

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.

फैक्स- 0341-2523586.

Website: www.easterncoal.gov.in



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.

Website: www.easterncoal.gov.in

Ref. No. ECL/CMD/Rectt/Accountant-26/ 287

Dated:- 28.05.2026

INTERNAL NOTIFICATION

(Only for existing employees of ECL)

Applications are invited from eligible existing permanent employees of Eastern Coalfields Limited for selection to the post of Accountant in T&S Grade 'A', who is in active role of the company.

01. Tentative Vacancy -

Approved vacancy position for the post of Accountant in T&S Grade 'A' is as under:

Unreserved	SC	ST	Total
28	05	03	36

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

02. Qualification and Eligibility Criteria as per existing Cadre Scheme -

- i. Minimum qualification and eligibility criteria to the post of Accountant in T&S Grade 'A' as per the existing Cadre Scheme for Accounts Personnel from internal candidates is mentioned below:-

Designation and Grade	Minimum Qualification (Educational/Tech.)	Minimum Experience	Mode of Selection
Accountant T&S Grade- 'A'	Intermediate Examination of ICWA or CA	No experience.	Selection Test

- ii. Employees who are originally placed in higher grade are not eligible to apply, however, employees in the same grade or below grade/ category are eligible to apply against this internal notification; subject to fulfillment of other eligibility criteria as per the Cadre Scheme.
- iii. Only regular and permanent employees of the Company may apply.
- iv. Candidate must have minimum "GOOD" ACR (**Annual Confidential Report**) rating for immediately preceding 03 years i.e. 2022-23, 2023-24 & 2024-25. (ACR below 'GOOD' will not be considered for selection)
- v. Vigilance, Departmental and **Safety** Clearances are required.
- vi. The cut-off date for the minimum qualification and eligibility as per cadre scheme will be considered as date of issuance of this Internal Notification.
- vii. **Restricted Category:** Management reserves the right not to consider the candidates working in statutory capacities. Such employees need not to apply. Trainees are not eligible to apply.
- viii. The application has to be made to the respective Area GMs or HODs of the Establishments/ Workshops and in the case of ECL HQ to the HoD (HR/WBE), ECL, Sanctoria in the prescribed proforma attached as Annexure-I.
- ix. The respective Area/ Establishment/ Workshops shall send the applications and a consolidated list of the applications in the proforma given in the Annexure-II duly signed by the Area HR Manager, Area General Manager or Head of the Estb./Workshop as the case may be. A soft copy in 'EXCEL SHEET' of the list should be sent by e-mail (bhartiecl@gmail.com) along with the duly attested hard copy by the HR Executive of Unit/Area/Estb. The sole responsibility of checking, verification and forwarding the correct details lies on the respective Areas/ Establishments/ Workshops/ WBE, ECI, Hq, where service records are maintained.

03. Selection Process

- (i) The selection of candidates shall be based on the relative performance of the candidate in the selection test to be conducted for assessment of suitability of candidates. The question paper shall comprise of 100 multiple choice questions of 01 mark each (Total 100 marks). The written examination shall be of 120 minutes duration and in two parts. Part-I shall be for General Knowledge and General Awareness for 30 marks and Part –II shall be for Professional Aptitude Test for 70 marks. Both the sections will have separate qualifying marks and the employees will have to qualify separately in both the parts to be eligible for selection.
- (ii) Qualifying marks in aptitude test will be as under-

Qualifying marks in Aptitude Test to shortlist the candidates (For both parts i.e., Part-I and Part-II separately)	
For UR candidates	For SC/ST Candidates
For Part-I, 12 marks (i.e., 40% of 30)	For Part-I, 09 marks (i.e., 30% of 30)
For Part-II, 28marks (i.e., 40% of 70)	For Part-II, 21 marks (i.e., 30% of 70)
Total – 40 marks (i.e. 40% of 100)	Total – 30 marks (i.e. 30% of 100)

- (iii) There will be no negative marking for wrong answers.
- (iv) The language of the written test shall be bilingual. In case of any doubt, English Version will be treated as final and valid.
- (v) In case the candidate fails to appear on the date of the written examination, no further chance will be given to him / her.
- (vi) If the question or answer choice given in the written examination is found wrong, marks for that particular question will be awarded to all the appearing candidates.
- (vii) On the basis of the marks obtained in the written test a panel will be prepared :
- In case two or more candidates secure equal marks in written test, the candidate who secures more marks in professional aptitude test will be kept above in the panel.
 - Even then if the tie persists, the date of appointment will be taken into consideration for determining the seniority of the candidate. The candidate who will be senior in date of appointment will be kept above in the panel.
 - Even after considering the date of appointment the tie persists, the Date of Birth (DOB) of the candidates shall be taken into consideration for determining the final seniority and the candidate senior in age will be kept above in the panel.
- (viii) Final Merit list will be drawn from the panel as per vacancy position, norms, Cadre Scheme, Vigilance Clearance, Departmental Clearance etc. and the name of the eligible candidates will be recommended by a committee constituted for this purpose.
- (ix) Professional certificates of the candidates will be sent to the concerned authorities for verification and their confirmation in the selected Post and Grade will be subject to the outcome of the verification report.
- (x) Candidate shall note that at any stage of the selection or later, if he/she is found indulging in any misconduct, the candidature will be summarily rejected and disciplinary action will be initiated as per the certified Standing Orders of the company.
- (xi) The competent authority of ECL, reserves the right to modify /alter /restrict /cancel the selection process, at his discretion without assigning any reasons whatsoever. The decision of the competent authority in all the matter of this selection process will be final and binding to all.
- (xii) Selected Candidates will be posted in any Unit/ Area/Estb./HQ of ECL as per requirement of the company and the decision into the matter of posting will be decided by the competent authority which will be final and binding to all.
- (xiii) Candidates are advised to bring their Identity Card issued by the company's official and Admit Card issued by the company's official for appearing in the written test.
- (xiv) Candidates who reach at the examination Centre after 15 minutes of starting the examination, will not be allowed to appear in the examination.
- (xv) Any amendment / modification / information relating to this internal notification will be notified on ECL website only. Candidates are advised to check the ECL website regularly to keep updated themselves in the matter of the instant selection process.

04. Methodology to make the application for the post.

- (i) Candidates are advised to go through the terms and conditions of the notification carefully, assessing his/her eligibility in accordance with the qualification, caste other norms etc.
- (ii) The candidate can apply by filling up Application Form for the post of Accountant in prescribed Pro-forma. A candidate has to submit his /her application form to their respective Unit/Area/Estb. and to the HoD (WBE) in case of HQ.
- (iii) The candidate will have to attach the self-attested Xerox copy of relevant documents such as educational certificates, professional certificates, caste certificate (if applicable), ECL's ID Proof, last promotion/selection/regularization documents, PwD Certificate (if applicable) etc. If any qualification obtained after appointment in the company, No Objection Certificate/Office Order for pursuing the same should also be attached.
- (iv) All the Hard copies along with the format should be sent to the office of the Dy. GM (HR)/ HoD (Empl. & Rectt.) routed through Area HR Manager and Area General Manager or Estb. Head. All the enclosed documents should be attested by Unit HR Executives / Area HR Manager as the case may be. In case of employee of ECL HQ, HoD (WBE), ECL HQ will arrange to send the data of applicant in the attached format after thorough verification and duly certified data and attested copy of enclosures in case of employees of ECL, HQ.
- (v) In case of any difficulties in filing up the Application Pro-forma as prescribed, the candidates may contact to respective HR Executives of the concern Area/Unit/Establishment.

05. General Terms and conditions

- i. Only the permanent employees of Eastern Coalfields Limited are eligible to apply.
- ii. The employees must ensure that they fulfill the eligibility criteria of the post/s for which they have applied. No relaxation in '**Eligibility Criteria and Qualification**' will be accorded under any circumstances.
- iii. Reservation quota for SC/ST and PwD candidates shall be considered as per Govt. norms / guidelines.
- iv. If the candidate fails to produce the SC/ST/PwD certificate, they will be treated as General Candidates.
- v. The management reserves the right to increase/decrease the total vacancy positions against the post or cancel the entire selection process at any point of time without assigning any reasons.
- vi. Incomplete application and /or application not made in the proper format/ application or not having the required documents will be summarily rejected. It will be the responsibility of the applicant to ensure that the application filled by them is complete in every respect.
- vii. Any form of canvassing will lead to disqualification of the candidature of the applicant.
- viii. The venue and schedule for the test will be informed through issuance of admit card to shortlisted candidates.
- ix. At any point of time, if it is revealed that the data/ information furnished by the candidate is not true or submitted false documents, his/her candidature will be liable to be cancelled in addition to departmental action.
- x. On selection the candidates shall be posted at any area/ unit/ establishment of the company as per requirement. The selected / promoted candidates shall be given one month's time to join the duly falling which his/her selection be stand cancelled and the next person in the merit list shall be selected subject to recommendation of the committee and approval of the competent authority.
- xi. The selected/promoted candidates will remain on probation for a period of one year and thereafter based on the satisfactory performance & verification report of professional qualification, their probation period will be closed. In case the performance is not found satisfactory or on receipt of the adverse verification report of professional qualification, the candidate will be reverted back to their previous post.
- xii. After receiving all the application and on completion of other formalities, modification of criteria (if required) will be subject to approval of the competent authority.

The notified time line will be strictly followed.

IMPORTANT DATES

Sl. No.	Details	Date
01	LAST DATE FOR SUBMISSION OF APPLICATION TO UNIT/AREA/ ESTBLISHMENT /WORKSHOP / HQ	15.06.2026
02	SUBMISSION OF CANDIDATES' LIST BY E- MAIL AND HARD COPY TO THE DY. GM (HR) /HoD (EMPL. & RECTT), ECL HQ, SANCTORIA BY THE CONCERNED AREA/ESTB. AUTHORITY.	29.06.2026
03	TENTATIVE DATE OF WRITTEN EXAMINATION	Will be notified on ECL Website

Note:- No application will be entertained which will be received after scheduled date as above.

This may please be given wide circulation.

Bery
28.05.2026

Dy. GM(HR) / HoD (HR/Empl. & Rectt), ECL

Distribution:

1. GM of all Areas/J.K.Ropeways/HRD/MRS.
2. CMS I/C, CH Kalla/Sanctoria.
3. All HoD's of ECL HQs/Dy.GM Sales Office, Kolkata .
4. HoD (WBE), Dept., ECL HQ.
5. HR In-charge of all Area/Workshop/Hospital/Estb.
6. Notice Board of Recruitment Dept. and all Area/unit/estb. through concerned HR in-charge.
7. Concerned recruitment file.

ECL



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EASTERN COALFIELDS LIMITED
(कोल इंडिया का एक अंग)
(A Subsidiary of Coal India Limited)
(भारत सरकार का एक उपक्रम)
(A Govt. of India Undertaking)

APPLICATION FORM FOR INTERNAL VACANCIES IN ECL

(Annexure-I)

(Fill up the following details in BLOCK letters only)

Name of the post applied for											PASTE RECENT PASSPORT SIZE PHOTOGRAPH DULY ATTESTED BY THE HEAD OF THE DEPARTMENT														
Name of the Employee																									
Father's /Husband's Name																									
U.M. No.																									
Designation																									
Area Name																									
Unit Name																									
Previous Grade																									
Present Grade																									
Date of Entry in Present Grade																									
Date of Birth (DD/MM/YY)																									
Date of Appointment (DD/MM/YY)																									
Category (SC/ST/UR)																									
Sex (Male/Female)																									
Whether PwD (YES / NO)	Percentage of PH -										Type of PH	OH	HH	VH											
Present Address	Post Office										District														
	State										Pin														
Permanent Address	Post Office										District														
	State										Pin														
Mobile No.																									
e-mail ID																									
Educational Qualification	(Self-attested copy to be enclosed)																								
Examination Passed	Year of Passing	Institution Name								Board / University								% Marks							
Professional Qualification	(Self-attested copy to be enclosed)																								
Examination Passed	Year of Passing	Institution Name								Board / University								% Marks				Valid up to if any			

DECLARATION-

I do hereby declare that all the information given above and in the enclosed documents are true and correct to the best of my knowledge and belief. I understand, if any information provided by me is found to be false or incorrect at any stage, my candidature appointment is liable to be cancelled/terminated automatically without any notice, and I may be liable for legal action as per law and certified standing orders of the company. I also declare that I have not concealed any material facts.

Signature of the Candidate

Certificate of verification -

This is to verify that I have verified the above Bio-Data particulars furnished by the employee in his application from the Service Records / Form-A register of the employee and found correct. Photocopy of the documents / certificates submitted by the candidate along with the application have been verified and confirmed from its original and attested to be true copy of the same.

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