The Online registration site would be open from 29/06/2015 to 20/07/2015.
3. After applying online, candidate is required to take a printout of the Application Form, sign at the space provided, paste recent passport size color photograph and send the same along with the attested copies of all the certificates to the address given at 'SI.No.3' of General Conditions well in advance so that the same can be reached on or before 04/08/2015 **(On-Line candidates will be given extra 15 days time from the last date of online registration for submission of their application at the specified address.)**

### **Off-Line**

Candidates, who opt for offline application may apply in the prescribed application format available at MCL website [www.mcl.gov.in](http://www.mcl.gov.in) -> **Careers@MCL**, fill the mandatory information, paste recent passport size colour photograph, sign at space provided & send the application form along with the attested copies of all the certificates to the address given at 'SI.No.3' of General Conditions well in advance so that the same can be reached on or before 20/07/2015.

### **DEPARTMENTAL CANDIDATES**

Age limit shall not be a bar for departmental candidates. Also, departmental candidates and candidates of other subsidiaries of Coal India Limited can also apply subject to fulfilling all eligibility criteria. However, their application should be forwarded through proper channel.



## **SELECTION PROCESS**

1. The Selection methodology will comprise of written test and interview. The candidates short listed in the written test shall only be eligible to appear for interview.
2. **Written Test (80 Marks):** - Eligible candidates will be required to appear in written test at any one of test centers. Exact schedule of written test along with the course content shall be displayed on MCL website ([www.mcl.gov.in](http://www.mcl.gov.in)) in due course. **Further, all eligible candidates whose names will be displayed on MCL website are advised to directly download their admit card from the MCL website.**
3. **Interview (20 Marks):** - Candidates short listed on the basis of their performance in the written test will be called for interview and the intimation will be given to the candidates through registered post and e-mail. **List of all successful candidates who qualify in the written test will be displayed on mcl website and all such candidates are advised to directly download the interview call letter from the website [www.mcl.gov.in](http://www.mcl.gov.in).**

### **Note:-**

All the candidates are requested to remain updated at each step of the selection process by visiting our website [www.mcl.gov.in](http://www.mcl.gov.in). All queries pertaining to recruitment, including selection process, may be addressed to our recruitment team through [mcl.recruitmentcell@gmail.com](mailto:mcl.recruitmentcell@gmail.com).

## **HEALTH/MEDICAL FITNESS:-**

Appointment to the above posts will be subject to the candidate being found medically fit as per the standards prescribed for the post by the company. The selected candidates will have to undergo medical examination by the company's Authorized Medical Board & the final Appointment /joining will be subject to the medical fitness certificate so issued by company's Authorized Medical board only.

## **GENERAL CONDITIONS:**

- 1) Besides basic pay, the post carries other allowances and fringe benefits as per Company's Rules/NCWA-IX.
- 2) Applications can be made *either* in On-Line mode *or* Off-Line mode.  
**For OFF-line mode the last date of submission of application is 20/07/2015.**  
**For ON-line mode the last date of submission of application is 04/08/2015.**
- 3) Application complete in all respect in the prescribed format should reach to **"PO Box 1102, Jayanagar 3<sup>rd</sup> Block, Bangalore – 560011"** on or before 20/07/2015 (for offline applications)



and 04/08/2015 (for online applications) **through ordinary post only. Candidates are strictly instructed to send their application through ordinary post only and not through speed post or registered post or courier** as the same will not be delivered at the P.O.box as per rules/practice of postal department.

- 4) Those who are working in Govt./Semi Govt Public Sector Undertaking should apply through proper channel & submit a **“no objection certificate”** from their employer at the time of appearing in interview, if they qualify in the written test & are called for interview.
- 5) Timely submission of application at the address mentioned against *Sl.No.03* of ‘General Conditions’ above shall be the sole responsibility of the applicant. Late receipt of application at the specified address beyond the due date because of postal delay or torn/damaged application will not be considered under any circumstances.
- 6) **Admit cards will be dispatched through speed post/registered post well in advance to the address given in the address for communication as mentioned in the application. However, Candidates are advised to directly download the admit card from MCL website i.e., [www.mcl.gov.in](http://www.mcl.gov.in) and hand over the same to the invigilator during the written test failing which their candidature / performance in the written test will not be considered.**
- 7) MCL is not responsible for any delay / non delivery of admit card on account of postal department as additional facility is being given to directly download the same from MCL website.
- 8) **In case of any errors /mistakes noticed in the issued admit card the same may be immediately brought to the notice of MCL management through email;- [mcl.recruitmentcell@gmail.com](mailto:mcl.recruitmentcell@gmail.com) at least 03 days before the scheduled written test or through written letter which has to reach at least 03 days before the written test to the office of The Dy.General Manager (MP&R), Mahanadi Coalfields Limited, At/PO – Jagriti Vihar, Burla, Dist. Sambalpur – 768020 (ODISHA).**
- 9) The candidates should ensure while applying that they fulfill the essential eligibility criteria and other requirements prescribed for the post for which they are applying and that the particulars furnished by them are correct in all respects. In case, it is detected at any stage of recruitment process that the candidates do not fulfill the essential eligibility criteria and /or do not comply with other requirements and /or he has furnished incorrect / false information or has suppressed relevant information / material fact(s), his candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, his services are liable for suitable action including termination and prosecution.
- 10) The company reserves the right to reject any application without assigning any reason whatsoever.
- 11) The decision of MCL 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.
- 12) The management reserves the right to revise /Reschedule / Cancel / Suspend the recruitment 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.
- 13) Applications which are incomplete in any detail or without signature or without any of the required enclosures or received after the last date of application will be rejected and no correspondence in this regard will be entertained.
- 14) The candidature of the applicant would be provisional & subject to subsequent verification of certificates /testimonials.
- 15) No TA/DA shall be paid for attending written test / interview. However, SC/ST candidates called for interview will be paid to & fro second class train fare by shortest route from the address of



correspondence to test venue on production of ticket (provided the distance travelled by rail each way exceed 30 Kms.

- 16) If there is any variation between the English & Hindi versions of the advertisement, English version may be treated as authentic.
- 17) Any request for change in category (SC/ST), once filled in the Online /Offline application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
- 18) Any request for change of address will not be entertained.
- 19) Candidature is also liable to be rejected if there is any difference /variation found in candidates name/his father's name, surname or date of birth in his educational /technical/professional/caste certificates/application.
- 20) Candidates are directed to send only one application.
- 21) Candidates fulfilling the eligibility criteria will only be called for written examination provisionally.
- 22) Departmental candidates & candidates of other subsidiary companies of Coal India Limited fulfilling all eligibility criteria should apply through proper channel only. Age limit shall not be a bar for them. However, their application should be forwarded through proper channel.
- 23) The application form should be filled in by typing or computer printing.
- 24) Posting can be in any Area/Unit/Dept. of MCL.
- 25) Any application without clearly visible latest photograph or signature will not be considered.
- 26) The self-attested photocopies of all supporting documents should be submitted along with the application form, i.e, caste certificate & educational certificates, failing which the application will not be considered.
- 27) 'Differently abled' (Physically handicapped) candidates will not be considered for the above said post.
- 28) Female candidates are not eligible to apply.
- 29) For all purposes the cutoff date will be taken as the last date of the application i.e.20/07/2015.
- 30) Helpline No.0663-2542929 between 10.00 AM to 05.00 PM on working days.
- 31) Any dispute shall have jurisdiction at Sambalpur Court only.

  
**Dy.General Manager (MP&R)**

## Application for the post of Mining Sirdar & Dy.Surveyor T&S Gr.C

|                                                                                                                                            |                                                                                 |                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Application to be Addressed to:<br><b>(By Ordinary Post Only)</b><br><br><b><u>Do not send through Registered/Speed Post /Courier.</u></b> | <b>PO Box 1102,<br/>Jayanagar 3<sup>rd</sup> Block,<br/>Bangalore – 560011.</b> | PASTE YOUR<br>PASSPORT SIZE<br>RECENT COLOUR<br>PHOTOGRAPH<br><br><br>Please sign here |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|

**(Fill up the following details in BLOCK letters)**

|                                                                                                         |                                                               |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Advertisement Ref No.                                                                                   |                                                               |
| Post Applied For                                                                                        |                                                               |
| Name                                                                                                    |                                                               |
| Father / Husband's Name                                                                                 |                                                               |
| Mother's Name                                                                                           |                                                               |
| Caste (SC/ST)<br>(Please tick whichever is applicable & attach self-attested photo copy of certificate) | SC /ST                                                        |
| Religion                                                                                                | Hindu/ Muslim/ Sikh/ Christian/ Buddhist/ Zoroastrian/ Others |

|                                        |                               |   |   |   |                                 |   |   |   |                     |      |       |     |
|----------------------------------------|-------------------------------|---|---|---|---------------------------------|---|---|---|---------------------|------|-------|-----|
| Date of Birth                          | D                             | D | M | M | Y                               | Y | Y | Y | Age on cut-off date | Year | Month | Day |
| Sex<br>(Tick which ever is applicable) | Male <input type="checkbox"/> |   |   |   | Female <input type="checkbox"/> |   |   |   |                     |      |       |     |

(Tick whichever is applicable. If yes put ☒, else ☒) (Attach self-attested photocopies of all supporting documents)

|                                                 |                          |            |   |   |   |   |   |   |   |   |   |
|-------------------------------------------------|--------------------------|------------|---|---|---|---|---|---|---|---|---|
| Diploma in Mining Engineering                   | <input type="checkbox"/> | YES/NO     |   |   |   |   |   |   |   |   |   |
| Mining Sirdarship Certificate issued by DGMS    | <input type="checkbox"/> | VALID TILL |   |   |   |   |   |   |   |   |   |
| Survey Certificate of Competency issued by DGMS | <input type="checkbox"/> | VALID TILL | D | D | M | M | Y | Y | Y | Y | Y |
| Overman Competency Certificate issued by DGMS   | <input type="checkbox"/> | VALID TILL | D | D | M | M | Y | Y | Y | Y | Y |
| First Aid Certificate                           | <input type="checkbox"/> | VALID TILL | D | D | M | M | Y | Y | Y | Y | Y |
| Gas Testing Certificate                         | <input type="checkbox"/> | VALID TILL | D | D | M | M | Y | Y | Y | Y | Y |

| PRESENT ADDRESS for Communication |  |  |  |  |  |        |  |  |  |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|--------|--|--|--|--|--|--|--|--|
| C/o                               |  |  |  |  |  |        |  |  |  |  |  |  |  |  |
| Line 1:                           |  |  |  |  |  |        |  |  |  |  |  |  |  |  |
| Line 2:                           |  |  |  |  |  |        |  |  |  |  |  |  |  |  |
| Post:                             |  |  |  |  |  |        |  |  |  |  |  |  |  |  |
| District:                         |  |  |  |  |  |        |  |  |  |  |  |  |  |  |
| State:                            |  |  |  |  |  | PIN    |  |  |  |  |  |  |  |  |
| Telephone                         |  |  |  |  |  | Mobile |  |  |  |  |  |  |  |  |
| E-mail:-                          |  |  |  |  |  |        |  |  |  |  |  |  |  |  |

| PERMANENT ADDRESS |  |        |  |  |  |  |  |  |  |
|-------------------|--|--------|--|--|--|--|--|--|--|
| C/o               |  |        |  |  |  |  |  |  |  |
| Line 1:           |  |        |  |  |  |  |  |  |  |
| Line 2:           |  |        |  |  |  |  |  |  |  |
| Post:             |  |        |  |  |  |  |  |  |  |
| District:         |  |        |  |  |  |  |  |  |  |
| State:            |  | PIN    |  |  |  |  |  |  |  |
| Telephone         |  | Mobile |  |  |  |  |  |  |  |
| E-mail:-          |  |        |  |  |  |  |  |  |  |

| Employment Exchange Registration Details. |  |                      |  |                    |  |  |  |
|-------------------------------------------|--|----------------------|--|--------------------|--|--|--|
| Registration Number                       |  | Name of the Exchange |  | Yr of Registration |  |  |  |

| Qualification Details (Attach self-attested photocopies of all supporting documents) |                    |        |                 |                    |                       |                   |                  |      |
|--------------------------------------------------------------------------------------|--------------------|--------|-----------------|--------------------|-----------------------|-------------------|------------------|------|
| Sl No                                                                                | Examination Passed | Stream | Year of Passing | Duration of Course | Name of the Institute | Board/ University | Division / Grade | %age |
|                                                                                      |                    |        |                 |                    |                       |                   |                  |      |
|                                                                                      |                    |        |                 |                    |                       |                   |                  |      |
|                                                                                      |                    |        |                 |                    |                       |                   |                  |      |
|                                                                                      |                    |        |                 |                    |                       |                   |                  |      |

| Experience Details |                   |           |           |         |             |
|--------------------|-------------------|-----------|-----------|---------|-------------|
| Sl No              | Organization Name | Post Held | From Date | To Date | Description |
|                    |                   |           |           |         |             |
|                    |                   |           |           |         |             |

| Declaration                                                                                                                                                                                                                                                                                                                             |                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <p>I do here by declare that the above information as furnished by me is true to the best of my knowledge &amp; belief. I further give an undertaking that at any point of time, if any of the above Information is found false/ incorrect my candidature is liable to be cancelled/rejected followed by prosecution under the law.</p> |                        |
| Date:                                                                                                                                                                                                                                                                                                                                   | Signature of Candidate |

#### Instructions to the Candidate:

1. Send the application along with self-attested photocopies of all supporting documents.