

ECL



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)

Ref No: ECL/CMD/C-6(D)/WBE-5/381

Dated: 21.03.2025

INTERNAL NOTIFICATION (ONLY FOR DEPARTMENTAL EMPLOYEES)

Applications are invited for the departmental selection to the **18 (eighteen) nos. post of Amin (Trainee)** for deployment at Area/Estb. from the permanent employees of ECL.

Qualification and Eligibility Criteria:

1. Minimum qualification and eligibility criteria and mode of selection to the post of **Amin** in T&S Grade-D as per the Cadre is mentioned below:

Post and Grade(s)	Minimum Qualification	Mode of selection
Amin	i) Matriculate or Equivalent examination from any Board of Examination ii) And Amanat Examination	Selection/ Test

2. Employees in higher grade are not eligible to apply, however, employees in the same grade or below grade is 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 can apply.
4. Candidate must have minimum "GOOD" ACR (Annual Confidential Report) rating for the year 2023-24.
5. Vigilance/ Departmental Clearance of candidates should be "Clear".
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 & in essential capacities like Electrician (Complete Cadre). Such employees need not apply.

How to apply:

1. The candidates can make the application along-with self-attested copies of relevant documents (like qualification proof, identity card, caste certificate etc.) to the respective Area GMs/ Agent or HODs of the Establishments/ Workshops and in the case of HQ. to Sr Manager (P/WBE), Personnel Dept., ECL, Sanctoria in the notified application format (Enclosed).
2. Further the Personnel 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 personnel Manager.
3. Thereafter the Area Personnel Manager, of respective area will forward the applications along-with the required data in prescribed format mentioning the remark as Eligible/ Not Eligible as per notified criteria to the HoD (WBE), ECL HQ within the notified time period (Excel format at the email: wageboardestbhq1@gmail.com as well as duly signed hard copy). All the applications will be forwarded along with the ACR for the year 2023-24. Similarly, the Vigilance/ Departmental Clearance of the applicants will also be forwarded along with the application.
4. Thereafter the committee at HQ level will scrutinize the applications and recommend eligible candidates for Selection Test.

Important Dates:

Sl. No.	Activity	Date
1.	Opening date for submission of the application	24.03.2025
2.	Last date for submission of application	07.04.2025
3.	Cut-off date for the minimum qualification and eligibility	21.03.2025
4.	Last date for submission of application & documents duly forwarded by the APM & PM(IC) to HQ.	17.04.2025

Selection Criteria:

1. The selection of the candidates shall be based on the relative performance of the candidate in the written Examination to be conducted for selection to the post.
2. The selection tests will be of 50 (fifty) marks (50 Questions each of 01 Mark).
30 Questions/ marks- Subject related Questions
10 Questions/ marks- Questions related to the Company
10- Questions/ marks- Questions General Awareness.
3. There shall be no Negative marking for incorrect answer.
4. In case of any wrong questions/ wrong options, the respective questions will not be considered for final evaluation i.e. total marks will be reduced accordingly.
5. The duration of the Written examination shall be 60 (Sixty) minutes.
6. The Qualifying/Pass Marks for General Category employees will be 20 (Twenty) marks and for SC/ST Category employees will be 15 (Fifteen) marks.

7. Merit Lists will be prepared on the basis of Total Marks obtained by the candidates in Written Tests.
8. If same marks are obtained by more than one candidate in the written test, their merit shall be decided by the date of appointment and subsequently the date of birth (i.e. senior in age will be the senior in merit list).
9. The merit panel will remain alive for 06 months from the date of recommendation by selection committee.
10. On selection the candidates shall be posted as per requirement. The selected candidate shall be given one month's time to join the duty failing which his selection shall be stand cancelled and the next person in the merit list shall be selected.
11. The Selection Test center will be finalized depending upon the number of applicants and will be notified later on.


Dy.GM(P)/HoD(WBE)

Distribution:

1. GM, LRE ECL HQ.
2. GM of all Areas/J. K. Ropeways/ HRD/MRS.
3. TS to D(P), TS to D(F), TS to D(T) OP, ECL HQ
4. All HoD's of ECL HQs.
5. CMS I/C, CH Kalla/ Sanctoria.
6. APM/Personnel In-charge of all Area/Workshop/Hospital
7. Sr. Manager(P/WBE), Personnel Dept., ECL, Hq.
8. Notice Board of Recruitment Dept. and all Area/unit/Estb. through concerned Personnel I/C.



**APPLICATION FOR THE POST OF AMIN TO BE DEPLOYED
AT AREA/ESTB.**

Affix Passport size
photograph

(Fill up the following details in BLOCK letters)

Annexure-II

Name of the Candidate	
Father's Name	
U.MAN No.	
Designation	
Present Grade/Cat.	
Date of Entry in present Grade/Cat	
Area Name	
Colliery/Unit Name	
Caste (GEN/SC/ST)	
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/caste certificate/ID card	

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 as Amin for deployment at any Area/Estb. by the company, 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 Personnel Executive of Area/Unit/Estb. with name and seal