

NOTESHEET

Ref No. MCL /GM / BA / Pers/2021/	Name of Officer:
Date:	Designation:

**Sub:-** Approval for publication of Notice for "Hiring the Services of Revenue Personnel (01 Amin) on consolidated remuneration basis for period of One(01) year for Bharatpur Area " in News Paper, MCL Website & Notice Boards.

Pursuant to O/O- MCL/HQ/GM(L&R)/20-21/822, Dated 18/02/2021, General Manager(L&R),MCL-HQ., General Manager, Bharatpur Area has approved the above and same has been Financially Diarised by AFM, Bharatpur Area vide No:- FD No/AFM/BA/Rev/2021-2022/86 dated 09.11.2021

The detailed Advertisement ( Notice) & Annexure there of has also been vetted by APM BA, SO(L&R) , AFM BA So (Mining) BA and approved by General Manager, Bharatpur Area .

As per SOP circulated by GM(L&R),MCL (822, Dt:- 18/02/2021), It is proposed to advertise in Local News Paper, Notice Boards & Co. Website as per following.

SI	Type of Publication	Remarks	To be executed by
01	In Local News Papers	As per norm by PRO, MCL	PRO, MCL
02	Co- Website	As per Cos' webhosting protocol	General Manager (Sys), MCL-Hq.
03	Notice Boards	In All Notice Boards of Areas/HQ/BBSR Office	by respective Personnel Heads

Submitted for perusal and approval for onward notification as per above.

Encl:- Detailed Advt. Notice & Application Format

General Manager,  
Bharatpur Area

Area Personnel Manager  
MCL Bharatpur Area

GM (System) / PRO, MCL

Personnel Section  
G.M Office, BA  
N.S/File. No- 7001  
Date:- 10-11-21

GM Sectt, Bharatpur Area  
No- f- 462  
Date- 10/11/21

**NOTESHEET**

Ref No. MCL/GM/BA/L&R/2021/170	Name of Officer: Rama Chandra Pradhan
Date: 08/11/2021	Designation: Chief Manager (Mining)/ SO (L&R), MCL Bharatpur Area

**Sub-Approval of Draft Advertisement for Hiring of Services of Revenue Personnel (Amin) for Bharatpur Area.**

Vide O/O- MCL/HQ/GM(L&R)/20-21/822, Dated 18/02/2021, General Manager(L&R), MCL-HQ. issued an Office Order communicating the SOP along with terms & conditions for hiring of Services of Revenue Personnel (i.e. RI & Amin) with the delegation of Power to Area General Managers.

This O/O is also proceeded by O/O- MCL/HQ/GM(L&R)/20-21/793, Dt:- 06/02/2021, General Manager(L&R),MCL-HQ., where-in Area General Managers shall operate the Power for Contractual Services of Amin /RI..... as per DOP conferred on them vide O/O- MCL/SBP/CS/DOP/2020/10913, Dt:- 16/02/2020 issued by the Co. Secy, MCL.

A draft modality for hiring the Services of Revenue Personnel ( RI& Amin) was sent to GM(P-IR/NEE/MP) for vetting by Hingula Area . Same was okayed by HQ. with a advise for further needful action by Area.

Vide Note MCL/GM/BA/L&R/2021/1696 dated 02/11/2021 of SO(L&R) Bharatpur Area submitted requisition of Amin . After deliberation GM, Bharatpur Area approved for obtaining Hiring of Services of 01 Amin for a period of 01 year.

Accordingly a Draft has been chalked out for "Advertising for Hiring of Services of Revenue Personnel ( Amin) for Bharatpur Area." Same may be perused by the L&R Dept, AFM, SO (Min) before obtaining approval of General Manager, Bharatpur Area and further allied activities (viz. Paper Publication by PRO, Web Hosting by GM(System) etc.)

**Encl:- Draft Advt.**

*[Signature]*  
 Area Personnel Manager  
 MCL Bharatpur Area

*[Signature]* 08/11/2021  
 Staff Officer ( L&R)  
 MCL Bharatpur Area

*[Signature]*  
 Area Finance Manager,  
 MCL Bharatpur Area

*[Signature]*  
 Staff Officer ( Mining)  
 MCL Bharatpur Area

*Approved as above*  
*9/6*  
*8/11/2021*

*[Signature]*  
 8/11/21

may be considered for approval.

*AFM/BA* for *[Signature]*  
*APM/BA* for *[Signature]*  
 Smt. B. Prabhakar 8/11

*[Signature]*  
 General Manger,  
 Bharatpur Area

F.O.N.O | AFM/BA | Rev | 2021-2022 | 86 | Dt. 9.11.21

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

Bharatpur 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
1	Amin	₹ 15,000.00 PM	02 01

**MINIMUM QUALIFICATION & EXPERIENCE REQUIRED:**

**1. Amin**

- Certificate of Competency** for Carrying out **Amin jobs** issued by Govt. Recognized Institute OR **Work Experience Certificate** from State Govt.
- 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 01/01/2022):**

Candidates must not be below **18 years** and above **69 years of age** as on **01/01/2022**.

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

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

**SELECTION PROCESS**

- Eligible Candidates, as declared by them, will be called for interview subject to fulfilment of eligibility criteria such as Age, Educational Qualification, Competency Certificate, Work Experience Certificate, NOC etc as laid down in this notification/advertisement.
- Verification of original documents in respect of **shortlisted qualified candidates (only)** will be done on the date of Interview.
- 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.
- Selection Criteria:** - The selection **Merit list** will be drawn on the basis of Qualification, Experience, Computer Knowledge, Personnel Interview.

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The Merit List of the successful candidates will be published on Area Notice Board & MCL website ([www.mahanadicoal.in](http://www.mahanadicoal.in))

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 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 [lnrbhp@gmail.com](mailto:lnrbhp@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 envelop superscribing "**Application for Hiring of Services for Revenue Personnel**" should be submitted in the **Office of General Manager, Bharatpur Area, PO-NS Nagar, Angul, Odisha-759148.**
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.

  
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Mere Call for Selection to a candidate will not imply that his candidature has been finally accepted by MCL, Bharatpur 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, Bharatpur Area 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.
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, Bharatpur 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, Bharatpur Area** (inclusive of Office & Field job) could be stationed in any Mines/Projects/Establishment of MCL, Bharatpur 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, Bharatpur Area as per below.

  
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Sl.	Amin
1	Liaisoning with Tehsil and other State Govt. offices for preparation of the land schedule for its notification .
2	Assist/ Verification and preparation of all the related documents for <b>notification</b> .
3	Assist/Preparation of Yadast & Family Genology, Tree assessment, Identification of structure and Preparation the roll of compensation for the land oustees.
4	Assist/ Verification of necessary documents of land oustees for preparation of <b>PDF list and employment</b> against their acquired land.
5	Assist/Verification of necessary documents of land oustees for their <b>resettlement</b> .
6	Assist/Verifying and certifying the <b>physical possession</b> of the notified area.
7	Assist/ 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 **01/01/2022**.
19. Helpline No.**06760-260324** 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 along with enclosures in sealed envelope super scribing "**Application for Hiring of Services for Revenue Personnel**" should be submitted in the **Office of General Manager, Bharatpur Area, PO-NS Nagar, Angul, Odisha- 759148**.

(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	<b>30.11.2021</b>
Last Date of Submission of Application at MCL, Hingula Area	<b>15.12.2021</b>
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, Hingula Area

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

**APPLICATION FOR OFFERING SERVICES FOR :-** \_\_\_\_\_  
( Please mention Revenue Inspector or 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 RI/Amin jobs from Govt. recognized institution <b>OR</b>		Copy of Certificates
	Work Experience Certificate from State Govt. as RI/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.

**Signature of the Applicant**

Ref No. MCL/GM/BA/L&R/2021/169	NOTESHEET
Date: 02/11/2021	Name of Officer: Rama Chandra Pradhan
	Designation: Chief Manager (Mining)/SO (L&R), MCL Bharatpur Area

**Sub: Approval for obtaining Hiring of Service for the Post of Retired Amin of 01 no. on contractual engagement in Bharatpur Area for a period of 01 year.**

Sri A. K. Singh, Sr. Revenue Inspector is the only Revenue staff working in Land & R/R department to deal with various issues related to R & R, compensation, co-ordination with villagers etc. His presence is required while discussing the issues with State Officials/ District Administration, villagers, MCL HQ. etc. At present he is associated with Rehabilitation & Resettlement work of village Nakeipasi, Teleipasi & Khajuria, beside the work related to Issuance Of ROR of the PDFs at Boulpur Resettlement site where the displaced families of Padmabatipur village are settled. He also associated with preparation of compensation roll of different villages acquired under Bharatpur OCP including YADST & SURVEY. The nearby villagers are also obstructing the activities of the Bharatpur OCP. He is only technical staff to do the daily routine work of L & R department beside going to field & attending meeting.

Shri A.K.Singh Sr. Revenue Inspector, Bharatpur Area is associated with all the above work related to MCL Bharatpur Area which is insufficient for the present revenue work load. Due to shortage of Revenue officials, Bharatpur Area has been engaging Retired Amin from State Govt. on hiring basis.

At present we one retired Contractual Amin namely **Prafulla Chandra Pradhan S/O Late Kanthia Pradhan** is working. The Competent Authority was pleased to accord sanction for an amount of ₹ 1,80,000.00 ( Rupees One Lakh Eighty Thousand ) only towards remuneration / honorarium Payable to (Prafulla Chandra Pradhan @ ₹ 15000/- ( Rupees Fifteen Thousand) only per month for a period of one year i.e. from date of joining i.e. 14.10.2020. **The tenure of Prafulla Chandra Pradhan has completed on 13.10.2021.**

The R&R related activities in respect of villages acquired or to be acquired for mines of Bharatpur Area are continuing and same is to be completed on priority basis for providing rehabilitation and re-settlement benefits to the land oustees. Presently, following works are of priority at Bharatpur Area for engaging the retired Amin.

1. Preparation of Compensation roll of village Padmabatipur acquired under Padma Block
2. Preparation of Compensation Roll as per RFCTLARR Act in respect of village Tileipasi & Khajuria
3. Yadst survey & Measurement and preparation of compensation roll in respect of village Saranga, Kishorechadrapur, Satyabadipur, Niladripur and Joragadia ( Part)
4. Preparation of PDF list of village Nakeipasi, Tileipasi & Khajuria. Saranga, Kishorechadrapur, Satyabadipur, Niladripur and Joragadia ( Part)

Vide O/O- MCL/Hq/GM(L&R)/20-21/822, Dt:- 18/02/2021, General Manager(L&R),MCL-HQ. issued an Office Order communicating the SOP along with terms & conditions for hiring of Services of Revenue Personnel (i.e. RIs & Amin) with the delegation of Power to Area General Managers.

This O/O is also proceeded by O/O- MCL/HQ/GM(L&R)/20-21/793, Dt:- 06/02/2021, General Manager(L&R),MCL-Hq., where-in Area General Managers shall operate the Power for Contractual Services of Amin/RI- as per DOP conferred on them vide O/o- MCL/SBP/CS/DOP/2020/10913, Dt:- 16/02/2020 issued by the Co. Secy, MCL.

Due to urgency of work it is suggested that the service of 01 no. of Amin is required in MCL Bharatpur Area on contractual basis as prevalent.

Submitted to the General Manager, Bharatpur area for his kind perusal and approval for obtaining Hiring of Service for the Post of Retired Amin of 01 no. on contractual engagement in Bharatpur Area for a period of 01 year

Area Personnel Manager,  
MCL Bharatpur Area.

General Manager,  
MCL Bharatpur Area

Staff Officer ( L&R ),  
MCL Bharatpur Area.

ସମ୍ପାଦକ ସଚିବାଳୟ, ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍  
G.M. Sect., Bharatpur Area  
ଅ/ନଂ. ୩୫-୫୨  
ତାରିଖ/ତାରିଖ ୦୫/୧୧/୨୧

Approved as above  
2/5/11/2021

- SO(L&R)  
- APM(BA)



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महानदी कोलफील्ड्स लिमिटेड

Mahanadi Coalfields Limited

(A subsidiary of Coal India Limited)

महाप्रबंधक (एन) क्षेत्रों का कार्यालय

Office of The General Manager (L&amp;R)

P.O : Jagruli Vihar, Burla

Dist: Sambalpur, Odisha-768020

Ph: +91 (663) 254 2157,

Fax: +91 (663) 254 2157, e-mail:

kkroti64@gmail.com

**MCL**

क्रमांक : एम.सी. एन / मुख्यालय / महाप्रबंधक (एन एवं राजस्व) का कार्यालय / 20-21/ 822

दिनांक: 18.02.2021

**OFFICE ORDER**

This is to communicate the SOP along with terms and conditions for Hiring services of Revenue Personnel ( RIs / Amins) in all Areas of MCL on contractual basis through EOI. Vide Office Order no. MCL/Hqs/GM (L&R)/20-21/ 793 dated. 06.02.2021 it has been circulated to all Areas of MCL regarding the DoP of Area General Managers for hiring the services of RIs / Amins in MCL on contractual basis through EOI as under :

**Quote :**

In view of Delegation of Powers conferred on Area General Managers vide Office Order no. MCL/SBP/CS/DOP/2020/10913 dated 16.02.2020 issued by the Company Secretary, MCL pursuant to CIL Office Order issued vide No. CIL/XI(D)/4027/22940 dated. 30.05.2019 and subsequent clarifications thereafter, henceforth Area General Manager of all the Areas of MCL shall operate the Power for contractual services of Amin / RI through EOI; EOI may be floated by Area Management for utilization of the services under DOP conferred on them till further orders.

**Unquote.**

To maintain uniformity throughout MCL, the terms and conditions for inviting Expression of Interest (EOI) are furnished below:

Criteria	Conditions
Purpose of EOI	Hiring services of experienced Revenue Personnel ( RIs / Amins) in MCL on contractual basis. Number of vacancies to be mentioned in the Notices.
Notices	Notice for hiring services may be published in local News Papers, Notice Boards and Area web sites
Qualification & Experience	He must have possessed Certificate of competency for carrying out RI / Amin jobs, from Govt. recognized Institution or work experience certificate from the State Government. Minimum 20 years of service 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	For retired personnel below 70 years and for others NoC from the present employer.
Tenure of Engagement	01 Year limited to above age criteria.
Remuneration	Consolidated Rs.20,000/- per month for RI & Rs.15,000/- per month for Amin till further revision.
Fitness Certificate	Certificate from a certified medical practitioner indicating physically and mentally fit for carrying out his duties.

SO (L&R)  
D PM, BA  
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महाप्रबंधक/G.M.  
भरतपुर क्षेत्र/Bharatpur Area

Li Subudhi / Sr RI

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