



5 DECADES OF UNEARTHING ENERGY

ईस्टर्न कोलफील्ड्स लिमिटेड
Eastern Coalfields Limited

(कोल इंडिया की एक अनुसंगी)
(A Subsidiary of Coal India Limited)

(भारत सरकार का एक उपक्रम)
(A Govt. of India Undertaking)

Ref.no. ECL/CMD/C-6/WBE-5/ 587

Dated: 08.05.2026

INTERNAL NOTIFICATION

(For Non-Executive Departmental Employees of ECL)

Eastern Coalfields Limited (ECL) needs Stenographer in Grade-I for posting in its HQ/Area/Esth. The eligibility requirement and other criteria for the post are follows:

Name of the Post	Grade	Minimum Qualification	Eligibility
Stenographer	Grade-I	1. Matriculate or equivalent examination from any recognized Board of Examination. 2. Must have speed of 80 w.p.m in Shorthand and 40 w.p.m in typing for English language.	Any Permanent employee of the company

Vacancy position in Stenographer in Gr. I (ECL as a whole):

Total vacancy	General	SC	ST
28	22	4	2

Note: For adjudging the merit of secretariat cadre staff, the candidates will have to qualify Trade Test. Successful candidates will be ranked according to the performance in the Trade Test, incase of Tie, the date of appointment then date of birth will be considered for their seniority.

1. The application must be made in the format attached herewith (Annexure-1). The application must contain self-attested photo-stat copy of all the qualification certificates (Matriculate and above), Typing and Shorthand Certificate, Self- attested Photostat copy of Co's ID Card and self- attested photo-stat copy of Caste Certificate issued by the appropriate authority (if applicable).

(The bio-data must be signed by the applicant. The details in the same must be verified from service records and it should be signed with office seal by the unit/Area personnel executive).

2. All application must be forwarded through proper channel. Direct application/application not made in the desired format/application not having the requisite information or forwarded without the required documents will be rejected.
3. Employees in higher grade are not eligible to apply. However, employees in the same grade or below grade are eligible to apply against this internal notification subject to fulfilment of other eligibility criteria as per the Cadre Scheme.
4. Candidate must have minimum "GOOD" ACR (Annual Confidential Report) rating during last three years or less as applicable. Vigilance and Departmental Clearance should be clear.
5. Further, the HR Managers of units shall verify the submitted detail and documents from the service file and originals of the candidates and after certifying the documents shall submit to the Area Manager (HR).

Contd..

6. The eligibility of the employees in reference to the conditions stated in this notification must be ascertained by the Unit/Area personnel executive prior to forwarding their application to ECL, HQ. The Area Scrutiny report may be sent to this office in attached format (Annexure-A) duly signed by the Area (HR) Manager (Excel format to be emailed at: hodwbe.ecl@coalindia.in as well as duly signed hard copy). Incomplete application will not be considered. In case of trainees regularized on or before cut-off date, ACR of 25-26 will be considered. Similarly, the Departmental Clearance of the applicants will also be forwarded along with the application.
7. The applicants should note that the management reserves the right to increase/decrease the number of vacancies or cancel the entire selection process at any time.
8. The applicants must note that the selected employees may be initially deployed as a Trainee for a period not exceeding one year and during this period if their performance is found of unsatisfactory, they may reverted back to their previous designation/grade.
9. Restricted Category: Management reserves the right not to consider the candidates working in statutory capacities & in essential capacities like Electrician (Complete Cadre). Such employees need not apply.
10. Employees who have not completed their initial six months training in the company will not be considered.
11. The last date of submission of the application, complete in all respect, at Wage Board Estb, P&IR Deptt,ECL,HQ is **25.05.2026** . Applications received after the last date of submission will be rejected and the Area/Estb./Workshop is advised not to forward applications to HQ after the due date.

12. Important Dates:

Sl.no.	Activity	Date
1	Opening date for submission of the application	11. 05.2026
2	Last date for submission of application	20.05.2026
3	Cut-off date of minimum qualification and eligibility	Date of issue of notice i.e. 08.05.2026
4	Last date for submission of the application and documents duly forwarded by the AM (HR) and HR (IC) to HQ.	25.05.2026

This is being issued with the approval of the Competent Authority.


HoD(WBE & MP),
ECL HQ.

DISTRIBUTION:-

1. Director (HR), ECL,HQ.
2. TS to CMD,ECL HQ
3. General Manager/HOD, All Deptt., ECL,HQ
4. TS to D(HR),TS to D(F),TS to D(T)OP ,ECL,HQ
5. CMO,I/C,CH Kalla.
6. Area Manager(HR),All Area/Workshop/Estb.,ECL
7. Sr. Manager (HR)/WBE, ECL HQ.
8. Dealing Clerk (DPC),WBE ECL.
9. Notice Board or Recruitment Dept.t and all Area/Unit/Estb through concerned HR I/C



APPLICATION FOR THE POST OF STENOGRAPHER IN
TERMS OF NOTICE REFERENCE NO: ECI/CMD/C-

After Appointment,
Stenographer

(Fill up the following details in BLOCK letters)

Annexure-I

Name of the Candidate	
Father's Name	
U.MAN No.	
Designation	
Present Grade/Cat.	
Date of Entry in present Grade/Cat	
Area Name	
Colliery/Unit Name	
Caste (GEN/SC/ST)	
Date of Birth	
Date of Appointment	
Qualification Details:	
Email-Id	Mobile No
Note: Enclose the self-attested photo copies of certificates/testimonials/caste certificate/ID card	

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 Stenographer 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. It is also certified that no vigilance case and departmental case is pending against him.

Date:

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



ANNEXURE - A

Sl No	NAME OF CANDIDATE	U.M NO.	Area	COLLIERY/UNIT NAME	DESIGNATION	QUALIFICATION	CASTE(GEN/ SC/ST/OBC)	DATE OF BIRTH	DATE OF APPOINTMENT	ACR			DC	Eligible/N of Eligible	Remarks
										2023-2024	2024-2025	2025-2026			

Area Manager(HR)
Of Concerned Area