

# सेंट्रल कोलफील्ड्स लिमिटेड

(कोल इण्डिया की एक सहायक कंपनी)

## कार्मिक/ कर्मचारी स्थापना विभाग

दरभंगा हाउस, रांची 834029-

दूरभाष संख्या. 0651-2360049/Extn-5341

ई-मेल : gmnee.ccl@coalindia.in

वेब साइट : <http://centralcoalfields.in>



एक मिनिरातन कंपनी  
A Miniratna  
Company



# Central Coalfields Limited

(A Subsidiary of Coal India Limited)

## Personnel/NEE Department

Darbhanga House, Ranchi-834029

Phone No. 0651-2360049/Extn-5341

CIN: U10200JH1956GOI000581

E-mail Id: [gmnee.ccl@coalindia.in](mailto:gmnee.ccl@coalindia.in)

Website: <http://centralcoalfields.in>

No. CCL/SE-A/Cs/Selection/Jr.DEO(T)-E/22-23/ 1943

Dated:- 14-11-2022

### INTERNAL NOTIFICATION

Applications are invited for departmental selection to the post of Jr. Data Entry Operator (Trainee) in T&S Grade – E from amongst the permanent workmen/employees of the Company to fill up the sanctioned vacancy as per Manpower Budget for 2022-23.

#### Tentative Vacancy:

The provision under the Manpower Budget

Sl.No.	Post & Grade	MP Budget 2022-23			Category-wise vacancy **		
		Sanctioned	Existing as on 31-10-2022	Vacancy	UR	SC	ST
1	Jr. Data Entry Operator (Trainee), T&S Grade – E	266	127	139	99	33	07

\*\* Category Wise vacancy position:-

Sanction Strength (As per M.P.B 2022-23)	Working Strength as on 31-10-2022	Vacancy
266	127	139
<u>Actual reservation</u> For SC 15% of total Sanctioned i.e 39 For ST 7.5 % of total Sanctioned i.e 19	<u>Existing number of SC/ST already promoted under SC/ST reserve Post</u> SC=06 ST=12	<u>Thus the vacancy position is as under :-</u> S.C = (39-06) = 33 S.T = (19-12) = 07 U.R = 99

#### Important Dates:-

Sl No.	Activity	Dates
1	Opening date for filling the application	16-11-2022
2	The cut – off date for the minimum qualification and eligibility	14-11-2022
3	Last date for receipt of duly filled application	06-12-2022

#### Qualification and Eligibility Criteria :

1. Minimum qualification, eligibility criteria and mode of selection to the post of Jr. Data Entry Operator (Trainee) in T&S Grade — E as per the Cadre Scheme issued vide Ref No. I.I NO. 22 of NCWA-VI vide no. CIL/C-5B/JBCCI/1.1 No.22/2001/172 dated 29<sup>th</sup> May, 2001 (Annexure — X-I) is mentioned below:

*[Handwritten signature]*

Post and Grade	Minimum Qualification	Eligibility Criteria	Mode of Selection
Jr.Data Entry Operator(Trainee),T&S Grade-E	Matriculate or equivalent	Any permanent employee having matriculate or equivalent certificate with 3 years service in the company.	Aptitude Test for Computer Application and having typing speed of 30 words per minute.

2. Only permanent employee with three years service are eligible to apply for the above posts . Trainees are not eligible to apply.
3. Employees in higher grade are not eligible to apply, however , employees in the same grade are eligible to apply against this internal notification .
4. Candidate must have minimum "GOOD" CR rating for immediate preceding 03 years .
5. Vigilance / Departmental Clearance of candidate should be "Clear".

#### How to apply:

1. Candidates are advised to apply as per the prescribed Format (Annexure —A) for selection to a particular post which is available on CCL website ( [www.centralcoalfields.in](http://www.centralcoalfields.in) ) under " What's New" tab.
2. Candidates are advised to go through the provisions of the internal notification carefully for assessing his / her eligibility in accordance with the qualification, other norms, caste etc.
3. The last date of receipt of the application in the office of General Manager (P-NEE) will be 06-12-2022.
4. The applications for employees posted in area must be sent through Unit Personnel Executive and SO(P&A) of the Area and for Headquarter employees it should be sent through concerned GM/HOD of the department to the office of General Manager (P-NEE), CCL, Ranchi. Applications received after the last date (i.e. 06-12-2022 in the office of General Manager (P- NEE) shall not be entertained/accepted.
5. All the relevant documents duly self-attested (educational certificates, caste certificates, etc) should be annexed with the application & submitted through proper channel in the office of General Manager (P-NEE), CCL, Ranchi.

#### Selection Criteria:

1. There will be a Selection Test for selection to the above post for the shortlisted eligible candidates.
2. The Selection Test will comprise of (Total 100 Marks):-
  - a) Written Examination: 70 Marks.
  - b) Proficiency Test: 30 Marks.
3. The Selection of the candidates shall be based on the relative performance of the candidate in the written examination and proficiency test.
4. The Written examination pattern would be as :
  - i. **Part A:** Subject Knowledge/ Mental ability/ Quantitative ability, Logical and Reasoning skill: 50 marks. (50 questions each carrying one mark)
  - ii. **Part B:** General awareness: 20 marks. (20 questions each carrying one marks)

5. The Written Examination will be conducted through OMR Sheet (Each question will have 04 (Four) Multiple Choice of answers with 01 (One) correct answer) .
6. There shall be no Negative marking for incorrect answer.
7. In case of any wrong question / wrong option, the respective question will not be considered for final evaluation i.e. total marks will be reduced accordingly.
8. If there is any discrepancy between the English and Hindi version of the question paper, the English version shall prevail.
9. The duration of the written examination will be of 90 (Ninety) minutes.
10. The Qualifying / Pass Marks for the General Category employees will be 40% i.e. 28 ( Twenty Eight ) marks and for the SC/ST Category it will be 30 % i.e. 21 ( Twenty One ) marks.
11. The Proficiency test (Computer typing) will carry 30 marks. Only the candidates, who qualify in the written examination, will be called for Proficiency test.
12. Candidates have to qualify in the proficiency test as per criteria laid down in the cadre Scheme (i.e. 30 words per minute) with an allowable mistake of 10% for qualifying in the proficiency test.
13. The selected candidates shall be empanelled on the basis of merit as per the marks obtained in the selection test subject to vigilance / departmental clearances etc. If same mark is obtained by more than one candidate in the selection test, their merit shall be decided based on their marks in Part A (Subject Knowledge / Mental ability / Quantitative ability / Logical & Reasoning skill ) and then date of appointment and subsequently the date of birth ( i.e. senior in age will be the senior).
14. There will be no marks for seniority and ACR.

**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 / DoPT.
2. The Qualifying/Pass Marks for SC/ST Category in the written examination will be 30 % i.e. 21 (Twenty One) Marks.

**General Information and Instruction**

1. The cut-off date for the minimum qualification i.e. Matriculation or equivalent and eligibility as per Cadre Scheme will be date of issue of this Internal notification dated 14-11-2022. (Illustration: The date of issue of internal notification is 14-11.2022 then the cut off date for eligibility of three year service would be 14-11-2022).
2. The selected candidates are eligible for pay protection as per rule.
3. All selected candidates will be on probation for a period of 06 months before being regularized in the respective post / grade.
4. The date of written examination and other details will be subsequently informed. Candidates will have to appear at the Central Venue allotted to them by CCL HQ for the written examination .
5. Selected candidates could 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.




6. 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](http://www.centralcoalfields.in)) regularly for further updates.
7. Candidates shall note that at any stage of selection or later, if a candidate is found indulging in any misconduct, there candidature will be summarily rejected and disciplinary action as per the Certified Standing Order will be initiated apart from any other legal course of action as deemed fit.
8. Canvassing at any stage will lead to disqualification of the candidature.
9. Candidates are advised to apply much before the closing date for submission of application mentioned in this internal notification to avoid delay for any reason, whatsoever.
10. CCL management reserves the rights to modify/ alter/ restrict/ cancel the selection process, at its discretion without assigning any reason whatsoever. CCL management 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.
11. 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 this 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 'infodesk' tab.
12. Syllabus for the exam will be published on CCL website atleast 15 days before the date of written test.
13. The name of the applicants whose application have been received till the last date of receipt of application against this internal notification will be published on the CCL website within 3 days of the last day of submission of application.
14. Incomplete applications or applications received after the 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 / 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 attested by the personnel Executive of the unit. The concerned Area personnel Manager / SO(P&A) will arrange proper scrutiny of applications at Area level 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 candidate without substitute from Area/department in HQ in the event of his / her selection shall be given by the Area General Manager / HODs at HQ respectively.

15. All communication will be made through CCL website: candidates are require to visit the said website regularly for any updation .
16. The list of Eligible / Non-Eligible candidates along with reason will be uploaded in the CCL website for inviting objection for inviting objection if any, within 3 days from the date of uploading of the said list and after expiry of 03 days , the final list of eligible candidates will be uploaded in the CCL website within 03 days.

This issue with the approval of Competent Authority.

  
 (SHAHID JAMAL)  
 CHIEF MANAGER (P-NEE)

## **Distribution:-**

1. GM(P&IR),CCL
2. GM(System),CCL HQ—with a request to upload it in CCL website under the tabs “ What’s New” and “ Careers ” .
3. All Area GMs CCL,  
Magadh-Sanghmitra/  
Amrapali-Chandragupta /  
N.K./Piparwar/Rajhara/  
Barka-Saya/Argada/Kuju/  
Hazaribagh/CRS Barkakana/  
Rajrappa/Dhori/Giridih/B&K/  
Kathara / MRS Ramgarh ;  
GM(Pers.) IICM Ranchi &  
All GMs/HODs at CCL HQ, Ranchi /  
CH Ramgarh / Gandhi Nagar Hospital
4. All SO (P&A), CCL, Magadh-Sanghmitra/Amrapali-Chandragupta/ N.K./Piparwar/ Rajhara/ Barka-Saya/Argada/Kuju/Hazaribagh/CRS Barkakana/ Rajrappa/ Dhori/ Giridih/ B&K/ Kathara/MRS Ramgarh.
5. Manager (Pers.), CCL GNH, Ranchi.
6. Asst. Manager (Pers.), CCL, Central Hospital, Ramgarh.
7. Incharge Central Store Barkakana

with a request to give wide publicity to the contents of this Internal notification amongst the employees working under their control and forward the applications from the interested eligible candidates in the given format (Refer Page-06 for Application Format); so as to reach the undersigned on or before the above stipulated date i.e. 06-12-2022. The ACRs for the year 2019-20, 2020-21, 2021-22 and the Departmental Clearance may be forwarded along with the application.

**FORMAT FOR APPLICATION FOR THE POST OF Jr. DATA ENTRY OPERATOR  
(TRANIEE) in T&S GRADE-E.**

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 of 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	%age 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 recognised / approved my candidature for the post applied is liable to be cancelled & disciplinary action may be 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 in HQ

### Certificate

**Certificate for employee whose service record maintained at area / GNH / CHR / Security / IICM**  
**(for employees on the roll of CCL only)**

All application must be routed through HOD (Security) /GM(P/IICM)/CMS I/C GNH/ Staff Officer (P&A) of the Area . The following details to be filled in case of employees posted in Areas / IICM (For employees on CCL Roll)/GNH/CHR/Security.

Name Designation & PIS No.	Date of Initial Appointment	Date of Joining	Date of regularization	Date of Birth	Qualification as per Service Record	Caste as per service Record	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 been verified and confirmed from its original and attested to be true copy of the same. No department case is pending or contemplated against the employee.

Personal 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 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 area in the event of his/her selection.

Staff Officer(Personnel)

General Manager