



ECL
Eastern Coalfields Limited

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

No. ECL/CMD/Rectt/Clerk-24/542

Dated: 14.11.2024

INTERNAL NOTIFICATION
(Only for existing employees of ECL)

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

01. Tentative Vacancy

Approved vacancy position for the post of Clerk Grade-III is as under:

Unreserved	SC	ST	Total*
124	24	12	160

*Change in Vacancy may occur depending upon the requirement.

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

02. Qualification and Eligibility Criteria as per existing norms

1. Minimum qualification and eligibility criteria and mode of selection to the post of Clerk Gr. III as per the Cadre Scheme is mentioned below:

Designation & Grade	Qualification	Eligibility for promotion	Mode of selection
Clerk, Gr. III	Matriculation or equivalent examination from any recognized board of examination	Three years' service in the company	Selection/Test

2. 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 fulfilment of other eligibility criteria as per the Cadre Scheme.

3. Only regular and permanent employees of the Company may apply.

4. Candidate must have minimum "GOOD" ACR (Annual Confidential Report) rating for immediately preceding 03 years i.e. 2021-22, 2022-23 & 2023-24.

[P.T.O.]

5. Vigilance & Departmental Clearances are required.

6. The cut-off date for the minimum qualification and eligibility as per cadre scheme will be date of issuance of this Internal Notification.

7. Restricted Category: Management reserves the right not to consider the candidates working in statutory capacities. **Such employees need not apply.**

03. Selection Process

The final merit list will be the aggregate of: (i) Aptitude Test marks (ii) Computer Proficiency test marks and (iii) Qualification marks.

(i) **Aptitude test** will be of **60 (Sixty) marks** of multiple-choice questions consisting of General awareness, English knowledge of class X, standard office knowledge of computer, Arithmetic, general awareness about company & NCWA. Duration of the test will be 60 minutes. Questions in the Aptitude test shall be bilingual (Hindi & English). There will be no negative marking in OMR based Aptitude Test.

Qualifying marks in Aptitude Test to shortlist for Computer Proficiency Test	
For UR Candidates	For SC/ST Candidates
24 marks (i.e. 40% of 60)	18 marks (i.e. 30% of 60)

The Aptitude test is to short list the candidates for Computer Proficiency Test. Candidates, who will get minimum passing marks will be shortlisted for computer test in 1:3 ratios (as per the vacancy) based on the marks obtained in Aptitude Test.

(ii) Computer Proficiency 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. Duration of the test will be 30 minutes. There will be no negative marking.

Qualifying marks in Computer Proficiency Test	
For UR Candidates	For SC/ST Candidates
8 marks (i.e. 40% of 20)	07 marks (i.e. 35% of 20)

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

04. Methodology to make the application for the post

The candidate (our internal employees) can apply by filling up Application Form in Online Mode by logging into website www.easterncoal.nic.in > **Recruitment** > **Recruitment portal**

The candidates will have to upload the scanned copy of relevant documents such as education certificates, caste certificate, ECL's ID Proof etc. If any qualification obtained after appointment in the company, permission letter of Competent Authority (NOC) for the same should also be uploaded.

[P.T.O.]

The candidates will further download their filled in application and after enclosing the relevant self-attested documents (like Education certificates, caste certificate, Company Identity Cards, ID Proof, No Objection Certificate, if any qualification obtained after appointment in the company etc.) will submit to Personnel Manager of Colliery/ Unit/ Establishment and HoD (P/WBE), Personnel Dept., ECL in case of posting at ECL HQ.

In case of any difficulty in online filing the application form, the candidates may contact to respective personnel Managers.

05. General Terms and conditions

- i. Only the employees of Eastern Coalfields Limited are eligible to apply.
- ii. The employees must ensure that they fulfil the eligibility criteria of the post. No relaxation in '**eligibility criteria and qualification**' will be accorded under any circumstances.
- iii. The management reserves the right to increase/decrease the total vacancy positions against each post or cancel the entire selection process at any point of time without assigning any reasons.
- iv. Incomplete application and /or not enclosed with 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.
- v. **Any form of canvassing will lead to disqualification of the candidature of the applicant.**
- vi. The venue and schedule for the test will be informed through issuance of admit card to shortlisted candidates.
- vii. The data furnished by the candidates in online application will be final and taken into consideration for preparing the merit lists. At any point of time, if it is revealed that the information furnished is not true or submitted false documents, his/her candidature will be liable to be cancelled in addition to departmental action.
- viii. On selection the candidates shall be posted at any area/ unit/ establishment of the company as per requirement. The selected candidate shall be given one month's time to join the duty from the date of selection order, failing which his/her selection shall be stand cancelled and the next person in the merit list shall be selected.
- ix. The selected candidates will remain on probation for a period of one year and thereafter based on the satisfactory performance & verification of eligibility qualification proof their probation period will be closed. Re-verification of eligible qualification proof shall be arranged by the concerned Area Personnel Manager/ Personnel Manager In-charge of the establishment of their posting after selection and the WBE Department in case posted at ECL HQ. If the eligible qualification proof is not found genuine, the selection of the candidates will stand cancelled & action shall be taken against the candidate under provisions of Certified Standing Orders. In case the performance is not found satisfactory the candidate will be reverted back to their previous post.

The notified time line will be strictly followed.

[P.T.O.]

IMPORTANT DATES

Sl. No.	Activity	Date
1	Opening date for filling the online application	15-11-2024
2	Last date for filing and downloading online application	02-12-2024
3	Cut-off date for the minimum qualification and eligibility	14-11-2024
4	Last date for submitting the downloaded application (along with enclosures) to the Personnel Manager of unit/colliery/ establishment & HoD (P/WBE), Personnel Department, in case of posting at ECL HQ	11-12-2024 (Afternoon)

This may please be given wide circulation.

Shree
14/11/24
Dy.GM(P)/HoD(Empl&Rectt)

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. HoD(P/WBE),Personnel Dept.,ECL,Hq.
07. Notice Board of Recruitment Dept. and all Area/unit/estb. through concerned personnel in-charge.
08. Concerned Clerk file.