

Government of India

Ministry of Coal

Applications are invited "through proper channel" in the Proforma at Annexure-A from eligible officers to fill up one post of **Deputy Assistant Coal Controller** in the office of the Coal Controller, Kolkata, subordinate office of the Ministry of Coal in the scale of pay of Rs. 15600-39100 (PB-3) with Grade Pay Rs. 5400/- (pre-revised) Level 10 Rs. 56100-177500/- (7th CPC). The post will be filled by Transfer on Deputation basis.

Classification-General Central Service Group 'A' Gazetted, Non-Ministerial.
Field of Selection-Transfer on Deputation.

Officers under the Central/State Government.

- a. (i) Holding analogous post on regular basis; or
(ii) With 3 years regular service in the post in the scale of Rs. 9300-34800/- (PB-2) Grade Pay Rs. 4600/- (pre-revised) Level 7 Rs. 44900- 142400/- or equivalent; and
b. Possessing experience in Administrative, Establishment and Accounts matters.

Last date of receipt of applications- The application routed through proper channel on plain paper in the proforma given and envelopes superscribed "**Application for the post of Deputy Assistant Coal Controller**", addressed to Shri. Sanjib Bhattacharya, Under Secretary, Room No. 113 'F' Wing, Shastri Bhawan, New Delhi 110001, under Registered cover, alongwith duly attested copies of the upto date ACR dossiers and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the **Ministry of Coal positively within 60 days of issue of this Advt. in the Employment News**. Incomplete applications or those received after the stipulated time shall not be considered.

Note 1- The selection will be made in consultation with UPSC.

Note 2- The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed three years.

Note 3- The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration of appointment on deputation similarly; educationists shall not be eligible for consideration for appointment by promotion.

Note 4- The crucial date for determining eligibility will be the last date for receipt of the applications.

Note 5- The appointment to the post will be on deputation basis for an initial period of one (01) year and likely extendable thereafter on year basis subject to mutual consent. The candidates shall route their applications through their employer.

2. It is requested that the application (in triplicate) in the given proforma alongwith upto date ACR dossiers (duly attested on each page with rubber stamp) of the willing officers, who could be spared in the event of their selection, may be sent to this Ministry **within 60 days of the date of advertisement of the vacancy in the Employment News**. Applications received after the last date or without upto date ACR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may please be certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (duly attested on each page with rubber stamp) may also please be sent.

Annexure-A

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era) :	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification : At least Graduate from a recognized University.	Qualification
B) Experience: 3 years regular service in the post in the scale of Rs. 9300-34800/- (PB-2) Grade Pay Rs. 4600/- (pre-revised) Level 7 Rs. 44900-142400/- or equivalent	Experience

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale/Pay level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

* **Important:** Pay Band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale/Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/Pay Level where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay/Pay level drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation/contract basis, please state-

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

9.1 Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 Note: Information under Column 9 (c) & 9 (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.

10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.

11. **Additional details about present employment:** Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn

Basic Pay in the PB/ Pay Level	Grade Pay	Total Emoluments

15. In case the applicant belongs to an organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments

16. **A Additional information**, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement).

(Note: Enclose a separate sheet, if the space is insufficient)

16. **B Achievements:**

assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date _____

(Signature of the Candidate)

Address _____

Annexure-B

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the advt. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt. _____
- ii) His/her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

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(Employer/Cadre Controlling Authority with Seal)