

**INTERNAL NOTIFICATION**  
**(ONLY FOR EXISTING EMPLOYEES OF ECL)**

Applications are invited for departmental selection to the post of **Driver (Trainee), in Category-II to be deployed at ECL HQ** from the permanent employees of ECL to fill up the sanctioned vacancy as per the approved Manpower Budget for 2024-25.

**NOTE: This Internal Notification is not applicable for non-employees of ECL.**

The Vacancy position as Manpower Budget for 2024-25 and existing strength is as under:

Post & Grade	Sanctioned Strength	Existing Strength as on 01-01-2025	Vacancy	Category-wise Vacancy		
				UR	SC	ST
Driver (Trainee) in Category II	16	6	10	07	02	01

**Qualification and Eligibility criteria:**

Minimum qualification, eligibility criteria and mode of selection to+ the post of **Driver (Trainee) in Category-II** as per the Cadre Scheme issued vide I.L.No.72 dated 01-01-1987 (Cadre Scheme for Driver (Trainee)) is mentioned below:

Post and Grade	Minimum Qualification (Educational/Technical)	Eligibility Criteria	Mode
Driver (Trainee) in Category-II	<ul style="list-style-type: none"> <li>Must have passed Class-VIII Standard</li> <li>Must be in possession of Driving License of heavy vehicles</li> </ul>	Any Lorry Cleaner/Helper or any other permanent employee of the Company	Trade Test

1. Only regular and permanent employees of the Company shall apply.
2. Candidate should have minimum "GOOD" ACR (Annual Confidential Report) rating for 2024-25.
3. Vigilance/ Departmental Clearance of candidates should be "Clear".
4. The cut-off date for the minimum qualification and eligibility as per cadre scheme is the date of issuance of this Internal Notification.

पंजीकृत कार्यालय - Regd. Office

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E-mail - [bhartiecl@gmail.com](mailto:bhartiecl@gmail.com) / वेबसाइट / WEBSITE : [www.easterncoal.nic.in](http://www.easterncoal.nic.in)

सी आई एन / CIN - U10101WB1975GOI030295

## Application Mode (How to apply?)

1. Candidates are advised to apply as per the prescribed Format for selection to the post of Driver(Trainee) which is available on website (<https://www.easterncoal.nic.in/notices/recruitmentheader.aspx>) under "Recruitment Notices" Tab.
2. The self-attested copies of the following documents are to be enclosed with the form:
  - a) Passing certificate/Marksheet of class VIII standard issued by a school/institute recognized by the Govt. (Class VIIIth Transfer Certificate shall not be considered as valid education proof).
  - b) Valid Driving License for heavy vehicle.
  - c) Valid Caste Certificate issued by the competent authority (if applicable) in case of SC/ST.
3. The candidates posted at ECL HQ are required to submit their filled in application form enclosing the relevant self-attested documents (education certificates, caste certificate, etc.) duly forwarded by their GM/HOD of their concerned department, to the Sr. Manager (P/Wage Board Establishment), P&IR Department, ECL HQ well before the last date of submission.

Sr. Manager(P/Wage Board Establishment) shall verify the submitted details and documents from the Service Files and originals of the candidates certifying the same and send the details of all the applicants to HOD(P/Rectt. & Empl), ECL HQ in the prescribed Format(which shall be shared in mail) with comments/remarks as Eligible or Not Eligible (Excel format shall also be sent at the email: [bhartiecl@gmail.com](mailto:bhartiecl@gmail.com)).

4. The candidates posted in various Colliery/ Unit/Area/ Establishment of ECL are required to submit their filled in application form enclosing the relevant self-attested documents (education certificates, caste certificate, etc.) to the Personnel Manager of Colliery/ Unit/ Establishment/ Workshop who shall verify the submitted details and documents from the Service Files and originals of the candidates certifying the same and submit it to the concerned Area Personnel Managers.

The concerned Area Personnel Managers shall send the consolidated details of all the applicants of their concerned Area to HOD(P/Rectt. & Empl), ECL HQ in the prescribed Format(which shall be shared in mail) with comments/remarks as Eligible or Not Eligible, routed through Area General Manager. (Excel format shall also be sent at the email: [bhartiecl@gmail.com](mailto:bhartiecl@gmail.com)).

5. All applications must be forwarded along with the ACR for 2024-25.
6. Similarly, the Vigilance & Departmental Clearance of the applicants irrespective of their present place of posting must also be forwarded along with the application. The status of Departmental Clearance is compulsory for initial selection process.
7. Incomplete applications or applications received after the due date or without signature of the candidate/ without relevant documents/ not through proper channel will be rejected.

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## Selection Criterion and Procedure:

1. Selection shall be through Trade Test. The Test shall be of 50 marks. The candidate shall be tested for his/her driving skills, familiarization with the vehicle, knowledge of traffic rules and regulations. The Category-wise passing marks shall be as follows:

Category	UR	SC/ST
Passing Marks	20	15

2. On basis of the marks obtained in the Trade Test, a Panel shall be prepared:
  - a) In case two or more candidates secure equal marks in the test, the date of appointment will be taken into consideration for determining the seniority of the candidate.
  - b) If Even after considering the date of appointment the tie persists, the DOB of the candidate shall be taken into consideration for determining the final seniority and the candidate senior in age will be kept above in the panel.
3. Final Merit list will be drawn from the panel as per vacancy position, norms, Cadre Scheme, Vigilance clearance, etc. and the name of eligible candidates will be recommended as per the merit list.
4. The Selection Trade Test Center will be finalized depending upon the number of applicants. Eligible applicants shall be called for Trade Test, the venue and date of the Trade Test shall be informed through Notice.
5. Candidates are required to bring the Identity card bearing the photograph of the candidate, issued by the company for appearing in the Trade test.
6. Candidates, who reach at the venue of trade test more than 30 minutes after the allotted time, will not be allowed to appear for the trade test.
7. The merit panel will remain alive for 06 months from the date of recommendation by selection committee.
8. Candidates must note that at any stage of selection or later, if he/she is found indulging in any misconduct and submission of any false document (related to education qualification & licence), the candidature will be summarily rejected and disciplinary action will be initiated as per the Certified Standing Orders.
9. Director (Personnel), ECL reserves the right to modify/ alter/ restrict/ cancel the selection process, at his discretion without assigning any reasons whatsoever. The decision of Director (Personnel), ECL shall be final.
10. Selected candidates shall be posted at ECL HQ only. The selected candidate shall be given one month's time to join the duty failing which his selection shall be cancelled and the next person in the merit list shall be selected.

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**Important Dates:**

Sl. No.	Activity	Date
1	LAST DATE OF RECEIPT OF APPLICATION BY AREA/ ESTABLISHMENT /WORKSHOP / ESTABLISHMENT & HQ.	15-02-2025
2	CUT-OFF DATE FOR THE MINIMUM QUALIFICATION AND ELIGIBILITY	31-01-2025
3	DATE AND VENUE FOR TRADE TEST WILL BE NOTIFIED LATER	

Enclosure:

Application Form Proforma

*22/1/25*  
31/01/25  
HoD (P/Rectt & Empl.)

Distribution:

01. GM of all Areas/J.K.Ropeways/MRS.
02. CMS I/C, CH Kalla/Sanctoria.
04. All HoD's of ECL HQs.
05. Personnel In-charge of all Area/Workshop/Hospital
06. HoD(WBE), Personnel Dept., ECL.Hq.
07. Notice Board of Recruitment Dept. and all Area/unit/Estb. through concerned Personnel I/C.
08. Concerned file.

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# ECL



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

**APPLICATION FOR THE POST OF DRIVER(TRAINEE)  
FOR DEPLOYMENT AT ECL HQ**

Affix Passport size  
photograph

Fill up the following details in BLOCK letters

Name of the Candidate			
Father's Name			
U.MAN No.			
Designation & Present Grade/Cat.	Sri.....		
Area Name	Date.....		
Colliery/Unit Name			
Caste (UR/SC/ST)			
Date of Birth			
Date of Appointment			
Qualification Details:			
HMV LICENCE NO	No.:	Issuing state:	
	Date of issue:	Valid up to:	
Email-Id	Mobile No		
<b>Enclosures Submitted:</b> <i>(Please tick the one which has been enclosed)</i>			
<input type="checkbox"/> Education Proof	<input type="checkbox"/> ID Card		
<input type="checkbox"/> Heavy Vehicle Driving License	<input type="checkbox"/> Caste Certificate (If Applicable)		

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 applied post by the company, I will join in the place where my posting will be made and 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 Personnel Executive of Area/Unit/Estb.  
(with name and seal)**