

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:**

- ❖ The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer), 10 years for PWD- Un-reserved (UR), 13 years for PWD-OBC(Non-Creamy Layer) and 15 years for PWD-SC/ST candidates. However, the maximum upper age limit shall not exceed 56 years.
- ❖ Relaxation of five years in age will be extended to the candidates who had ordinarily been domiciled in the Union Territory of Jammu & Kashmir and Union Territory of Ladakh from 01.01.1980 to 31.12.1989. Ex-Servicemen and children/family members of those who died in the riots of 1984 will get relaxation as per directives of Govt. of India.

09. How to Apply:

- ❖ The candidates need to apply online in the career section of NALCO website (www.nalcoindia.com). Candidates are advised to read the instructions carefully and fill-in the online application form giving accurate information. If the online application is not successfully completed, candidate is required to register again. **Applications received through any other mode will not be accepted and will summarily rejected.**
- ❖ No request with respect to change in any data entered by the candidate will be entertained once the online application is submitted successfully.
- ❖ While applying online, candidate needs to upload the scanned copy of his/her recent passport size colour photograph & signature.
- ❖ In case the candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the on-line application form.
- ❖ The downloaded application (hard copies) along with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application should reach **Recruitment Cell, HRD Department, National Aluminium Company Limited, NALCO Bhawan, P/1, Nayapalli, Bhubaneswar – 751013, Odisha** by post immediately after submission of online application.
 - The application must reach the address along with self-attested copy of all documents in support of their age, qualification, experience, pay scale/ monthly emoluments/CTC, etc. within the stipulated date.
 - Only soft copy of the application shall not be entertained and shall be summarily rejected, if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received within the stipulated date.
 - Name of the post applied for, should be superscripted over the sealed envelope while sending the hard copy of the application and should be sent through post only.
 - No application will be received by hand.
- ❖ NALCO will not be responsible for, candidates not being able to submit their online application within the last date on account of system error or for any other reasons.
- ❖ A candidate shall be considered for one post only. Candidates applying for more than one post will be considered for the lower grade/post.
- ❖ Only Indian Nationals are eligible to apply.

10. Instruction to the Candidates:

- ❖ The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application or meeting the advertised specification does not entitle the candidates' eligibility for the post. In case it is detected at any stage of recruitment/ selection/even after appointment that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature/appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void ab initio.
- ❖ The e-mail id mentioned in the application form must remain valid for one year. All future communication with the candidates will take place through e-mail only. NALCO will not be responsible for any loss/non-delivery of e-mail/any other communication sent, due to invalid/wrong id or due to any other reason.
- ❖ Candidates working in PSUs/Govt. should generally apply through proper channel or produce 'No Objection Certificate at the time of interview. However, in case of failing in this regard, the candidate would only be allowed to join, if selected, after formal release order from his present organization.
- ❖ Candidates will be reimbursed Inndclass AC(sleeper) to and fro train/bus fare from their communication address mentioned in the on-line application for attending the interview for E1, E2, E3&E4 grades by the shortest route on production of tickets/proof of journey. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA.
- ❖ NALCO reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill up or not to fill up any of the above positions without assigning any reason whatsoever. NALCO also reserves the right to cancel/restrict/modify/alter the recruitment process and also reserves the right to increase/decrease the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.
- ❖ Canvassing by a candidate in any form shall disqualify his/her candidature.
- ❖ Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.
- ❖ This advertisement supersedes all past advertisements made for the above positions including other positions made for lateral induction.

11. Important Dates:

- a) Opening of online submission of application : **12/10/2020**
- b) Last date of submission of online application : **02/11/2020**
- c) Last date for receipt of hard copy of application along with requisite documents : **09/11/2020.**

Asst.General Manager (HRD)

Advertisement No. 10200501, Date: 10/10/2020

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