

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-U10101WB1975GO1030295.

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-U10101WB1975GO1030295.

Telefax- 0341-2523586.

Ref.No. ECL/CMD/C-6/Recruit./16/50

Date: 09.04.16

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWDs)

Eastern Coalfields Limited, a subsidiary of Coal India Limited, engaged in coal mining activities in West Bengal & Jharkhand states, invites applications from the Indian nationals for filling up the vacancies as mentioned below under Special Recruitment Drive for persons with Disabilities(Persons possessing PWD certificate for disabilities 40% & above, issued by the competent authority.)

Name of Post	Group	Basic pay per month	Minimum Qualification.	Total Posts
Accounts Clerk, (Gr. II)	C	Rs. 19,035.02*	Commerce Graduate from University or Institute recognised by Govt.*	14 { 07 Hearing Handicapped & 07 Orthopedically Handicapped (i) One leg affected(OL),(ii) Both leg affected (BL) and (iii) One arm affected(Right or Left) }

*Post carry DA & other allowances as per National Coal Wage Agreement.

2. AGE LIMIT*: Age of the applicants as on 01.04.16 should be not above –

(i) 35 years for General candidates; (ii) 40 years for SC/ST, (iii) 38 years for OBC (Non Creamy Layer). Relaxation to Ex-servicemen will be as per Govt. Guidelines.

* Date of Birth recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate will only be accepted, and subsequent request for its change will not be considered or granted.

*Candidates who seek age-relaxation must submit requisite SC/ST/OBC/Ex-servicemen (Discharge certificate) from the competent authority issued in the prescribed format. Otherwise, their claim will not be entertained.

3. MODE OF SELECTION:

- Eligible candidates shall appear in a written test of 50(fifty) marks for 1(one) hr. duration. The written test will be on General Awareness, arithmetic and General English and matters related to the concerned subject. It will be an elimination round. The question paper will be in Multiple Choice Question (MCQ). The answers will be evaluated through OMR machine. Candidates will not be allowed to take back question papers from the examination hall as that is intellectual property right of ECL.
- The candidates have to undergo Initial Medical Examination (IME)/Pre-employment Medical Examination (PME) by company's own doctors. Those found unfit will be disqualified for employment.

4. HOW TO APPLY:

- The candidates are required to apply in the **prescribed format** given herewith and send the same along with the enclosed documents through **Speed-Post/Registered post only** so as to reach the "**Chief Manager(P/Recruitment), Eastern Coalfields Limited, Subhash More,Sanctoria, Post Office-Dishergarh, Dist. Burdwan, West Bengal-713333 by 05:00 p.m. of 10.05.2016(Tuesday)**"
- The envelope should super scribe in top "APPLICATION FOR ACCOUNTS CLERK (PWD)".
- Incomplete application will be liable for summarily rejection.

- (d) Documents to be enclosed along with application:
- (i) Photo copy of High School Final (Class-X) Pass certificate and Mark Sheet issued by recognised Board and attested by a Gazetted Officer. .
 - (ii) Photo copy of I.Sc./Intermediate/H.S.C/+2 Pass Certificate and Mark Sheet issued by recognised Board/University, and attested by a Gazetted Officer.
 - (iii) Photo copy of Degree Certificate and Mark Sheet of graduation issued by Govt. recognised Institute and attested by a Gazetted Officer.
 - (iv) Attested by a Gazetted Officer the photo copy of OBC/SC/ST Certificate issued by:
 - (a) District Magistrate/Additional District Magistrate/Collection/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ SubCommissioner (not below the rank of 1st class stipendiary Magistrate).
 - (b) Chief Presidency Magistrate/Additional 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.
 - (e) Administrator/ Secretary to Administrator/Development Officer (Lakshadweep Islands).
 - (v) Photo copy of Disability Certificate issued by the Medical Board/Counter signed by the Medical Superintendent/Chief Medical Officer/ Head of Government Hospital, and attested by a Gazetted Officer.
 - (vi) Photo copy of SC/ST/OBC/Ex-Army. Latest OBC certificate, clearly mentioning the status of Non-Creamy Layer (NLC), and attested by a Gazetted Officer.
 - (vii) 5(five) copies of recent colour passport size photograph with name. **One attested recent photograph with name written on the back side of the photograph must be affixed on the Application Form.**
- * Photo copy of all documents required to be self-attested with place and date in full running signature by the applicant in his own hand**

5. GENERAL INSTRUCTIONS:

- (a) There is no application fee.
- (b) Candidates fulfilling requisite qualification are only eligible to apply.
- (c) Candidates in their own interest are advised to go through ECL's website www.easterncoal.gov.in for latest information about the exam /corrigendum, if any, in this respect.
- (d) The candidature of the applicant would be accepted provisionally, which is subject to verification of certificates and testimonials. The candidates are advised to go through the requirements of educational qualification, age, etc. and other requirements as published in the advertisement before applying. At any stage of this recruitment & selection process including after joining, if any claim made in the application is not found substantiated at any stage, the candidature will be cancelled and he/she will be terminated from the services without any notice or compensation. The decision of the Company in this regard shall be final.
- (e) Candidates working in Govt. /Semi Govt. Public Sector Undertakings of Central/ State, Autonomous Body, Aided Institutions should send no objection certificate (NOC) from the present employer along with application form.
- (f) Signature of the candidates on Application form, Answer Sheet, Question Booklet & other prescribed places should be identical and must be in running hand, not in block/capital or disjointed letters or in shorthand or initials.
- (g) Candidates should be in possession of the required certificates (SC/ST/OBC/Ex-servicemen and Disability) in the prescribed format in support of their claim at the time of verification.
- (h) Application received after the due date will not be entertained.
- (i) Candidates are directed to submit only one application, and request for change of address will not be entertained.
- (j) The prescribed essential qualifications should be from recognised University/Institution, otherwise such qualification will not be considered.
- (k) Travelling expenditure shall not be reimbursed for attending the written test.
- (l) Canvassing in any form shall lead to disqualification/forfeiture of candidature.
- (m) Management reserves the right to reschedule or modify or suspend or cancel or revise the whole process of this recruitment and selection process at any stage without assigning any reason or intimation.

- (n) No correspondence will be made with the candidates not selected.
- (o) In case of any dispute, jurisdiction shall be in West Bengal.
- (p) In case of any ambiguity/confusion, English version of the Employment Notice shall prevail.
- (q) Candidate's appointment will remain provisional subject to verification of certificates and other testimonials from the concerned authorities.

6. LAST DATE OF RECEIVING APPLICATION: The duly filled in application form and the required documents should reach on or before 5:00 p.m. of 10.05.2016(Tuesday).

S/d-
Chief Manager (P/Rectt), ECL.

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. ecpersonneldept@gmail.com फ़ैक्स- 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. E-mail - ecpersonneldept@gmail.com Telefax- 0341-2523586.
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APPLICATION FORM FOR THE POST OF ACCOUNT CLERK GR. II UNDER SPECIAL RECRUITMENT DRIVE

FOR OFFICIAL USE
1. Registration No.....
2. Date of receipt
3. Roll No

Paste Recent Passport Photograph (Do not pin/staple)

Fill up the following details in BLOCK letters(Read carefully before filling up):-

1.	Advertisement Ref No.											
2.	Name:	First Name	Middle Name	Last Name								
3.	Father / Husband's Name											
4.	Religion											
5.	Caste (SC/ST/ OBC/Gen/Ex-ser.)											
6.	Type of Disability (Tick whichever is applicable)	HH (Hearing Handicapped) <input type="checkbox"/>		OH (Orthopedically Handicapped) <input type="checkbox"/>								
7.	Percentage of Disability	HH -		OH -								
8.	Special request for arrangement required considering your disability (if any):											
9.	Date of Birth	D	D	M	M	Y	Y	Y	Y	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>
10.	Permanent Address :-											
	PO	District						State				
	Pin	Mobile						e-Mail				
	Educational Qualification :											
(A)	Examination Passed	Year of Passing	Board/Council	College/university	% Marks							
(i)	SSC(10th)											
(ii)	HSC(12th)											
(iii)	B.Com/M.Com											
(B)	Any other Qualification :											
	Examination Passed	Year of Passing	Institution/College	Board / University	% Marks							

DECLARATION:

I do hereby declare that all statements made in this application are true to the best of my knowledge and belief. In the event of any particular or information furnished by me found false or incorrect, my candidature for the examination is liable to be rejected or cancelled and in the event of any statement/information found false even after appointment, my services are liable to be terminated without any notice.

Date:

Place:

Signature of the candidate