

No. CCL/NEE/Civil Cadre/2022-23/ 1649-94

Dated: - 21.09.22

INTERNAL- NOTIFICATION

Applications are invited for departmental selection to the post of **Overseer(C) in T&S Grade-C** from amongst the permanent employees of the Company to fill up the sanctioned vacancy as per the approved Manpower Budget for 2022-23.

Tentative Vacancy: The provision under the Manpower Budget for 2022-23 is an under:

Sl.No.	Post & Grade	Sanctioned	Existing	Vacancy	UR	SC	ST
1.	Overseer(C) (T&S Grade-C)	43	29	14	05	06	03

Important Dates:

Sl. No.	Activity	Dates
1	Opening date for filling the application	21.09.2022
2	Cut-off date for the minimum qualification and eligibility	21.09.2022
3	Last date for receipt of duly filled application	20.10.2022

Qualification and Eligibility criteria:

- Minimum qualification and eligibility criteria as per the Cadre Scheme issued vide I.I.No.33 dated 22.06.1980 is mentioned below:

Post(s) and Grade(s)	Requirement of qualifications experience etc. to be possessed by the departmenta candidates for consideration for selection to the post
Overseer(C),T &S Grd.C	<ol style="list-style-type: none"> Should have passed the matriculation or equivalent examination Should possess a recognized Diploma in Civil Engg.(03 years course) Promotion through DPC on company basis on the basis of sanctioned Vacancy.

- Employees in higher grade are not eligible to apply.
- Only regular and permanent employees of the Company may apply.
- Candidate must have minimum "GOOD" ACR (Annual Confidential Report) rating for immediate preceding 03 years i.e. 2019-20, 2020-21 & 2021-22.
- Vigilance/ Departmental Clearance of candidates should be "Clear".

How to apply:

- Candidates are advised to apply as per the prescribed Format (Annexure - A) for selection to the post which is available on CCL website (www.centralcoalfields.in) under "What's New tab".
- Candidates are advised to go through the provision of the Internal Notification carefully for assessing his/her eligibility in accordance with the qualifications, other norms, caste etc.
- The last date of receipt of the application in the office of General Manager (P-NEE) will be 20.10.2022 up to 5PM.
- The applications for employees posted at Unit/Area/Gandhi Nagar Hospital, Ranchi/Central Hospital, Ramgarh must be sent through Unit Personnel Executive/Staff Officer (P&A)/Personnel Executive of GNH, Ranchi/CH Ramgarh and for the HQ employees it should be sent through the concerned GM/HOD of the

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- department to the office of the General Manager (P-NEE), CCL, Ranchi. Applications received after 5 PM of the last date (i.e.20.10.2022) in the office of General Manager (P-NEE), CCL, Ranchi shall not be entertained/ accepted.
5. All the relevant documents duly self-attested (education certificates, caste certificate, etc.) should be annexed with the application & submitted through proper channel in the office of General Manager (P-NEE).
 6. For the applications of the applicants who are posted at Unit/Area/Central Hospital, Ramgarh/Gandhi Nagar Hospital, Ranchi must be forwarded along with the ACRs for the year(s) 2019-20, 2020-21 & 2021-22. Since the ratings of the ACRs are compulsory for initial selection process; this must be strictly adhered to.
 7. Similarly, the Departmental Clearance of the applicants irrespective of their present place of posting must also be forwarded along with the application. The status of Departmental Clearance is compulsory for initial selection process.

Selection Criteria:

1. There will be separate Written Examination(s) for selection to the post of Overseer(C),T&S Grd.C for the shortlisted eligible candidates.
2. The selection of the candidates shall be based on the relative performance of the candidate in the written examination to be conducted for selection to the post.
3. The Examination will be of 100 (Hundred) marks (100 Questions each of 01 Mark).
4. The Examination will be conducted through OMR Sheet. (Each question will have 04 (Four) Multiple Choice of answers with 01 (One) correct answer).
5. There shall be no Negative marking for incorrect answer.
6. In case of any wrong questions/ wrong options, the respective questions will not be considered for final evaluation i.e. total marks will be reduced accordingly.
7. If there is any discrepancy between the English and Hindi version of the question paper, the English version shall prevail.
8. The duration of the written examination shall be 120 (One Twenty) minutes.
9. The Qualifying/Pass Marks for General Category employees will be 40 (Forty) and for the SC/ST Category it will be 30 (Thirty).
10. There will be a maximum of 15 (Fifteen) Marks for the ACR rating and the distribution of marks will be as follows:-
 - (a) Outstanding/ Above Average: 05 marks for each year.
 - (b) Very good/ Average: 04 marks for each year.
 - (c) Good: 03 marks for each year.
11. There will be 02 (Two) marks for experience, for each complete year of service from the date of initial appointed ; subject to maximum of 10 (Ten) marks.
12. The total marks thus will be 100 (One Hundred).
13. Merit List will be prepared on the basis of Total Marks obtained by the candidate in Written Test, weightage of ACRs and experience in service; subject to Vigilance/Departmental Clearance etc.
14. If same marks are obtained by more than one candidate in the written test, their merit shall be decided based on their marks obtained in the Written Examination and then followed by the date of appointment and subsequently the date of birth (i.e. senior in age will be the senior in merit list).

Reservations & Relaxations:

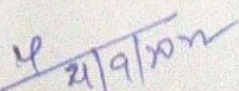
1. Reservation for SC/ST candidates will be in accordance with the instructions issued in this regard from time to time by the Government of India.
2. The Qualifying/Pass Marks for SC/ST Category will be 30 (Thirty).

General Information and Instruction

1. The selected candidates will be on probation for a period of 6 months before being regularized in the respective post/grade.
2. The date of written examination and other details will be subsequently informed. Candidates will have to appear at the Centre/Venue allotted to them by NEE Department, CCL, HQ for the written examination.

1075445/2022/O/O HEAD OF NEE DIVISION, CCL HQ

- Details of candidates will be posted in any Area/Unit of CCL and they are also liable to be transferred to the Areas of CCL at any time in their service period.
4. All future communication/ information regarding this selection will be made available on CCL website. Candidates are advised to check/ visit CCL website (www.centralcoalfields.in) regularly for further updates.
 5. Candidates shall note that at any stage of selection or letter, if a candidate is found indulging in any misconduct, his/her candidature will be summarily rejected and disciplinary action as per the Certified Standing Orders will be initiated apart from any other legal course of action as deemed fit.
 6. Canvassing at any stage will lead to disqualification of the candidature.
 7. Candidates are advised to apply much before the closing date of submission of application mentioned in this Internal Notification to avoid delay for any reason, whatsoever.
 8. D (P), CCL/ Management reserve the right to modify /alter/restrict/cancel the selection process, at this discretion without assigning any reasons whatsoever. D (P), CCL reserves to modify the vacancy position under special circumstances. The decision of the D (P), CCL will be final and no appeal will be entertained in this regard.
 9. The joining on the selected post will be effective only on reporting at the place of posting on selection within 30 days of issuance of the selection order as per the guidelines issued by CIL vide Ref. No. CIL/C-5B/JBCCI-X/SC/Determination of Seniority/33 dated 11/02/2021 available on CCL website under "info desk" tab.
 10. Syllabus for the exam will be published on CCL website before the date of written examination.
 11. The names of the applicants whose applications received till date last date of receipt of application against this internal notification will be published on CCL website preferably within 3 days of the last date of submission of application.
 12. Incomplete application or applications received after due date or without signature of candidate / without relevant documents/ not through proper channel will be rejected. The bio data particulars furnished by the employee in the applications must be verified & confirmed from the Service Records and certified by the Unit Personnel Executive. Similarly, the self-attested copy of the certificates/marks sheets submitted by the employee must be verified from its original and attested by the Personnel Executive of the unit. The concerned Personnel Executive at Gandhi Nagar Hospital, Ranchi and Central Hospital, Ramgarh and Security Department will arrange proper scrutiny of applications at their level and will certify that the applicant is eligible for consideration for the post applied in terms of minimum qualification and eligibility for selection as laid down in the cadre scheme. Similarly, the self- attested copy of the certificates/marks sheets submitted by the employee must be verified from its original and attested by the concerned Personnel Executive.
The employees posted at CCL, HQ, Darbhanga House, Ranchi other than employees who belong to Security Cadre, employee of GNH and Central Hospital, Ramgarh, their applications must be verified and confirmed from the Service Records available in the office of GM (P- NEE), CCL, HQ and certified by the Personnel Executive of NEE Department. Similarly, the self-attested copy of the certificates/ mark sheets submitted by the employees of NEE Department. The concerned Personnel Executive will also arrange proper scrutiny of applications and will certify that the applicant is eligible for consideration for the post applied in terms of the minimum qualification and eligibility for selection as laid down in the Cadre Scheme.
Consent for releasing the candidates without substitute from department in HQ/GNH/CH Ramgarh in the event of his/her selection shall be given by the CMS I/C (GNH)/CMS) I/C (CH Ramgarh)/ GM/HODs at HQ respectively.
 13. The list of eligibility/non eligibility candidates along with reason will be uploaded in the CCL website for inviting objection, if any within 3 days from the date uploading if the said list and after expiry of 3 days, the final list of eligible candidates will be uploaded in the CCL website.


GENERAL MANAGER (P-NEE)
CCL.(HQ) Ranchi

Copy to:

1. General Manager (System), CCL, Ranchi- with a request to up-load this Internal Notification with Annexure –A in CCL website under “What’s New tab” immediately for perusal of the employees/applicants.

Distribution:-

1. G.M., Argada/Barka Sayal/CS Barkakana/CWS
Barkakana/MRS,Ramgarh/Rajrappa/B&K/Kathara/Dhori/
Giridih/Hazaribagh/NK/Piparar/Magadh Sanghmitra/
Amarpali Chandergupta/Kuju/CRS Barkakana/Rajhara.
2. All GMs/HODs at CCL, HQ, Ranchi.
3. GM/TS to D(P), CCL, Ranchi
4. General Manager (Civil), CCL, Ranchi.
5. SO(P&A), Argada/Barka Sayal/CS Barkakana/CWS
Barkakana/MRS,Ramgarh/Rajrappa/B&K/Kathara/Dhori/Giridih/Hazaribagh/NK/Pip
arar/M agadh Sanghmitra/Amarpali Chandergupta/Kuju/CRS Barkakana/Rajhara
6. CMS I/C (GNH), CCL, Ranchi.
7. Dy. Manager (P-GNH), CCL, Ranchi.
8. Dy. Manager (P-CH), CCL, Central Hospital, Ramgarh.
9. Notice Board.

with a request to give Wide publicity to the contents of this Internal Notification amongst the employees Working under their control.

ANNEXURE –A**FORMAT FOR APPLICATION TO THE POST OF OVERSEER(C) IN T&S GRADE-C AGAINST THE INTERNAL NOTIFICATION.**

1. Application for the post of: _____
2. Name (in Block Letters): _____
3. Present Designation with grade / category: _____
4. Present place of posting: _____
5. PIS No. : _____
6. Mobile No.: _____
7. Date of birth : _____
8. Whether SC/ST/General : _____
(Photocopy of valid caste certificate duly self-attested must be enclosed in case if SC/ST)
9. Date of initial appointment : _____
(Attach photo copy of the appointment letter duly self-attested)
10. Date of confirmation on initial appointment : ____ (Applicable for those who are presently designated as category-I)
11. Educational / Professional qualification
(Photocopy of certificate duly self-attested must be enclosed)

Sl. No	Exam. Passed	Name of the Institute	Board University /	Year of Passing	% of Marks	Div./Grade

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 date of birth in educational certificate does not match with service record 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 CCL as per rule. On my selection, I am willing to be posted in any Project of the Company as per requirement of the Company and will not apply for change of place of posting.

Signature of the Employee

Certificate

This is to certify that consent has been given to release the candidate without substitute from department in the event of his /her selection.

GM/HOD of Department

Certificate

The following details to be filled in case of employees posted at Gandhi Nagar Hospital, Ranchi (Para-medical cadre employees) and the applicants who are posted at Unit/Area.

Name, Designation PIS No.	Date of Initial Appointment	Date of Joining	Date of regularization	Qualification as per Service Record	Whether SC/ST	Place of posting (Deptt. / Unit /Area)

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 verified and confirmed from its originals and attested to be true copy of the same. No departmental case is pending or contemplated against the employee.

Personnel Executive of Unit/Area/Central Hospital, Gandhi Nagar/Ramgarh

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 Notification & Cadre Scheme provisions. The candidate is found eligible for consideration for the post applied for. It is also agreed to release the candidate without substitute from unit/area in the event of his/her selection.

Personnel Executive of Unit/Area/Central Hospital, Gandhi Nagar/Ramgarh