



सेंट्रल कोलफिल्ड्स लिमिटेड
Central Coalfields Limited
(A subsidiary of Coal India Limited)



No. CCL/SE-A/Cs/Jr.DEO(T)/Selection/20-21/5705

Date : 25/01/2021

C I R C U L A R

Applications are invited in the enclosed prescribed format, from the permanent departmental employees who have worked minimum three years' service in the company, and who are interested to work in centralized EDP Cadre as **Jr. Data Entry Operator (Trainee) T&S Grd – E**, in NCWA –X pay scale, as per the vacancy / requirement of post in Manpower Budget 2020-21.

- 1. Minimum Qualification : - Matriculation or equivalent examination from any recognized board of Examination.**
- 2. Minimum Experience : - Any permanent employee having at least 3 years service in the company.**
- 3. Mode of Selection : - Aptitude test for computer application and having typing speed of 30 words per minute.**

{ *Note:- The minimum qualification (Matriculate) and experience (03 years in service of the company) will be considered only on the date of issue of circular i.e 25-01-2021 for selection to the post of Jr. Data Entry Operator (Trainee) T&S Grd – E }*

All GMs/ HODs of CCL HQ/ Area(s) / CMO CH Ramgarh / CMS , GNH are requested to forward the applications of the eligible departmental candidates working in any cadre in the same pay scale or below grade in the enclosed format duly verified from service record & recommended by S.O.(P&A) of the concerned area, so as to reach the undersigned **on or before 11-02-2021.**

The selected candidates can be posted any where as per requirement of the Company.

The incomplete applications or application not received in the enclosed prescribed format will be rejected. **No application will be received at N.E.E. / SE-A/Cs Hq. Ranchi after 11-02-2021 after 05 P.M.**

This issue with the approval of the competent authority.

Encl: Format overleaf.

(S. Jamal)

**Sr. Manager (P-N.E.E)
CCL, Ranchi**

FORMAT

APPLICATION FOR THE POST OF Jr. DEO(T) T&S Grd- E

- 1) NAME (IN BLOCK LETTER) :-
- 2) DESIGNATION (With Date) :-
- 3) GRADE:-
- 4) PIS NO. :-
- 5) DATE OF BIRTH :-
- 6) ACADEMIC QUALIFICATION :-
(Photocopy of certificate duly self attested and by Personnel Executive / Controlling Officer must be enclosed)
- 7) EXPERIENCE IN COMPUTER SKILL :-
- 8) WHETHER SC-ST CANDIDATES :-
(Photocopy of certificate duly self attested and by personnel executive must be enclosed)
- 9) DATE OF INITIAL APPOINTMENT :-
(Photocopy of appointment letter duly self attested and by personnel executive must be enclosed)
- 10) DATE OF JOINING TO THE POST:-
- 11) PRESENT BASIC :-
- 12) PRESENT PLACE OF POSTING :-
- 13) WORKING EXPERIENCE :-
- 14) NAME OF THE PROJECT/AREA :-
- 15) NAME OF THE DEPARTMENT (at CCL HQ) :-

SIGNATURE
(In full of Candidate.)

Signature of HOD's in HQ / Personnel Executive of Unit / Area
(Along with Stamp)

*****Details to be filled in case of employees posted in Areas*****

Name, Designation and PIS No.	Date of Initial Apptt.	Date of Joining	Qualification as per service record	Caste as per Service record	Place of Posting (Deptt/ Unit/ Area)	Probation period closed (YES/NO) in case of Cat-I employees

Personnel Executive of Unit /
Area
(Along with Stamp)

Signature of S. O. (P&A) of the Area
(Along with Stamp)

