

(Under Jurisdiction of Bilaspur Court only)



## South Eastern Coalfields Limited

साऊथ ईस्टर्न कोलफील्ड्स लिमिटेड

पंजीकृत कार्यालय : सीपत रोड, पो0बा0 नं0 60, , बिलासपुर (छ0ग0)- 495 006

Regd. Office : Seepat Road, P.B.No. 60, Bilaspur (C.G.) - 495 006

क्रमांक:एसईसीएल / बीएसपी / श्रश / भर्ती / मास / 14 / 1 / 163

दिनांक :17 / 02 / 2014

### **EMPLOYMENT NOTICE**

### **Recruitment of Mining Sirdar**

South Eastern Coalfields Limited, a Mini Ratna Company in energy sector of the country, invites application for filling up of the vacancies of Mining Sirdar in Technical & Supervisory Grade "C" as under:-

SN	Name of Post	Grade	Basic (NCWA-XI)	UR	OBC (NCL)	SC	ST	Total including backlog
1	Minign Sirdar	T & S Gr. C	Rs.19035.02	342	200	112	46	700

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

The above posts will carry annual increment @ 3% of basic pay on progressive basis along with other allowances & benefits such as Annual Leave, Casual leave, Sick leave, SDA, VDA, Gratuity, Provident Fund & Pension as per Company's Rule, Free medical facilities for self & dependent family members, Conveyance Reimbursement, House Rent Allowance in case Quarter is not provided as per company's norms.

The selected candidates can be posted in any Area/Unit/ Project of SECL.

**Note:**

- i) The number of vacancies shown above are indicative in nature & may either increase or decrease at the discretion of Management.
- ii) Reservation of posts for SC/ST/ OBC (non creamy layer) will be as per Govt. of India guidelines.
- iii) The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates.

## 1. Minimum Essential Qualification

Post/Grade	Required Qualification
Mining Sirdar T&S "C"	1. Matriculate or equivalent exam from any recognized Board of Exam. 2. Sirdar's competency Certificate issued from DGMS Dhanbad Or Mining and Mine Surveying certificate (Three years) issued from recognized institute & Overman's competency certificate issued from DGMS Dhanbad, if they are willing to work as Mining Sirdar 3. Valid First Aid Certificate 4. Valid Gas Testing Certificate

### Note:

- i) Regarding validity of certificate, the circular no.1 of 2001 dated 07.03.2001 issued by DGMS shall be taken into consideration.
- ii) Candidates whose result of the essential minimum qualification required is awaited should not apply.

## 2. Age Limit & Relaxation

The candidates must have completed 18 years of age & also should not be more than 30 years of age as on 05/04/2014. However, the upper age limit as mentioned above is relaxed by:-

- i) 05 years for SC&ST candidates
- ii) 03 years for OBC candidates (Non Creamy Layer)
- iii) Age limit shall not be a bar for Departmental candidates & candidates of other subsidiary companies of Coal India Limited fulfilling all eligibility criteria. However, their application should be forwarded through proper channel.

3. **Selection process:** The selection methodology will comprise of written test and interview. The candidates short listed in the written test only will be eligible to appear for interview.

**Written test:** Eligible candidates will be required to appear for an objective type written test at any one of the test centers at Bilaspur. Exact schedule of written test will be displayed on SECL website ([www.secl.gov.in](http://www.secl.gov.in)) in due course.

**Interview:** 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 SECL website ([www.secl.gov.in](http://www.secl.gov.in)) in due course.

### Note:

- i) No TA/DA shall be paid for attending written test / interview, however, SC/ST candidate called for interview will be paid to & fro second class train fare by shortest route from the address of correspondence to Bilaspur on production of ticket (provided the distance travelled by rail each way exceed 30 KMs).
- ii) All the candidates are requested to remain updated at each step of the selection process by visiting our website [www.secl.gov.in](http://www.secl.gov.in).

## 4. Health/Medical fitness:-

Appointment to the above posts will be subject to the candidate being 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.

## 5. **How To Apply**

Candidates fulfilling the above criteria can apply through any one of the modes i.e. Online or Offline. However, applicants who are permanent employee working in Government, Semi-Government, Public Sector Undertaking or working in any of the subsidiary company of Coal India Limited should apply through offline mode only and their application should be sent through proper channel.

### **Online Mode:-**

Candidates are requested to read the complete instruction hereunder before applying. Eligible candidates need to apply through SECL website [www.secl.gov.in](http://www.secl.gov.in). **Online Application will be open from 20/02/2014 till 25/03/2014 (midnight). Candidates are required to have a valid personal email ID.** The email ID should be kept active till the entire recruitment process gets completed. No change in email ID will be allowed once entered.

#### **Step 1: Registration**

- i) Login to [www.secl.gov.in](http://www.secl.gov.in)
- ii) Go to “Recruitment”
  - a. Please enter an email id for registration. Email id and password as provided during registration will be your log-in id and password.
  - b. The name and e-mail id provided during registration cannot be changed / corrected later and will appear on the application form. Please ensure to fill in the correct name as per your matriculation certificate.
  - c. **Password Policy:** Password should have minimum six characters with atleast one alphabet, one numeric character and one of the following characters ! @ # \$ % ^ \* \_ : } { ; = ( ) + | ?
  - d. Before proceeding for Registration, please read the Terms and Conditions and accept.

#### **Step 2: Login**

- a. Please ensure that pop ups are not blocked in browser settings; if it is blocked please ensure to allow pop up for this site.
- b. Click on login Button and enter the E-mail id and password as used during registration in the pop-up window box.
- c. After successfully logging in to the online recruitment portal, the site will display the current openings and posts applied so far.
- d. Click on Current Opening on left side and check for the advertisement and the posts against the advertisement.
- e. The candidate must ensure that they are meeting the eligibility criteria against the post.

#### **Step 3: How to fill the online application**

- a. Before filling the online application form, please ensure the following documents are ready.
  - Scanned recent color passport size self attested photograph.(Optional)
  - All educational & professional marks sheet and percentages of marks.
- b. Please click on the relevant post for which you are going to apply.
- c. Start filling the application with Name, Father’s Name, Mother’s Name , Address ( present & permanent ), date of birth, gender etc., select the minimum required educational & professional qualifications from the drop box and select ‘Yes’ or ‘No’ for compliance.
- d. The photo uploading is optional, however if you have scanned copy please upload.
- e. After completion of filling of applications, the system generates the application ID along with filled application (PDF) which will also be mailed to applicant registered mail box.

#### **Step 4: Final Step**

- a. Print the application form, paste recent colour passport size self attested photograph & all other relevant documents. [For list of documents to be enclosed, please see the Sl. No.07]. Incomplete on-line applications or on-line applications received after the due date will be rejected.

### **Offline Mode:-**

Candidate may also apply Offline. For Offline application, the prescribed application form along with employment notice can be downloaded from SECL website i.e. [www.secl.gov.in](http://www.secl.gov.in).

## **6. Submission Of Application**

- i) Candidates fulfilling all the eligibility criteria should send properly filled application in prescribed format or PDF Application form generated Online along with all the relevant documents in a sealed envelope to “The General Manager (Manpower), Seepat Road Post Box No 60 South Eastern Coalfields Ltd Bilaspur CG 495006” through **Registered Post/Speed post only so as to reach on or before 05.04.2014. Application will not be accepted by hand or through courier or via ordinary post.**
- ii) Application sent other than in prescribed format or incomplete application or without all the enclosures shall be rejected.
- iii) Applicants who are permanent employee working in Government, Semi-Government or Public Sector Undertaking or working in any of the subsidiary company of Coal India Limited should apply **through proper channel only.**
- iv) Name of the post applied for & the mode of application should be clearly mentioned on the envelope containing application form in BLOCK LETTERS. In case of online mode, application ID should also be mentioned. For e.g.
  - a. Post Applied for – **Mining Sirdar**  
OFFLINE
  - Or
  - b. Post Applied for- **Mining Sirdar**  
ONLINE (Application ID)

## **7. Following documents must be sent along with the complete application form:**

- i) Self attested legible photocopies of educational certificates including Matriculation certificate and Marksheet, (10+2)/Higher Secondary Certificate and Marksheet, Diploma Certificate and Marksheet, Other Certificates .
- ii) Candidates shall submit a proof to this effect that the Diploma/degree/certificate/other testimonials/Institute is recognized by the Government of India.
- iii) Two window envelope of 24.5 X 11.4 cm or 10 x 4.5 Inch size.
- iv) Four nos. additional self attested passport size colour photograph similar to the photograph pasted on the application form with name clearly written on the back side.
- v) Self attested legible photocopies of latest Caste Certificate for SC/ST/OBC (non-creamy layer) candidate issued by any of the following authorities.
  - a) District Magistrate /Additional District Magistrate/ Collector/ Dy.Commissioner/ Addl.Dy.Commissioner/Dy.Collector/1<sup>st</sup> Class Stipendary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
  - b) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/ Presidency Magistrate.
  - c) Revenue Officer not below the rank of Tehsildar.
  - d) Sub-Divisional Officer of the Area where the candidate and/or his family normally resides.

## **8. GENERAL INSTRUCTIONS:**

1. Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn / damaged application shall not be entertained.
2. Applicants who are permanent employee working in Government, Semi-Government or Public Sector Undertaking or working in any of the subsidiary company of Coal India Limited should apply **through proper channel** and have to produce “**No Objection Certificate**” at the time of Interview, failing which they will be barred from appearing in the Interview.
3. 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 any incorrect / false information or has suppressed any relevant information / material fact(s), his/her candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, his/her services are liable for suitable action including termination and prosecution.
4. The Company reserves the right to reject any application without assigning any reason whatsoever.

5. The decision of SECL Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidate etc. No enquiry/correspondence will be entertained in this regard.
6. The Management reserves the right to Revise / Reschedule / Cancel / Suspend the recruitment process, if the need so arises, without assigning any further notice or reason thereof, the decision of the management shall be final and no appeal shall be entertained.
7. Applications which are incomplete in any detail or without signature/photograph or without any of the required enclosures or received after the last date for receipt of applications will be rejected and no correspondence in this regard will be entertained.
8. The candidature of the applicant would be provisional & subject to subsequent verification of certificates /testimonials.
9. If a candidate chooses online mode of application, then they are advised in their own interest to apply much before the closing date and not to wait till last date to avoid the possibility of server failure / jam.
10. SECL does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reason beyond the control of SECL.
11. If there is any variation between the English & Hindi versions of the Advertisement, English version may be treated as authentic.
12. Any request for change in Category (General/SC/ST/OBC-NCL), once filled in the Online/Offline application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
13. Any Request for change of address will not be entertained.
14. Candidature is also liable to be rejected if there is any difference/variation found in candidate's name/ his father's name, surname or date of birth in his educational/professional/caste certificates/application.
15. Applicants fulfilling the eligibility criteria will only be called for Written Examination and their admit card will be sent.
16. No correspondence will be entertained with the candidate not called for written test/not selected for interview.
17. Departmental candidates & candidates of other subsidiary companies of Coal India Limited fulfilling all eligibility criteria should apply through proper channel. Age limit shall not be a bar for them. However their application should be forwarded through proper channel.
18. Result of successful candidates in written examination will be published on SECL Website [www.secl.gov.in](http://www.secl.gov.in).
19. Candidates are advised to retain adequate number of similar photographs attached in the application form for future reference.
20. Those who will qualify in the written examination will be required to appear in Personal Interview for which intimation call will be sent to them through SECL Website [www.secl.gov.in](http://www.secl.gov.in).
21. SC/ST candidates called for interview will be paid to and fro second class Train Fare by shortest route from the address of correspondence to Bilaspur CG on production of Railway Ticket (provided the distance travelled by rail each way exceed 30 KMs).
22. Any form of canvassing or bringing extraneous pressure will lead to disqualification and will render the candidate ineligible for selection.
23. Any dispute shall have civil jurisdiction at Bilaspur.

### **IMPORTANT DATES**

<b>1</b>	<b>Submission of Online application will commence from</b>	<b>20/02/2014</b>
<b>2</b>	<b>Last date for Online application</b>	<b>25/03/2014 (midnight)</b>
<b>3</b>	<b>Last date of receipt of the hardcopy of applications applied Offline as well as printout of online applications along with supporting documents sent by Registered Post/Speed Post only</b>	<b>05/04/2014 (5 PM)</b>