

ईस्टर्न कोलफील्ड्स लिमिटेड

(कोल इंडिया का एक अंग)

अध्यक्ष सह-प्रबन्धक निर्देशक का कार्यालय,

संक्टोरिया, पो-दिशेरगढ़, जिला-वर्धमानं,

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/Rectt/Clerk-21/695

Dated:25.01.2022

INTERNAL NOTIFICATION

Applications are invited for the post of Clerk Grade-III from the existing employees of Eastern Coalfields Limited, who are in live role of the company and completed minimum of 3 years of service as on **25.01.2022**.

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

Unreserved	SC	ST	Total*
152	29	14	195

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

*Persons with disability (PWD) candidates will be given reservation horizontally as per Govt. directives and guidelines.

03. The final merit list will be the aggregate of: (i) Written mark (ii) Computer test mark and (iii) Qualification mark.

(i) Written test will be of **60(Sixty) marks** of multiple choice questions. The questions will consist of General awareness, English knowledge of class X, standard office knowledge of computer, Arithmetic, general awareness about company & NCWA. The written test is to short list the candidates for Computer Test. Candidates who will obtain qualifying marks in the written test will only be called for computer test for adjudging their skill in computer operation skill.

(ii) Computer Test will be for **20(twenty) marks** on MS Word and MS Excel and elementary knowledge on internet email, printing etc and candidate has to qualify in computer test for final selection.

(iii) Qualification marks will be **20(Twenty) mark** i.e. SSC/matriculate (Xth)-12, Intermediate (XIIth)-15, Graduation-18, Post-Graduation-20 marks.

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 Chief Manager (P/Estb), Personnel Dept., ECL, Sanctoria in the proforma given as **Annexure-I. Latest by 15.02.2022**.

06. The application of the employees in the following shortage/ key category will not be considered like : Security/ Paramedical staff & other shortage category: E&M Discipline, UG & OCP-Loading, Sales & Marketing, Store/Civil/Security Inspector/Security Sub Inspector/Havildar/ Armed Guard/survey/Paramedical/ W.e.Optr./ boiler Fireman/ Haulage Optr./ Convyer Optr./ Trammer/ Expl.Career/ Blasting Crew/ HEMM Optr./ Driver/ Driller/ Drill Optr./ UMD Optr./SDL Optr./LHD Optr./Dressing(Mining)roof Bolter).

07. Candidates must have passed minimum matriculate or equivalent examination from recognised board /council or university on the date of notification i.e., 25.02.2022. 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 along with the 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 processing 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/her 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 and place of posting will not be changed for a period of three years. The candidates not joining after issuing of order of placement, selection order will be cancelled and employee will forfeit the right for selection for the next three years. 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.	DETAILS	DATE
1.	LAST DATE FOR SUBMISSION TO AREA/ ESTBLISHMENT /WORKSHOP / ESTBLISHMENT & HQ.	15.02.2022
2.	SUBMISSION OF CANDIDATES' LIST BY e- MAIL AND HARD COPY DULY SIGNED BY AREA PERSONNEL MANAGER & AREA GM TO THE GENERAL MANAGER (P&IR), PERSONNEL DEPTT. ECL (HQ), SANCTORIA.	25.02.2022

This may please be given wide circulation.

Encl: As above.


25/2/2022

(P.K. Shrivastava)
General Manager (P&IR), ECL.

Distribution:

01. 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. Chief 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.



**APPLICATION FOR THE POST OF CLERK GRADE-III IN
TERMS OF NOTICE REFERENCE NO:ECL/CMD/C-
6/RECTT/CLERK-18/33/695 DATED 25.02.2022**

Affix Passport size
photograph with
name & date of
taking photograph

(Fill up the following details in BLOCK letters)

Annexure-I

Name of the Candidate								
Father's Name								
Caste (GEN/SC/ST)		Designation						
Present Grade/Cat.		Date of Entry in present Grade/Cat						
Area Name		Colliery/Unit Name						
Whether Physically Handicapped?		Percentage of PH		Type of PH	OH	HH	VH	
Date of Appointment		Date of Birth						
Qualification Details:								
Sl. No	Examination Passed	Course Name	Passed or Not	Year of passing	% of marks & Division	Board/University		
01	SSC/10 th							
02	12 th /Intermediate							
03	Graduation							
04	Post-Graduation							
Note: Enclose the self-attested photo copies of certificates/testimonials/caste certificate/PH certificate								
Email-Id					Mobile No			

I do hereby declare that the above information is true to the best of my knowledge. I do also hereby undertake that in case I am selected for the post of Clerk Grade-III by the company, I will join in the place where my posting will be made and will not request for change of posting within a period of 03(three) years.

Date:

Signature of the applicant

This is to certify that the above information furnished by the applicant have been verified from the officials records/originals and found correct. Also it is certified that no vigilance case and departmental case is pending against him.

Date:

Signature of Personnel Executive of Area/Unit/Estb. with name and seal

Forwarded to Area Personnel Manager

