

Ref. no. : ECL/CMD/C-6/WBE-5/ 305

Dated: 08.03.2025

**INTERNAL NOTIFICATION**  
(Only for existing employees of ECL)

Applications are invited from the potential departmental employees of ECL, working in non-supervisory capacity for undergoing preparatory course training at HRD Office, ECL HQ for enabling them to obtain statutory certificate (Mining Sirdar Certificate of Competency / Overman Certificate of Competency/ Surveyor Certificate of Competency & Electrical Supv. Certificate of Competency) so that after acquiring the higher qualification they may be deployed in the respective cadre.

All the eligible applicant will undergo initial training for a period of 07 days at HRD after which they will be required to undergo aptitude test.

The successful candidate in the aptitude test will finally be selected for undergoing 01-month preparatory course training at HRD, preparing them for respective examination to obtain statutory certificate.

**Qualification and Eligibility criteria:**

Minimum qualification, eligibility criteria and mode of selection for training is mentioned below:

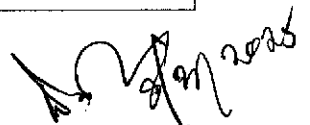
Minimum Qualification	Eligibility Criteria	Mode
Higher Secondary	Any departmental employee having completed more than 3 years' of service in the company.	Aptitude Test

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. Candidates are required to apply in the prescribed format (**Annexure – A**).
5. The self-attested copies of the following documents are to be enclosed with the prescribed format.
  - a) Passing certificate/Marksheet of Class-X & Class-XII standard issued by a school/institute recognized by the Govt.
  - b) Diploma/degree certificate of Engineering, if any.
  - c) Valid Caste Certificate issued by the competent authority (if applicable) in case of SC/ST.
6. The candidates posted at ECL HQ are required to submit their filled in application in the prescribed format along with the relevant self-attested documents (education certificates, caste certificate, degree/diploma certificate, if any, etc.) duly forwarded by their GM/HOD of their concerned department, to the Sr. Manager (P/Wage Board Establishment), WBE Department, ECL HQ.

7. The candidates posted in Colliery/ Unit/Area/ Workshop/Establishment are required to submit their filled in application in the prescribed format along with the relevant self-attested documents (education certificates, caste certificate, degree/diploma certificate, if any, etc.) to the Personnel Manager of Colliery/ Unit/ Establishment/ Workshop who shall verify the same from the Service Files of the candidates and submit it to the concerned Area Personnel Managers.
8. The concerned Area Personnel Managers shall send the consolidated details of all the applicants of their concerned Area to HOD (WBE), ECL HQ in the prescribed Format (which shall be shared in mail) routed through Area General Manager. Consolidated details of the applicant in the Excel format shall also be sent at the email: [wageboardestbhq1@gmail.com](mailto:wageboardestbhq1@gmail.com).
9. The Vigilance & Departmental Clearance of the applicants irrespective of their present place of posting must also be forwarded along with the application
10. Incomplete applications or applications received after the due date or without signature of the candidate/ without relevant documents/ not through proper channel will not be considered.
11. HQ. Level Scrutiny committee, consisting of following Executives will be constituted for scrutiny of received application for determining as eligible/not eligible.
  - (i) GM (E&M), ECL HQ or his nominee,
  - (ii) GM (Safety), ECL HQ or his nominee,
  - (iii) GM (Finance), ECL HQ or his nominee,
  - (iv) HOD (WBE), ECL HQ. or his nominee.
12. The whole process is time bound and the cut off dates strictly to be adhered are as follows-

S.No.	Activity	Date
1	LAST DATE OF RECEIPT OF APPLICATION BY AREA ESTBLISHMENT/ WORKSHOP/ ESTABLISHMENT & HQ.	22.03.2025
2	LAST DATE OF RECEIPT OF CONSOLIDATED REPORT AFTER SCRUTINY OF APPLICATIONS THROUGH -MAIL (IN EXCEL FORMAT) TO <a href="mailto:wageboardestbhq1@gmail.com">wageboardestbhq1@gmail.com</a> ALONG WITH HARD COPY (DULY FORWARDED BY AREA GM), IN WAGE BOARD ESTABLISHMENT, HQ. FROM AREA/ ESTBLISHMENT/ WORKSHOP ESTABLISHMENT.	29.03.2025
3	DATE AND VENUE FOR APTITUDE TEST WILL BE NOTIFIED LATER	

Enclosure:

  
HOD (WBE), ECL.

Distribution:

1. GM of all Areas/J.K.Ropeways MRS.
2. GM(HRD), ECL HQ.
3. CMS I/C, CH Kalla, Sanctoria.
4. All HOD's of ECL HQs.
5. Personnel In-charge of all Area/Workshop/Hospital
6. Notice Board of WBE Deptt. and all Area/Unit Estb. through concerned Personnel I/C.
7. Conceded file.

# ECL



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

(Annexure – A)

**APPLICATION FOR PREPARETORY COURSE  
TRAINING AT HRD, ECL HQ.**

Fill up the following details in BLOCK letters

Name of the Candidate	
Father's Name	
UMAN No	
Designation & Present Grade/Cat.	
Area Name	
Colliery/Unit Name	
Caste (UR/SC/ST)	
Date of Birth	
Date of Appointment	
Qualification details	
Technical Qualification details (if any)	
Email-Id	
Mobile No	
Applicants preference for undergoing preparatory course training (please select from the option given)	a. Overman Certificate of Competency
	b. Mining Sirdar Certificate of Competency
	c. Surveyor's Certificate of Competency
	d. Electrical Supervisor Certificate of Competency
	e. All of the above.

I do hereby declare that the above information is true to the best of my knowledge.

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/Esth  
(with name and seal)