

Ref. No.: MCL/HQ/Recruitment/Internal/2017/188

Date: 21.07. 2017

**INTERNAL CIRCULAR**

In order to rationalize the surplus manpower of UG Mines of Talcher Area, it has been decided to deploy the surplus manpower for gainful utilization in various Opencast Mines as Trainees against various posts. Accordingly, applications are invited from the General Mazdoors Cat-I working in the Underground Mines of Talcher Area, having requisite qualifications & experience, for their deployment as Trainees in various posts in Opencast Projects as under:-

Designation/Posts	Grade/ Cat	Qualification	Experience	Requirement of Trainees
Peon/Chaprasi	T&S Gr.H	8th	Any permanent employee	65
Security Guard *	T&S Gr.G	8th		159
Ward Boy/Aya/Dai	T&S Gr.H	Literate		35
Driver(Trainee)	Cat-II	8th Class HMV License		15
Helper (Lineman)	Cat-II	8th Class		17
EP Electrician Mazdoor	Cat-II	Literate	1 yr	31
Auto Electrician Mazdoor	Cat-II	Matriculate	1 yr	32
EP Mazdoor	Cat-II	Literate	1 yr	145
EP Welder Mazdoor	Cat-II	Literate	1 yr	41
Conveyor Operator	Cat-III	Literate	3 yrs	58
Helper(Elect)	Cat-II	Literate	3 yrs	162
		Matric with ITI	1 yr	
Pump Operator	Cat-II	Literate	2 yrs	33
Helper(Welder)	Cat-II	Literate	3 yrs	22
Helper (Fitter)	Cat-II	Literate	3 yrs	97
		Matric with ITI	1 yr	
Cableman	Cat-III	Literate	3 yrs	12
Jr. Attendant/Jr. Bearer	T&S Gr. H	8th Class	3 yrs	18
Sub Station Attendant/Switch Board Attendant	Cat-III	Literate	3 yrs	50

\*Norms for Security Guard: (a) Height: 5'5" (for General) 5'3" (for SC/ST)

(b) Chest: 32"-34" (for General) 30"-32" (for SC/ST)

The selected candidates will be placed on job training for a period of one year in the first instance in respective posts as per norms/policy of the Company. During the training period the trainees will continue to draw salary and allowances as per their existing scale of pay and grade. The place of posting for job training shall be decided based on the option submitted by the employees as well as per requirement of the Company at different Areas/Opencast Projects at Talcher Coalfield. On successful completion of one year job training and on passing prescribed trade test/skill test etc. the trainee will be considered for placement in the appropriate entry level post/grade of the respective posts as per the provisions of the Cadre Scheme by the Area itself. If any trainee fail in the prescribed trade/skill test after one year training, they will be reverted back to the original post or their training may be extended for further period as per the discretion of the Management.

Contd....p/2

*(Handwritten signature)*

Applications in the prescribed format along with all relevant documents should be submitted through proper channel to the undersigned latest by 31.07.2017. The Area Personnel Manager, Talcher Area is requested to forward the applications of **ONLY ELIGIBLE CANDIDATES** after 1<sup>st</sup> level screening of applications at Area level.

**Other terms and conditions.**

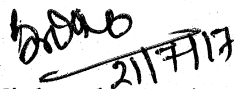
- (1) An employee will be allowed to apply for any number of posts of as per his eligibility. In such cases, the applicant should mention his option in order of his choice/preference.
- (2) An employee can opt for different Areas in order of his choice / preference for posting after selection, including IB Coalfield, for which he may mention his choice/preference of posting in the application form.
- (3) Posting of trainees shall be decided subject to availability of posts in a particular Area and also considering the option submitted by him. If sufficient vacancy is not available at the opted places, the place of posting of the trainee will be decided as per requirement of the Areas.
- (4) In case number of applicants for a single designation/post is more than the requirement/vacancy in that particular Area, preference shall be given in order of length of service of the applicant followed by age of the applicant, in case of a tie with regard to length of service.
- (5) Applications from those employees, who had applied/selected for the posts of HEMM Operator Trainees against internal circular No. MCL/HQ/Recruitment/Internal/2017/37 dated 20.01. 2017 and for the posts of Pump Operator Cat-II and Conveyor Operator Cat-III against internal circular No. MCL/HQ/Recruitment/Internal/569 dated 20.05.2016 shall not be entertained.

The bio-data particulars furnished by the employee in his applications must be verified & confirmed from his 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 certified by the Personnel executive of the unit. The Area Personnel Manager, Talcher Area will arrange proper scrutiny of applications at Area level and will certify that the applicant is eligible for consideration for the post applied for in terms of the minimum qualification and eligibility for selection as laid down in the cadre scheme.

The application through proper channel should reach this office latest by 31.07.2017 and for all purposes the cutoff date shall be 31.07.2017.

This issues with the approval of the competent authority.

Encl: Application format.

  
(A. P. Vishwakarma)  
Dy. General Manager (Pers-Coordn & Rectt)

**Distribution:**

1. The General Manager, Talcher Area
2. The Project Officer, Talcher/Nandira/Natraj Colliery
3. The APM, Talcher Area with a request to arrange wide publicity at Unit level.

**Copy to:**

1. GM/TS to CMD/DT(O)/DT(P)/D(F)/D(P)/CVO, MCL HQ
2. GM(Systems), MCL - with a request to upload the internal circular on MCL website.

# APPLICATION FORM FOR ENGAGEMENT AS TRAINEES IN VARIOUS POSTS

Ref: Internal Circular No. MCL HQ/Recruitment/Internal/2017/188

Date:21/07/2017

1. POST APPLIED FOR: a) 1<sup>st</sup> Preference : \_\_\_\_\_  
b) 2<sup>nd</sup> Preference: \_\_\_\_\_  
c) 3<sup>rd</sup> Preference : \_\_\_\_\_

2. Name of the Employee:

3. Father's Name:

4. Date of Birth:

5. U.M. No:

6. Sex:

7. Date of Appointment:

8. Place of Posting:

9. Present Designation (Category/Grade): GENERAL MAZDOOR CAT. -I

10. Date of Joining in Present grade:

11. Whether SC/ST:

12. Mobile No:

13. Educational/Professional Qualification:

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

14. Choice of posting on selection:

- a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_

### 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 course/Institute is not recognized/approved, my candidature for the post applied is liable to be cancelled & disciplinary action taken by the management of MCL as per rule. On my selection, I am willing to be posted in any Project of the Company as per requirement of the Company, if vacancy not available at the place of choice given above.

**Signature of the Employee**

### Certificate

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 departmental case is pending or contemplated against the employee.

**Personnel 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 Circular & Cadre Scheme provisions. The candidate is found eligible for consideration for the post applied for.

**Area Personnel Manager**

**General Manager**