

ईस्टर्न कोलफील्ड्स लिमिटेड

(कोल इंडिया का एक अंग)

अध्यक्ष सह-प्रबन्धक निर्देशक का कार्यालय,

संक्टोरिया, पो-दिशेरगढ़, जिला-वर्धमान,

पश्चिम बंगाल-713333

महाप्रबंधक(का/औ.स.) का कार्यालय

CIN-U10101WB1975GOI030295.

फैक्स- 0341-2523586.



EASTERN COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)

Office of the Chairman-Cum-Managing
Director,

Sanctoria, PO: Dishergarh,

Dist. Burdwan. West Bengal - 713333.

Office of the General Manager (P&IR).

CIN-U10101WB1975GOI030295.

Telefax- 0341-2523586.

No. ECL/CMD/C-6/Rectt/Clerk/16/2085

Dated: 11th Feb, 2016

INTERNAL NOTIFICATION

Applications are invited for the post of Clerk Grade-III from the existing employees of Eastern Coalfields Limited, who is in live role of the company and completed minimum of 3 years of service as on 01.01.2016.

02. The total number of vacancy for the said post is as under--

Unreserved	SC	ST	Total*
233	45	22	300

*Number of posts may be increased or decreased depending upon the requirement.

* Persons with disability (PWD) candidates will be given 3% reservation horizontally as per extant rule.

03. The candidates have to undergo written test of 60(Sixty) marks of multiple choice questions. The questions will consist of General awareness, English knowledge of class X, office knowledge of computer, arithmetic, common knowledge of company & NCWA. The written test is to short list the candidates for Computer Test. The Computer Test will be for 20(twenty) marks on MS Word and MS Excel and elementary knowledge on internet, email, printing etc. The qualification marks will be 20(Twenty) mark (i.e. SSC (10th) -10, Intermediate(12th)-12, Graduation-15, Post-Graduation-18 & Extra qualification-02). However, the final merit list will be the aggregate of:-(i) Written mark (ii) Computer test mark, and (iii) Qualification mark.

04. The SC/ST candidates will be given relaxation in qualifying marks in written test (Reduction of 10% of the qualifying marks of unreserved candidates).

05. The application has to be made to the respective Area GMs or HODs of the Establishments/ Workshops and in the case of Hq. to Asst. Manager (P/Estb), Personnel Dept.,ECL, Sanctoria in the proforma given as **Annexure-I**.

06. Management reserves the right not to consider the candidates working in essential & statutory capacities like (i) Mining Sirdars,(ii) Overman, (iii) Electrical Supervisor,(iv) Asst. Foreman, (v) Foreman,(vi)Land & Revenue Inspector, (vii) Amins, (viii) Dy. Surveyor,(ix) Chemist,(x)Tech. Pathologist,(xi)Tech. Radiographer,(xii) staff Nurses,(xiii) Electrician, (xiv) HDL Operator, (xv)HEMM Operator, (xvi) Security Guard, (xvii)Winding Engine Operator, (xvi) Haulage Operator, and similar such designation which management consider essential. **Such employees need not apply**. The decision of Director (P), ECL in this respect will be final.

07. Candidates must have passed matriculate or equivalent examination from recognised board or university. Preference will be given to candidates having higher qualifications.

08. The respective Area/ Establishment/ Workshops shall retain the applications and send a consolidated list of the applications in the proforma given in the **Annexure-II**. A soft copy in 'EXCEL SHEET' of the list should be sent by e-mail bhartiecl@gmail.com and a hard copy. The sole responsibility of checking, verification and forwarding the correct details lies on the respective Areas/ Establishments/ Workshops/ Non-executive Cell (HQ) where service records are maintained.

09. During the process of applications, the following particulars and self attested documents should be examined and kept for checking and verification at any stage of the selection process— (i) Self attested educational qualifications (Technical and non-technical), (ii) Self attested Photo copy of Caste certificate (if claimed) issued by the appropriate authority as per Govt. Guidelines, (iii) Self attested photo copy of the certificates for Persons With Disability (PWD), (iv) CRs for the last 3 years (**CRs will be sought only for the candidates who are called for computer test**), (v) A passport photo signed by the respective Personnel Officer/Controlling officer should be affixed in the format (**Annexure-I**) and Attested photo copy of the identity cards.

10. The selected candidates only will be required to produce the original certificates and testimonials such as caste certificates, PWD Certificates. Therefore, **data furnished by the candidates in the application form and duly forwarded will be taken into consideration for preparing the short listed applicants. At any point of time, if it is revealed that the information furnished is not true, his candidature will be liable to be cancelled in addition to departmental action.**

11. **On selection the candidates will be posted at any place as per requirement & place of posting will not be changed for a period of three years. The candidates not joining after the placement is issued will be subject to disciplinary action & forfeit the right for selection for the next three years. In this regard CVO'S letter no. ECL/VIG/CVO/SECTT/331 dated 27.02.2015 addressed to D(P), ECL be kept in mind. The candidate has to apply knowing fully well that on selection, he/she will be posted at any place in the subsidiary company.**

IMPORTANT DATES:

SL.NO.	DETAILS	DATE
1.	LAST DATE OF SUBMISSION TO AREA/ESTBLISHMENT/WORKSHOP/ ESTBLISHMENT,HQ	29 th FEBRUARY,2016(MONDAY)
2.	SUBMISSION OF CANDIDATES' LIST AND BY e-MAIL AND HARD COPY TO THE CHIEF MANAGER (P/RECTT), PERSONNEL DEPTT. ECL (HQ), SANCTORIA.	07 th MARCH,2016(MONDAY)

This may please be given wide circulation.

Encl:As above.

(Dr.B.C.Rajkumar)
Chief Manager (P/Rectt), ECL

Distribution:

01. CGM/GM of all Areas/J.K.Ropeways/HRD/MRS
02. CMS I/C, CH Kalla/Sanctoria
03. GM, E&M/Excav.,ECL,Hq.
04. All HoD's of ECL HQs/Dy.GM Sales Office, Kolkata
05. Personnel In-charge of all Area/Workshop/Hospital
06. Asst.Manager(P/Estb),Personnel Dept.,ECL,Hq.
07. Notice Board of Recruitment Dept. and all area/unit/estb. through concerned personnel in-charge.
08. Concerned guard file.