



5 DECADES OF UNEARTHING ENERGY

ईस्टर्न कोलफील्ड्स लिमिटेड
Eastern Coalfields Limited
(कोल इंडिया की एक अनुषंगी)
(A Subsidiary of Coal India Limited)
(भारत सरकार का एक उपक्रम)
(A Govt. of India Undertaking)

पंजीकृत कार्यालय Regd. Office: साकतोड़िया, पो. डिसेरगढ़, जिला: पश्चिम बर्द्धमान (प.ब.) पिन-713333 Sanctoria, P.O. Disergharh, Dist. Paschim Bardhaman (W.B.) PIN 713333, g-mail: wageboardestbhq1@gmail.com, सीआईएन/CIN: U10101WB1975GO1030295 वेबसाइट/ website: www.easterncoal.nic.in

Ref.No. ECL/CMD/C-6/WBE-5/1107

dtd:-23.07.2026

INTERNAL NOTIFICATION

Sub: Inviting applications from Departmental Employees for deployment at the Integrated Command & Control Centre (ICCC) of ECL, HQ as approved vide E-Office 33850

Applications are invited from eligible Departmental Employees of All Areas/Establishment/Workshop of Eastern Coalfields Limited **having Surface Code** for deployment at the Integrated Command & Control Centre (ICCC), at ECL, HQ, from the disciplines mentioned below.

Eligibility Criteria as communicated by Chief Manager(E&T)/HOD,ECL,HQ

A. Qualification and Skill Sets for Employees from E&T Disciplines for ICCC

Qualification (Any one):

a. Graduate Degree (B.E./B.Tech./B.Sc. or equivalent) in Engineering/Technology from a recognized University/Institute in any of the following disciplines:

- Electronics & Communication Engineering
- Electrical & Electronics Engineering
- Electronics Engineering
- Computer Science
- Information Technology or any other allied/relevant technical discipline.

OR

(in case suitable candidate from above are not available)

b. Diploma(3 years) from a recognized Institution in disciplines as follows:-

- Electronics & Communication Engineering
- Electrical & Electronics Engineering
- Electronics Engineering
- Computer Science
- Information Technology or any other allied/relevant technical discipline.

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OR

(in case suitable candidate from above are not available)

c. Any other Employees already deployed for such work and working continuously from at least 1 year.

Skill Set:

- Ability to operate ICCC platforms and surveillance systems.
- Knowledge of MS Office and report preparation.
- Basic IT and network troubleshooting skills.
- Incident monitoring and escalation handling.
- Good communication and coordination skills.

Qualification and Skill sets for Security Discipline for ICCC

(a) Qualification:

Higher Secondary in any stream.

(b) Computer & IT Skills:

- Proficiency in computer operation and typing.
- Working knowledge of MS Office (Word, Excel & PowerPoint).
- Internet browsing and search skills
- Email operation(drafting, sending, attaching files and responding)
- Report generation in Word/Excel
- Database preparation and management at a basic level
- Digital record storage and retrieval

(c) Office & Communication Skills:

- Ability to read official letters and understand key instruction
- Writing simple letters, notes and acknowledgements in English
- Preparing daily/weekly reports in clear simple English
- Maintaining organized records (digital and physical)

Qualification and Skill sets for Operators from Production/Safety/Other Disciplines

(a) Qualification

- Higher Secondary (or equivalent) in any stream

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(b) Skill Set

- Working knowledge of Mining/Safety/Production or other relevant field operations
- Basic understanding of coalfield operations associated processes.
- Ability to effectively coordinate with field staff and concerned departments.
- Capability to assist in efficient monitoring and operational management of ICCC.

2. How to Apply

1. The application must be made in the format attached herewith (Annexure-A). The application must contain self-attested photo-stat copy of all the qualification certificates (Matriculate and above), Self- attested Photostat copy of Co's ID Card and self- attested (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 HR 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. 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).
4. The Area Scrutiny report may be sent to this office in attached format (Annexure-B) 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.
5. The last date of submission of the application, complete in all respect, at Wage Board Estb, P&IR Deptt, ECL, HQ is 17.08.2026. 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.
6. Important Dates:

Sl.no.	Activity	Date
1	Opening date for submission of the application	27.07.2026
2	Last date for submission of application	10.08.2026
3	Last date for submission of the application and documents duly forwarded by the AM (HR) and HR (IC) to HQ.	17.08.2026

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

HoD(WBE & MP),

ECL HQ.

DISTRIBUTION

1. Director (HR), ECL,HQ.
2. General Manager (Min.)/TS to CMD, ECL,HQ.
3. General Manager/HOD, All Deptt., ECL,HQ
4. Sr. Manager (HR)/WBE, P&IR Deptt, ECL HQ.
5. Area HR Manager-All Area/Workshop/Estb.,ECL.

	APPLICATION OF DEPARTMENTAL EMPLOYEE FOR THE DEPLOYMENT AT ICCC, ECL HQ.		Affix Passport size photograph
	(Fill up the following details in BLOCK letters)		
Name of the Employee			
Father Name			
U.MAN No.			
Place of posting			
Present Grade/Cat.			
Designation			
Date of Entry in present Grade/Cat			
Date of Birth			
Date of Appointment			
Basic Qualification Details::			
Technical Qualification Details:			
Email-Id		Mobile No	
Note: Enclose the self-attested photo copies of certificates/testimonials/ID card			

- **Employee having surface code can only apply.**

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 deployed at ICCC ECL HQ, I will not request for change of posting.

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 HOD of Area/Unit/Estb.
(with name and seal)



ANNEXURE-B

SL.N o.	Name of the Employee	UM NO.	Place of posting	Present Grade/Category	Designation	Dt.of entry in Present Gr./Cat.	Caste(GEN/SC /ST/OBC)	Dt. of Birth	Dt.of Appointment	DC	Surface Code Yes/No

AREA MANAGER(HR)
of Concerned Area

