

No.CCO-Gen/2/2024-ESTABLISHMENT
Government of India
(Ministry of Coal)

Shastri Bhawan, New Delhi

Dated : 28th August, 2024

CORRIGENDUM

Attention is invited to office Memorandums of even no. dated 25.07.2024 and 19.08.2024 (copies attached). The last date of submission of applications against the posts specified in the aforesaid O.M's is 30.09.2024 and will be effective from the initial O.M. i.e.25.07.2024.



(Rishan Ryntathi)

Under Secretary to the Government of India

To

- 1. All Ministries/Departments of the Governments of India.**
- 2. Chief Secretaries of All State Government and Union Territories.**

Copy to for similar action:-

- 1. The Chairman Coal India Ltd**
- 2. The CMDs of subsidiary coal companies of CIL.**
- 3. The CMD, SCCL, NLCIL, IBM, NMDC, SAIL, NTPC**

Copy to:

- 1. Technical Director, NIC Cell, Ministry of Coal for uploading the vacancy on the website of the Ministry.**
- 2. Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092**

No.CCO-Gen/2/2024-ESTABLISHMENT
Government of India
(Ministry of Coal)

Shastri Bhawan, New Delhi
Dated : 25 July 2024

OFFICE MEMORANDUM

Subject: Selection of officers for appointment on Deputation (Including short term contract) basis to the posts in Coal Controller's Organisation (a subordinate office of Ministry of Coal)

The undersigned is directed to enclose herewith circular inviting applications through proper channel in the Proforma at **Annexure-A** from eligible officers for appointment to the post as mentioned in the table below:

| Sl. No. | Name of the Post & Pay Level | No of Posts proposed to fill up | Initial Place of Posting | Proposed Method of Recruitment |
|---------|---|---------------------------------|---|--|
| 01. | Dy. Coal Controller (L-13) | 02 | CCO Delhi-02 | Transfer on Deputation basis (including short term contract) |
| 02. | Coal Superintendent (L-12) | 07 | Delhi:- 02 Dhanbad- 01 Ranchi- 01 Nagpur- 01 Bilaspur- 01 Sambalpur-01 | -do- |
| 03. | Secretary to Coal Controller (L-11) | 01 | CCO Delhi-01 | -do- |
| 04. | Asstt. Coal Superintendent (Grade-I) (L-11) | 08 | Delhi:- 05 Dhanbad- 01 Kolkata- 01 Kothegudem- 01 | -do- |

2. These posts will be filled by Transfer on Deputation (including short term contract) basis at the offices of CCO Delhi as per details enclosed. These posts will be governed by the existing relevant rules and will be governed by the new recruitment rules once such rules are notified afresh.

3. It is requested that the vacancy be circulated widely among the officers under your jurisdiction and applications from the interested/willing and eligible officers forwarded to the office of the **Coal Controller's Organisation (CCO), Scope Minar, 5th Floor, Core-II,**

Laxmi Nagar, Delhi-110092 along with their bio-data, vigilance clearance and photocopies of ACRs/APARs for the last five years duly attested by a Group A officer within 30 days of issue of this O.M.

4. It is also requested that the application (in triplicate) in the enclosed proforma along with up-to-date ACR/APAR dossiers (duly attested on each page with seal) of the willing officers, who could be spared in the event of their selection, may be sent to the office of the CCO (address as indicated above) within 30 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 at all. 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 along with the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (duly attested on each page with seal).

Encl: as above

(Rishan Ryntathiang)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Governments of India.
2. Chief Secretaries of All State Government and Union Territories.

Copy to for similar action:-

1. The Chairman Coal India Ltd
2. The CMDs of subsidiary coal companies of CIL.
3. The CMD, SCCL, NLCIL, IBM, NMDC, SAIL, NTPC

Copy to:

1. Technical Director, NIC Cell, Ministry of Coal for uploading the vacancy on the website of the Ministry.
2. Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092
3. DAVP, Soochna Bhavan, CGO Complex, Lodi Road, New Delhi, 110003. For publication in the employment News.

Filling up the 02 posts of Dy. Coal Controller (Group-A) in Level-13 of Pay Matrix (123100- 215900) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum four (4) years.

| Sl. No. | Item | Detailed Description | Remarks |
|---------|------------------------------------|--|---------|
| 01. | Name of post | Dy. Coal Controller | |
| 02. | Pay Level In Pay Matrix | L-13 | |
| 03. | Number of Posts | 02 | |
| 04. | Method of recruitment | <p>Officers under the Central /State Government, Semi-Government/Autonomous Bodies/Public Sector Undertakings:—</p> <p>(a) (i) holding analogous posts on regular basis or (ii)with 3 years regular service in posts in scale of Rs. 1500-1800 (Prerevised) now in Level L-12 (revised as per 7th CPC) or equivalent or</p> <p>(iii) with 5 years regular service in posts in the scale of Rs. 1100-1600 (pre revised) now in L-11 (revised as per 7th CPC) or equivalent and</p> <p>(b) Possessing the following education qualifications and experience:-</p> <p>(i) Degree or equivalent diploma in mining Engineering or equivalent from any recognized University or equivalent</p> <p>(ii) First Class Certificate or competency under the Mines Act, 1952</p> <p>(iii) 7 years experience in Coal Mines</p> | |
| 05. | Period of Deputation | <p>The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation including period of deputation in another Ex-cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 4 years)</p> | |
| 06. | Place of Posting and No of Vacancy | Coal Controller Organisation at Delhi:- 02 | |

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelops superscribed “**Applications for the post of Dy. Coal Controller**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with

duly attested copies of the upto date ACR/APAR for last five years (5) 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 O.M. in the Employment News. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of four (4) years..

ANNEXURE 'A'

BIO DATA PROFORMA

| | | |
|---|--|---|
| 1 | Name and address in block letters | |
| 2 | Date of Birth (in Christian era) | |
| 3 | Date of retirement under Central/State Govt. Rules | |
| 4 | Educational Qualifications | |
| 5 | Whether educational and other qualification 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) | |
| | Qualification/experience Required | Qualification/experience Possessed by the officer |
| | | |
| | | |

| | | |
|-----------|-------|--|
| Essential | (i) | |
| | (ii) | |
| Desired | (i) | |
| | (ii) | |
| | (iii) | |

| | | |
|---|---|--|
| 6 | Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post. | |
| 7 | Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. | |
| | | |

| Office/Instt/Orgn | Post held | From | To | Scale of pay | Nature of duties. |
|-------------------|-----------|------|----|--------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Contd.....2/-

| | | |
|-----|---|--|
| 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 basis please state: | |
| (a) | The date of initial appointment | |
| (b) | Period of appointment on deputation | |
| (c) | Name of the parent office/organization to which you belong | |
| 10. | Additional details about present employment. Please state whether working under | |
| (a) | Central Government | |
| (b) | State government | |
| 11. | Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. | |
| 12 | Total emoluments per month now drawn | |
| 13. | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. | |
| 14. | Whether belong to SC/ST | |
| 15. | Remarks | |

Signature of the Candidate

Address:

Date:

Countersigned-----
(Employer)

DUTIES AND RESPONSIBILITIES OF THE DEPUTY COAL CONTROLLER IN THE OFFICE OF THE COAL CONTROLLER, DELHI.

Generally, the following works under statutory acts and Rules are to be looked after/performed by the Dy. Coal Controller of this Organisation –

Statutory Act & Rules: -

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29th May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i) Any other technical works as entrusted to CCO by MOC.
- j) Acts as over all in charge of Technical Officer in CCO and to act as coordinator with officers posted at field office of CCO in discharge of technical duties assigned to CCO.
- k) Advisory roles to Coal Controller in dealing with Technical matter including operative and policy matters.

[भाग II—खण्ड 3(i)]

भारत का राजपत्र : नवम्बर 15, 1936/तारीख 24, 1908

3343

| 12 | 13 | 14 | | | | |
|--|--|---|--|------------|-----------------|----|
| deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. | | | | | | |
| (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall not exceed 4 years.) | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Deputy Coal Controller | 1* (1986) *Subject to variation depending on workload. | General Central Service Group 'A' Non-Ministerial Gazetted. | Rs. 1800-100-2000. | Selection. | Not Applicable. | No |
| 8 | 9 | 10 | 11 | | | |
| Not Applicable | Age : No Educational qualifications as mentioned in Column No. 12. | Not Applicable | By promotion failing which by transfer on deputation (including short-term contract) | | | |
| 12 | 13 | 14 | | | | |

Promotion :

Coal Superintendent/Deputy Coal Superintendent with 3 years' regular service in the grade and possessing the educational qualifications as mentioned at (b)(i) and (ii) below :

Transfer on deputation (including short-term contract) : Officers under the Central/State Governments, Semi-Governments/Autonomous Bodies/Public Sector Undertakings :—

- (a) (i) holding analogous posts on regular basis; or
(ii) with 3 years' regular service in posts in the scale of Rs. 1500-1800 or equivalent; or
(iii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent; and
(b) possessing the following educational qualifications and experience :—

(i) Degree or equivalent diploma in mining Engineering or equivalent from any recognised University or equivalent.

(ii) First Class Certificate in competency under the Mines Act, 1952.

(iii) 7 years' experience in Coal Mines.

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall not ordinarily exceed 4 years.)

Group 'A' Departmental Promotion Committee

(for promotion) :

- Chairman/Member, Union Public Service Commission —Chairman.
- Joint Secretary Department of Coal—Member.
- Coal Controller —Member.

Group 'A' Departmental Promotion Committee.

(for confirmation) :

- Joint Secretary, Department of Coal —Chairman
- Director, Department of Coal—Member
- Coal Controller, —Member

Note : The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, they are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.

Selection for appointment by transfer on deputation (including short-term contract) shall be made in consultation with the Union Public Service Commission.

Filling up the 07 posts of Coal Superintendent (Group-A) in Level-12 of Pay Matrix (78800- 2092200) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

| Sl. No. | Item | Detailed Description | Remarks |
|---------|------------------------------------|--|---------|
| 01. | Name of post | Coal Superintendent | |
| 02. | Pay Level In Pay Matrix | L-12 | |
| 03. | Number of Posts | Seven (07) | |
| 04. | Method of recruitment | <p>Officers under the Central /State Government, Public Sector Undertakings/Autonomous Bodies/Statutory Organisation : _</p> <p>(c) (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 1100-1600 (Pre revised) now in Level L-11(revised as per 7th CPC) or equivalent and</p> <p>(d) Possessing the following education qualifications and experience:-</p> <p>(iv) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent</p> <p>(v) First Class Certificate or competency under the Mines Act, 1952</p> <p>(vi) 5 years experience in Coal Mines</p> | |
| 05. | Period of Deputation | <p>The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years)</p> | |
| 06. | Place of Posting and No of Vacancy | <p>Coal Controller Organisation at Delhi:-02</p> <p>Dhanbad-01</p> <p>Ranchi-01</p> <p>Nagpur-01</p> <p>Bilaspur-01</p> <p>Sambalpur-01</p> | |

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Coal Superintendent**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) 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 O.M. in the Employment News. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

ANNEXURE ‘A’

BIO DATA PROFORMA

| | | |
|---|--|---|
| 1 | Name and address in block letters | |
| 2 | Date of Birth (in Christian era) | |
| 3 | Date of retirement under Central/State Govt. Rules | |
| 4 | Educational Qualifications | |
| 5 | Whether educational and other qualification 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) | |
| | Qualification/experience Required | Qualification/experience Possessed by the officer |
| | | |
| | | |

| | | |
|-----------|-------|--|
| Essential | (i) | |
| | (ii) | |
| Desired | (i) | |
| | (ii) | |
| | (iii) | |

| | | |
|---|--|--|
| 6 | Please state clearly whether in the light of the entries made by you above, you meet the requirements of | |
|---|--|--|

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

| Office/Instt/Orgn | Post held | From | To | Scale of pay | Nature of duties. |
|-------------------|-----------|------|----|--------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Contd.....2/-

| | | |
|-----|---|--|
| 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 basis please state: | |
| (a) | The date of initial appointment | |
| (b) | Period of appointment on deputation | |
| (c) | Name of the parent office/organization to which you belong | |
| 10. | Additional details about present employment. Please state whether working under | |
| (a) | Central Government | |
| (b) | State government | |
| 11. | Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. | |
| 12 | Total emoluments per month now drawn | |
| 13. | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. | |
| 14. | Whether belong to SC/ST | |
| 15. | Remarks | |

Signature of the Candidate

Address:

Date:

Countersigned-----
(Employer)

DUTIES AND RESPONSIBILITIES OF THE COAL SUPERINTENDENT IN THE OFFICE OF THE COAL CONTROLLER, DELHI.

Generally, the following works are to be looked after/performed by the Coal Superintendent of this Organisation –

Statutory Act & Rules: -

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29th May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i) Any other technical works as entrusted to CCO by MOC.
- j) Acts as over all in charge of Technical Officer in CCO and to act as coordinator with officers posted at field office of CCO in discharge of technical duties assigned to CCO.
- k) Advisory roles to Coal Controller in dealing with Technical matter including operative and policy matters.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|--|----------------------------------|---|----------------|----|
| 1. Joint Deputy Coal Controller (Coordination) | 1* (1986) *Subject to variation dependent on workload. | General Central Service Group 'A' Non-Ministerial, Gazetted. | Rs. 1500-60-1800. Not applicable | | Not Applicable | No |

| Not Applicable | Not Applicable | Not Applicable | By promotion/Transfer on deputation. | Promotion/transfer on deputation ; Officers under the Central/State Governments:— |
|----------------|----------------|----------------|--------------------------------------|---|
| | | | | (a) (i) holding analogous posts on regular basis or (ii) with 3 years' regular service in posts in the scale of Rs. 1300-1700 or equivalent; or (iii) with 5 years' regular service in post in the scale of Rs. 1100-1600 or equivalent; and |
| | | | | (b) possessing experience in Administration, Establishment, Accounts, Budget and Legal matters. Departmental Secretary to Coal Controller with 5 years' regular service in the grade shall also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion. The departmental officers in the subordinate category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years.) |

13

14

Group 'A' Departmental Promotion Committee.

(for considering confirmation):

- | | |
|--|------------|
| 1. Joint Secretary, Department of Coal | —Chairman. |
| 2. Director, Department of Coal | —Member. |
| 3. Coal Controller, | —Member. |

Selection shall be made in Consultation with the Union
Public Service Commission

Note :—The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-------------------------------------|-----|-------------------------------|-------------------|-----------|----------------|----|
| 4. (i) Coal Superintendent (1) | (1) | General Central Service Group | Rs. 1500-60-1800. | Selection | Not applicable | No |
| (ii) Deputy Coal Superintendent (1) | | 'A' Non-Ministerial Gazetted. | | | | |

*Subject to variation dependent on work-load.

| 8 | 9 | 10 | 11 | 12 |
|----------------|----------------|----------------|---|---|
| Not applicable | Not applicable | Not applicable | By promotion failing which by transfer on deputation including short-term contract. | <p>Promotion : Assistant Coal Superintendent Grade-I with 5 years regular service in the grade and possessing the educational qualifications as mentioned at (b) (i) and (ii) below.</p> <p>Transfer on deputation (including short-term contract) : Officers under Central/State Governments Public Sector Undertakings Autonomous Bodies Statutory Organisations :—</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent and</p> <p>(b) Possessing the following educational qualifications and experience :—</p> <p>(i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University of equivalent.</p> <p>(ii) First Class Colliery Manager's certificate of competency under the Mines Act, 1952.</p> <p>(iii) 5 years' experience in Coal Mines.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years).</p> |

| 13 | 14 |
|---|--|
| <p>Group 'A' Departmental Promotion Committee (for promotion) :</p> <ol style="list-style-type: none"> Chairman/Member, Union Public Service Commission Joint Secretary, Department of Coal Coal Controller <p>Group 'A' Departmental Promotion Committee (for confirmation) :</p> <ol style="list-style-type: none"> Joint Secretary, Department of Coal Director, Department of Coal Coal Controller <p>NOTE : The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.</p> | <p>Selection for appointment by transfer on deputation (including short-term contract) shall be made in consultation with the Union Public Service Commission.</p> <p>— Chairman</p> <p>— Member</p> <p>— Member</p> <p>— Chairman</p> <p>— Member</p> <p>— Member</p> |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|-----------|---|-------------------|-----------|---|-----|
| 5. Assistant Coal Superintendent Grade-I | 5* (1986) | General Central 'A' Non-Ministerial, Gazetted | Rs. 1100-50-1600. | Selection | Not exceeding 40 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government.) | yes |
| Subject to variation dependent on work-load. | | | | | Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep). | |

3. Filling up the 01 post of Secretary to Coal Controller (Group-A) in Level-11 of Pay Matrix (67700-208700) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

| Sl. No. | Item | Detailed Description | Remarks |
|---------|------------------------------------|--|---------|
| 01. | Name of post | Secretary to Coal Controller | |
| 02. | Pay Level In Pay Matrix | L-11 | |
| 03. | Number of Posts | One (01) | |
| 04. | Method of recruitment | Transfer on deputation (including short term contract) Officer under the Central /State Government :- a. (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 700-1300 (Pre revised) now in Level L-10 [56100-177500] (revised as per 7 th CPC) or equivalent or (iii) with 8 years regular service in posts in the scale of Rs. 650-1200 (pre revised) now in L-7 (44900-142400) and b. Possessing the experience in Administration and Accounts matters. | |
| 05. | Period of Deputation | The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion. (Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years) | |
| 06. | Place of Posting and No of Vacancy | Coal Controller Organisation at Delhi:- 01 | |

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Secretary to Coal Controller**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) 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 O.M. in the Employment News. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

ANNEXURE 'A'

BIO DATA PROFORMA

| | | |
|---|--|---|
| 1 | Name and address in block letters | |
| 2 | Date of Birth (in Christian era) | |
| 3 | Date of retirement under Central/State Govt. Rules | |
| 4 | Educational Qualifications | |
| 5 | Whether educational and other qualification 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) | |
| | Qualification/experience Required | Qualification/experience Possessed by the officer |
| | | |
| | | |

| | | |
|-----------|-------|--|
| Essential | (i) | |
| | (ii) | |
| Desired | (i) | |
| | (ii) | |
| | (iii) | |

| | | |
|---|---|--|
| 6 | Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post. | |
| 7 | Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. | |
| | | |

| | | | | | |
|-------------------|-----------|------|----|--------------|-------------------|
| Office/Instt/Orgn | Post held | From | To | Scale of pay | Nature of duties. |
| | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

Contd.....2/-

| | | |
|-----|---|--|
| 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 basis please state: | |
| (a) | The date of initial appointment | |
| (b) | Period of appointment on deputation | |
| (c) | Name of the parent office/organization to which you belong | |
| 10. | Additional details about present employment. Please state whether working under | |
| (a) | Central Government | |
| (b) | State government | |
| 11. | Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. | |
| 12 | Total emoluments per month now drawn | |
| 13. | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. | |
| 14. | Whether belong to SC/ST | |
| 15. | Remarks | |

Signature of the Candidate

Address:

Date:

Countersigned-----
(Employer)

**DUTIES AND RESPONSIBILITIES OF THE SECRETARY TO COAL CONTROLLER
IN THE OFFICE OF THE COAL CONTROLLER, DELHI.**

Generally, the following work are to be looked after/performed by the Secy to Coal Controller of this Organisation -

- Overall incharge of Administration and Accounts section of CCO
- All type of Administrative and Establishment matters
- Residual work
- Overall work of Budget & Accounts & DDO
- CPIO(RTI Matters)
- Hindi Liaison Officer
- Liaison Officer for SC/ST/OBC/PWD
- Pension Matter
- Legal Works
- Purchase stationary items through GEM
- All Vigilance clearance matter.
- Any other works to be assigned as desired by Competent Authority.
- To act as Officer of overall Administrative and Accounts In charge in CCO.

Besides the above work, the Secy to Coal Controller may also be looked after the statutory work viz. (a) Collection of Coal data under the Statistics Act, 2008 (b) Coal Mines (Conservation & Development) Act, 1974 and Coal Mines (Conservation & Development) Rules, 1975 and amended the same in 2011 which cover Disbursement of Subsidy to Coal Companies, Opening of Mine Closure Escrow Account, Issue of Opening/re-opening permission of coal mines/seams (c) Coal Bearing Area (Acquisition and Development) Act, 1957 and (d) the Colliery Control Rule, 2004.

| 8 | 9 | 10 | 11 |
|--|-----------------------|---|---|
| ESSENTIAL : | Age : up to 40 years | 1 Year for Educational direct recruit-ment. | 25% by promotion failing which by transfer on deputation (including short-term contract) and 75% by direct recruitment. |
| (i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University or equivalent. | Qualifications : Yes. | | |
| (ii) Ist Class Colliery Manager's Certificate of competency under the Mines Act, 1952. | | | |
| (iii) Three years experience in Coal Mines. | | | |

Note : Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2 : The qualification(s) and the experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possess the requisite experience are not likely to be available to fill up the vacancies reserved for them.

| 12 | 13 | 14 |
|---|--|---|
| PROMOTION : | Group 'A' Departmental Promotion Committee (for considering Promotion) : | Commission shall be consulted while making direct recruitment and selecting an officer for appointment, transfer on deputation (including short-term contract). |
| Assistant Coal Superintendent Grade-II with 5 years' regular service in the grade. | 1. Chairman/Member, Union Public Service Commission — Chairman | |
| Transfer on deputation (including short-term contract) : Officers under Central/State Governments/Semi Governments/Public Undertaking/Autonomous Bodies, Statutory Organizations : | 2. Joint Secretary, Department of Coal — Member | |
| (a) (i) holding analogous posts on regular basis; or | 3. Coal Controller — Member | |
| (ii) with 5 years regular service in posts in the scale of Rs. 700-1300 or equivalent; or | Group 'A' Departmental Promotion Committee (for confirmation) : | |
| (iii) 8 years regular service in posts in the scale of Rs. 650-1200 or equivalent; and | 1. Joint Secretary Department of Coal — Chairman | |
| (b) possessing the educational qualifications and experience prescribed for direct recruit under Column 8. | 2. Director Department of Coal — Member | |
| The departmental officers in the lower category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. | 3. Coal Controller — Member | |
| (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding his appointment in the same organisation/department shall ordinarily not exceed 3 years). | Note : The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval if however these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held. | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------------------------|---|--|------------------|-----------|----------------|----|
| 6. Secretary to Coal Controller | 1* (1986) | General Central Service Group 'A' Non-Ministerial. | Rs. 1100-50-1600 | Selection | Not Applicable | No |
| | *Subject to variation dependent on work-load. | | | | | |

| 8 | 9 | 10 | 11 |
|----------------|----------------|----------------|---|
| Not Applicable | Not Applicable | Not Applicable | By promotion failing which by transfer on deputation. |

| 12 | 13 | 14 |
|--------------------------|--|--|
| Promotion : | Group 'A' Departmental Promotion Committee (for considering Promotion) : | Selection for appointment by transfer on deputation shall be made in consultation with the Commission. |
| Transfer on deputation : | 1. Chairman/Member, Union Public Service | |

| 12 | 13 |
|--|---|
| Officers under the Central/State Governments :— | Commission—Chairman. |
| (a) (i) holding analogous posts on regular basis; or | 2. Joint Secretary, Department of Coal, —Member. |
| (ii) with 5 years' regular service in posts in the scale of Rs. 700-1300 or equivalent; or | 3. Coal Controller—Member. |
| (iii) with 8 years' regular service in posts in the scale of Rs. 650-1200 or equivalent; and | Group 'A' Departmental Promotion Committee. |
| (b) Possessing experience in Administration, Establishment and Accounts matters. | (for considering confirmation) : |
| The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. | 1. Joint Secretary, Department of Coal —Chairman. |
| (Period of deputation including period of deputation in another cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years). | 2. Director, Department of Coal—Member. |
| | 3. Coal Controller—Member. |
| | Note :—The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held. |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|--|--|------------------------------------|-----------------|---|---|
| 7. Assistant Coal Superintendent Grade-II | 2* (1986) *Subject to variation dependent on work-load. | General Central Service Group 'A' Non-Ministerial, Gazetted. | Rs. 700-40-900-EB-40-1100-50-1300. | Not Applicable. | Not exceeding 35 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Government). | Yes. |
| Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Island and Lakshadweep). | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| ESSENTIAL :— | Not Applicable. | 1 year | By direct recruitment | Not Applicable | Group 'A' Departmental Promotion Committee (for confirmation) : 1. Joint Secretary, Department of Coal—Chairman. 2. Director, Department of Coal—Member. 3. Coal Controller—Member. | Selection shall be made in consultation with the Union Public Service Commission. |
| (i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised university or equivalent. | | | | | | |
| (ii) First Class Colliery Manager's Certificate of competency under the Mines Act, 1952. | | | | | | |
| Note :—Qualifications are relaxable at the discretion of of the Union Public Service Commission in case of candidates otherwise well qualified. | | | | | Note :—The proceedings of the Departmental Promotion Committee relating to Confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held. | |

4. Filling up the 08 posts of Assistant Coal Superintendent Grade-I (Group-A) in Level-11 of Pay Matrix (67700- 208700) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

| Sl. No. | Item | Detailed Description | Remarks |
|---------|-------------------------|---|---------|
| 01. | Name of post | Assistant Coal Superintendent Grade-I | |
| 02. | Pay Level In Pay Matrix | L-11 | |
| 03. | Number of Posts | Eight (08) | |
| 04. | Method of recruitment | <p>Transfer on Deputation (Including short term contract):- Officers under the Central /State Government, /Semi Government/Public Undertaking/Autonomous Bodies/Statutory Organisation</p> <p>a. (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 700-1300 (Pre revised) now in Level L-10 [56100-177500](revised as per 7th CPC) or equivalent or (iii) with 8 years regular service in posts in the scale of Rs. 650-1200 (pre revised) now in L-7 (44900-142400) and (a) Possessing the following education qualifications and experience:- (vii) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent (viii) First Cass Colliery Manager Certificate of competency under the Mines Act, 1952 (ix) 3years experience in Coal Mines</p> | |
| 05. | Period of Deputation | <p>The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion. (Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years)</p> | |
| 06. | Place of Posting and | Coal Controller Organisation at Delhi:-05 | |

| | | | |
|--|---------------|---|--|
| | No of Vacancy | Dhanbad-01 Kolkata-01 Kothegudem-01 | |
|--|---------------|---|--|

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Assistant Coal Superintendent (Grade-I)**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) 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 O.M. in the Employment News. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

ANNEXURE ‘A’

BIO DATA PROFORMA

| | | |
|---|--|---|
| 1 | Name and address in block letters | |
| 2 | Date of Birth (in Christian era) | |
| 3 | Date of retirement under Central/State Govt. Rules | |
| 4 | Educational Qualifications | |
| 5 | Whether educational and other qualification 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) | |
| | Qualification/experience Required | Qualification/experience Possessed by the officer |
| | | |
| | | |

| | | |
|-----------|------|--|
| Essential | (i) | |
| | (ii) | |
| | | |
| Desired | (i) | |

| | | |
|--|-------|--|
| | (ii) | |
| | (iii) | |

| | | |
|---|---|--|
| 6 | Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post. | |
| 7 | Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. | |
| | | |

| Office/Instt/Orgn | Post held | From | To | Scale of pay | Nature of duties. |
|-------------------|-----------|------|----|--------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Contd.....2/-

| | | |
|-----|---|--|
| 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 basis please state: | |
| (a) | The date of initial appointment | |
| (b) | Period of appointment on deputation | |
| (c) | Name of the parent office/organization to which you belong | |
| 10. | Additional details about present employment. Please state whether working under | |
| (a) | Central Government | |
| (b) | State government | |
| 11. | Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. | |
| 12 | Total emoluments per month now drawn | |
| 13. | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. | |
| 14. | Whether belong to SC/ST | |
| 15. | Remarks | |

Signature of the Candidate

Address:

Date:

Countersigned-----
(Employer)

**DUTIES AND RESPONSIBILITIES OF THE ASSISTANT COAL SUPERINTENDENT
GRADE-I IN THE OFFICE OF THE COAL CONTROLLER, DELHI.**

Generally, the following works are to be looked after/performed by the Assistant Coal Superintendent (Grade-I) of this Organisation –

Statutory Act & Rules: -

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29th May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- ii) Any other technical works as entrusted to CCO by MOC.
- iii) Inspection of Coal & Lignite Mines on routine manner for determination of Grading, Star Ratings of Coal mines and Disposal of Washery Rejects of coal.
- iv) Inspection of Mines under Mines closure activities as per standard parameters.

v) Settlement of disputes and advisory to Coal Controller under CBA Acts 1957.

| 8 | 9 | 10 | 11 | 12 |
|----------------|----------------|----------------|---|---|
| Not applicable | Not applicable | Not applicable | By promotion failing which by transfer on deputation including short-term contract. | <p>Promotion : Assistant Coal Superintendent Grade-I with 5 years regular service in the grade and possessing the educational qualifications as mentioned at (b) (i) and (ii) below.</p> <p>Transfer on deputation (including short-term contract) : Officers under Central/State Government Public Sector Undertakings Autonomous Bodies Statutory Organisations:-</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent and</p> <p>(b) Possessing the following educational qualifications and experience :-</p> <p>(i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University or equivalent.</p> <p>(ii) First Class Colliery Manager's certificate of competency under the Mines Act, 1952.</p> <p>(iii) 5 years' experience in Coal Mines.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years).</p> |

| 13 | 14 |
|--|--|
| <p>Group 'A' Departmental Promotion Committee (for promotion) :</p> <ol style="list-style-type: none"> Chairman/Member, Union Public Service Commission Joint Secretary, Department of Coal Coal Controller <p>Group 'A' Departmental Promotion Committee (for confirmation) :</p> <ol style="list-style-type: none"> Joint Secretary, Department of Coal Director, Department of Coal Coal Controller | <p>Selection for appointment by transfer on deputation (including short-term contract) shall be made in consultation with the Union Public Service Commission.</p> |
| <p>NOTE : The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.</p> | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|-----------|---|-------------------|-----------|--|-----|
| 5. Assistant Coal Superintendent Grade-I. | 5* (1986) | General Central Service Group 'A' Non-Ministerial, Gazetted | Rs. 1100-50-1600. | Selection | Not exceeding 40 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government.) | Yes |
| Subject to variation dependent on work-load. | | | | | <p>Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep).</p> | |

| 8 | 9 | 10 | 11 |
|--|----------------------------------|----------------------|--|
| ESSENTIAL : | Age: no | 1 Year for | 25% by promotion falling |
| (i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University or equivalent. | Educational qualifications: Yes. | direct recruit-ment. | which by transfer on deputation (including short-term contracts) and 75% by direct recruit-ment. |
| (ii) Ist Class Colliery Manager's Certificate of competency under the Mines Act, 1952. | | | |
| (iii) Three years experience in Coal Mines | | | |

Note : Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2 : The qualification(s) and the experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

| 12 | 13 | 14 |
|---|---|--|
| PROMOTION : | Group 'A' Departmental Promotion Committee (for considering Promotion) : | Commission shall be consulted while making direct recruitment and selecting an officer for appointment, transfer or deputation (including short-term contracts). |
| Assistant Coal Superintendent Grade-II with 5 years' regular service in the grade. | 1. Chairman/Member, Union Public Service Commission — Chairman | |
| Transfer on deputation (including short-term contract) : Officers under Central/State Governments/Semi Governments/Public Undertaking/Autonomous Bodies, Statutory Organizations : | 2. Joint Secretary, Department of Coal — Member | |
| (a) (i) holding analogous posts on regular basis; or | 3. Coal Controller — Member | |
| (ii) with 5 years regular service in posts in the scale of Rs. 700-1300 or equivalent; or | Group 'A' Departmental Promotion Committee (for confirmation) : | |
| (iii) 8 years' regular service in posts in the scale of Rs. 650-1200 or equivalent; and | 1. Joint Secretary Department of Coal — Chairman | |
| (b) possessing the educational qualifications and experience prescribed for direct recruit under Column 8. | 2. Director Department of Coal — Member | |
| The departmental officers in the below category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. | 3. Coal Controller — Member | |
| (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding his appointment in the same organisation/depart-ment shall ordinarily not exceed 3 years). | Note : The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval if, however, these are not approved by the Commission, a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held. | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|--|--|---|-----------|----------------|----|
| 6. Secretary to Coal Controller | 1* (1986) | General Central Service Group 'A' Non-Ministerial. Gazetted. | Rs. 1100-50-1600 | Selection | Not Applicable | No |
| | *Subject to variation dependent on work-load. | | | | | |
| 8 | 9 | 10 | 11 | | | |
| Not Applicable | Not Applicable | Not Applicable | By promotion falling which by transfer on deputation. | | | |
| 12 | 13 | 14 | | | | |
| Promotion : Deputy Assistant Coal Controller with 5 years' regular service in the grade. | Group 'A' Departmental Promotion Committee (for considering Promotion) : 1. Chairman/Member, Union Public Service | * Selection for appointment by transfer on deputation shall be made in consultation with the Commission. | | | | |
| Transfer on deputation : | | | | | | |

No.CCO-Gen/2/2024-ESTABLISHMENT
Government of India
(Ministry of Coal)

Shastri Bhawan, New Delhi
Dated : 19th August, 2024

OFFICE MEMORANDUM

Subject: Selection of officers for appointment on Deputation (Including short term contract) basis to the posts in Coal Controller's Organisation (a subordinate office of Ministry of Coal)

The undersigned is directed to enclose herewith circular inviting applications through proper channel in the Proforma at **Annexure-A** from eligible officers for appointment to the post as mentioned in the table below:

| Sl. No. | Name of the Post & Pay Level | No of Posts proposed to fill up | Initial Place of Posting | Proposed Method of Recruitment |
|---------|---|---------------------------------|---|--|
| 01. | Dy. Coal Controller (L-13) | 02 | CCO Delhi-02 | Transfer on Deputation basis (including short term contract) |
| 02. | Coal Superintendent (L-12) | 07 | Delhi:- 02 Dhanbad- 01 Ranchi- 01 Nagpur- 01 Bilaspur- 01 Sambalpur-01 | -do- |
| 03. | Secretary to Coal Controller (L-11) | 01 | CCO Delhi-01 | -do- |
| 04. | Asstt. Coal Superintendent (Grade-I) (L-11) | 08 | Delhi:- 05 Dhanbad- 01 Kolkata- 01 Kothegudem- 01 | -do- |

2. These posts will be filled by Transfer on Deputation (including short term contract) basis at the offices of CCO Delhi as per details enclosed. These posts will be governed by the existing relevant rules and will be governed by the new recruitment rules once such rules are notified afresh.

3. It is requested that the vacancy be circulated widely among the officers under your jurisdiction and applications from the interested/willing and eligible officers forwarded to the office of the **Coal Controller's Organisation (CCO), Scope Minar, 5th Floor, Core-II,**

Laxmi Nagar, Delhi-110092 along with their bio-data, vigilance clearance and photocopies of ACRs/APARs for the last five years duly attested by a Group A officer on or before 30.09.2024.

4. It is also requested that the application (in triplicate) in the enclosed proforma along with up-to-date ACR/APAR dossiers (duly attested on each page with seal) of the willing officers, who could be spared in the event of their selection, may be sent to the office of the CCO (address as indicated above) on or before 30.09.2024. Applications received after the last date or without upto date ACR dossiers or otherwise found incomplete will not be considered at all. 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 along with the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (duly attested on each page with seal).

Encl: as above



(Rishan Ryntathiang)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Governments of India.
2. Chief Secretaries of All State Government and Union Territories.

Copy to for similar action:-

1. The Chairman Coal India Ltd
2. The CMDs of subsidiary coal companies of CIL.
3. The CMD, SCCL, NLCIL, IBM, NMDC, SAIL, NTPC

Copy to:

1. Technical Director, NIC Cell, Ministry of Coal for uploading the vacancy on the website of the Ministry.
2. Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092

Filling up the 02 posts of Dy. Coal Controller (Group-A) in Level-13 of Pay Matrix (123100- 215900) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum four (4) years.

| Sl. No. | Item | Detailed Description | Remarks |
|---------|------------------------------------|--|---------|
| 01. | Name of post | Dy. Coal Controller | |
| 02. | Pay Level In Pay Matrix | L-13 | |
| 03. | Number of Posts | 02 | |
| 04. | Method of recruitment | <p>Officers under the Central /State Government, Semi-Government/Autonomous Bodies/Public Sector Undertakings:</p> <p>(a) (i) holding analogous posts on regular basis or (ii)with 3 years regular service in posts in scale of Rs. 1500-1800 (Prerevised) now in Level L-12 (revised as per 7th CPC) or equivalent or (iii) with 5 years regular service in posts in the scale of Rs. 1100-1600 (pre revised) now in L-11 (revised as per 7th CPC) or equivalent and</p> <p>(b) Possessing the following education qualifications and experience:-</p> <p>(i) Degree or equivalent diploma in mining Engineering or equivalent from any recognized University or equivalent</p> <p>(ii) First Class Certificate or competency under the Mines Act, 1952</p> <p>(iii) 7 years experience in Coal Mines</p> | |
| 05. | Period of Deputation | <p>The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation including period of deputation in another Ex-cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 4 years)</p> | |
| 06. | Place of Posting and No of Vacancy | Coal Controller Organisation at Delhi:- 02 | |

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Dy. Coal Controller**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with

duly attested copies of the upto date ACR/APAR for last five years (5) 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 on or before 30.09.2024. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of four (4) years..

ANNEXURE 'A'

BIO DATA PROFORMA

| | | |
|---|--|---|
| 1 | Name and address in block letters | |
| 2 | Date of Birth (in Christian era) | |
| 3 | Date of retirement under Central/State Govt. Rules | |
| 4 | Educational Qualifications | |
| 5 | Whether educational and other qualification 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) | |
| | Qualification/experience Required | Qualification/experience Possessed by the officer |
| | | |
| | | |

| | | |
|-----------|-------|--|
| Essential | (i) | |
| | (ii) | |
| | | |
| Desired | (i) | |
| | (ii) | |
| | (iii) | |

| | | |
|---|---|--|
| 6 | Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post. | |
| 7 | Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. | |
| | | |

| Office/Instt/Orgn | Post held | From | To | Scale of pay | Nature of duties. |
|-------------------|-----------|------|----|--------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Contd.....2/-

| | | |
|-----|---|--|
| 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 basis please state: | |
| (a) | The date of initial appointment | |
| (b) | Period of appointment on deputation | |
| (c) | Name of the parent office/organization to which you belong | |
| 10. | Additional details about present employment. Please state whether working under | |
| (a) | Central Government | |
| (b) | State government | |
| 11. | Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. | |
| 12 | Total emoluments per month now drawn | |
| 13. | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. | |
| 14. | Whether belong to SC/ST | |
| 15. | Remarks | |

Signature of the Candidate

Address:

Date:

Countersigned-----
(Employer)

Countersigned-----
(Employer)

DUTIES AND RESPONSIBILITIES OF THE COAL SUPERINTENDENT IN THE OFFICE OF THE COAL CONTROLLER, DELHI.

Generally, the following works are to be looked after/performed by the Coal Superintendent of this Organisation –

Statutory Act & Rules: -

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29th May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i) Any other technical works as entrusted to CCO by MOC.
- j) Acts as over all in charge of Technical Officer in CCO and to act as coordinator with officers posted at field office of CCO in discharge of technical duties assigned to CCO.
- k) Advisory roles to Coal Controller in dealing with Technical matter including operative and policy matters.

| 12 | 13 | 14 | | | | |
|--|--|---|--|------------|----------------|----|
| deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. | | | | | | |
| (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall not exceed 4 years.) | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Deputy Coal Controller | 1* (1986) *Subject to variation deputation on work-load. | General Central Service Group 'A' Non-Ministerial Gazetted. | Rs. 1800-100-2000. | Selection. | Not Applicable | No |
| 8 | 9 | 10 | 11 | | | |
| Not Applicable | Age : No Educational qualifications as mentioned in Column No. 12. | Not Applicable | By promotion failing which by transfer on deputation (including short-term contract) | | | |
| 12 | 13 | 14 | | | | |

Promotion :
Coal Superintendent/Deputy Coal Superintendent with 3 years' regular service in the grade and possessing the educational qualifications as mentioned at (b)(i) and (ii) below:

Transfer on deputation (including short-term contract):
Officers under the Central/State Governments, Semi-Governments/Autonomous Bodies/Public Sector Undertakings:—

- (a) (i) holding analogous posts on regular basis; or
(ii) with 3 years' regular service in posts in the scale of Rs. 1509-1800 or equivalent; or
(iii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent; and
(b) possessing the following educational qualifications and experience:—

- (i) Degree or equivalent diploma in Mining Engineering or equivalent from any recognised University or equivalent.
(ii) First Class Certificate in competency under the Mines Act, 1932.

- (iii) 7 years' experience in Coal Mines.

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall not ordinarily exceed 4 years.)

Group 'A' Departmental Promotion Committee Selection for appointment (for promotion):

1. Chairman/Member, Union Public Service Commission —Chairman.
2. Joint Secretary Department of Coal —Member.
3. Coal Controller —Member.

Group 'A' Departmental Promotion Committee.

(for confirmation):

1. Joint Secretary, Department of Coal —Chairman
2. Director, Department of Coal —Member
3. Coal Controller, —Member

Note : The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, there are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.

Selection for appointment by transfer on deputation (including short-term contract) shall be made in consultation with the Union Public Service Commission.

Filling up the 07 posts of Coal Superintendent (Group-A) in Level-12 of Pay Matrix (78800- 2092200) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

| Sl. No. | Item | Detailed Description | Remarks |
|---------|------------------------------------|--|---------|
| 01. | Name of post | Coal Superintendent | |
| 02. | Pay Level In Pay Matrix | L-12 | |
| 03. | Number of Posts | Seven (07) | |
| 04. | Method of recruitment | <p>Officers under the Central /State Government, Public Sector Undertakings/Autonomous Bodies/Statutory Organisation : _</p> <p>(c) (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 1100-1600 (Pre revised) now in Level L-11(revised as per 7th CPC) or equivalent and</p> <p>(d) Possessing the following education qualifications and experience:-</p> <p>(iv) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent</p> <p>(v) First Class Certificate or competency under the Mines Act, 1952</p> <p>(vi) 5 years experience in Coal Mines</p> | |
| 05. | Period of Deputation | <p>The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years)</p> | |
| 06. | Place of Posting and No of Vacancy | <p>Coal Controller Organisation at Delhi:-02</p> <p>Dhanbad-01</p> <p>Ranchi-01</p> <p>Nagpur-01</p> <p>Bilaspur-01</p> <p>Sambalpur-01</p> | |

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Coal Superintendent**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) 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 on or before 30.09.2024. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

ANNEXURE ‘A’

BIO DATA PROFORMA

| | | |
|---|--|---|
| 1 | Name and address in block letters | |
| 2 | Date of Birth (in Christian era) | |
| 3 | Date of retirement under Central/State Govt. Rules | |
| 4 | Educational Qualifications | |
| 5 | Whether educational and other qualification 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) | |
| | Qualification/experience Required | Qualification/experience Possessed by the officer |
| | | |
| | | |

| | | |
|-----------|-------|--|
| Essential | (i) | |
| | (ii) | |
| Desired | (i) | |
| | (ii) | |
| | (iii) | |

| | | |
|---|--|--|
| 6 | Please state clearly whether in the light of the entries made by you above, you meet the requirements of | |
|---|--|--|

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

| Office/Instt/Orgn | Post held | From | To | Scale of pay | Nature of duties. |
|-------------------|-----------|------|----|--------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Contd.....2/-

| | | |
|-----|---|--|
| 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 basis please state: | |
| (a) | The date of initial appointment | |
| (b) | Period of appointment on deputation | |
| (c) | Name of the parent office/organization to which you belong | |
| 10. | Additional details about present employment. Please state whether working under | |
| (a) | Central Government | |
| (b) | State government | |
| 11. | Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. | |
| 12 | Total emoluments per month now drawn | |
| 13. | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. | |
| 14. | Whether belong to SC/ST | |
| 15. | Remarks | |

Signature of the Candidate

Address:

Date:

Signature of the Candidate

Address:

Date:

Countersigned-----
(Employer)

**DUTIES AND RESPONSIBILITIES OF THE ASSISTANT COAL SUPERINTENDENT
GRADE-I IN THE OFFICE OF THE COAL CONTROLLER, DELHI.**

Generally, the following works are to be looked after/performed by the Assistant Coal Superintendent (Grade-I) of this Organisation –

Statutory Act & Rules: -

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29th May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i) Any other technical works as entrusted to CCO by MOC.
- iii) Inspection of Coal & Lignite Mines on routine manner for determination of Grading, Star Ratings of Coal mines and Disposal of Washery Rejects of coal.
- iv) Inspection of Mines under Mines closure activities as per standard parameters.

CS

1

1

1

1

14

Selection shall be made in Consultation with the Union
Public Service Commission

Public Service Commission

- Chairman.
—Monitor.
—Member.

श्री II—अध्याय 3(i)

गारुड का राजपत्र : नवम्बर 15, 1980/वर्गिक 24, 1983

3345

| 8 | 9 | 10 | 11 | 12 |
|----------------|----------------|----------------|---|--|
| Not applicable | Not applicable | Not applicable | By promotion failing which by transfer on deputation including short-term contract. | <p>Promotion : Assistant Coal Superintendent Grade-I with 5 years regular service in the grade and possessing the educational qualifications as mentioned at (b) (i) and (ii) below.</p> <p>Transfer on deputation (including short-term contract) : Officers under Central/State Governments Public Sector Undertakings Autonomous Bodies Statutory Organisations :— (a) (i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent and (b) Possessing the following educational qualifications and experience :— (i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University of equivalent. (ii) First Class Colliery Manager's certificate of competency under the Mines Act, 1952. (iii) 5 years' experience in Coal Mines.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years).</p> |

| 13 | 14 |
|--|--|
| <p>Group 'A' Departmental Promotion Committee (for promotion) :</p> <ol style="list-style-type: none"> 1. Chairman/Member, Union Public Service Commission 2. Joint Secretary, Department of Coal 3. Coal Controller <p>Group 'A' Departmental Promotion Committee (for confirmation) :</p> <ol style="list-style-type: none"> 1. Joint Secretary, Department of Coal 2. Director, Department of Coal 3. Coal Controller | <p>Selection for appointment by transfer on deputation (including short-term contract) shall be made in consultation with the Union Public Service Commission.</p> |
| <p>NOTE : The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.</p> | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|-----------|---|-------------------|-----------|---|---|
| 5. Assistant Coal Superintendent Grade-I. | 5* (1986) | General Central Service Group 'A' Non-Ministerial, Gazetted | Rs. 1100-50-1600. | Selection | Not exceeding 40 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government.) | Yes |
| Subject to variation dependent on work-load. | | | | | | Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep). |

3. Filling up the 01 post of Secretary to Coal Controller (Group-A) in Level-11 of Pay Matrix (67700-208700) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

| Sl. No. | Item | Detailed Description | Remarks |
|---------|------------------------------------|--|---------|
| 01. | Name of post | Secretary to Coal Controller | |
| 02. | Pay Level In Pay Matrix | L-11 | |
| 03. | Number of Posts | One (01) | |
| 04. | Method of recruitment | Transfer on deputation (including short term contract) Officer under the Central /State Government :- a. (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 700-1300 (Pre revised) now in Level L-10 [56100-177500] (revised as per 7 th CPC) or equivalent or (iii) with 8 years regular service in posts in the scale of Rs. 650-1200 (pre revised) now in L-7 (44900-142400) and b. Possessing the experience in Administration and Accounts matters. | |
| 05. | Period of Deputation | The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion. (Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years) | |
| 06. | Place of Posting and No of Vacancy | Coal Controller Organisation at Delhi:- 01 | |

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Secretary to Coal Controller**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) 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 on or before 30.09.2024. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

ANNEXURE 'A'

BIO DATA PROFORMA

| | | |
|---|--|---|
| 1 | Name and address in block letters | |
| 2 | Date of Birth (in Christian era) | |
| 3 | Date of retirement under Central/State Govt. Rules | |
| 4 | Educational Qualifications | |
| 5 | Whether educational and other qualification 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) | |
| | Qualification/experience Required | Qualification/experience Possessed by the officer |
| | | |
| | | |

| | | |
|-----------|-------|--|
| Essential | (i) | |
| | (ii) | |
| | | |
| Desired | (i) | |
| | (ii) | |
| | (iii) | |

| | | |
|---|---|--|
| 6 | Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post. | |
| 7 | Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. | |
| | | |

| | | | | | |
|-------------------|-----------|------|----|--------------|-------------------|
| Office/Instt/Orgn | Post held | From | To | Scale of pay | Nature of duties. |
|-------------------|-----------|------|----|--------------|-------------------|

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

Contd.....2/-

| | | |
|-----|---|--|
| 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 basis please state: | |
| (a) | The date of initial appointment | |
| (b) | Period of appointment on deputation | |
| (c) | Name of the parent office/organization to which you belong | |
| 10. | Additional details about present employment. Please state whether working under | |
| (a) | Central Government | |
| (b) | State government | |
| 11. | Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. | |
| 12 | Total emoluments per month now drawn | |
| 13. | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. | |
| 14. | Whether belong to SC/ST | |
| 15. | Remarks | |

Signature of the Candidate

Address:

Date:

Countersigned-----
(Employer)

**DUTIES AND RESPONSIBILITIES OF THE SECRETARY TO COAL CONTROLLER
IN THE OFFICE OF THE COAL CONTROLLER, DELHI.**

Generally, the following work are to be looked after/performed by the Secy to Coal Controller of this Organisation -

- Overall incharge of Administration and Accounts section of CCO
- All type of Administrative and Establishment matters
- Residual work
- Overall work of Budget & Accounts & DDO
- CPIO(RTI Matters)
- Hindi Liaison Officer
- Liaison Officer for SC/ST/OBC/PWD
- Pension Matter
- Legal Works
- Purchase stationary items through GEM
- All Vigilance clearance matter.
- Any other works to be assigned as desired by Competent Authority.
- To act as Officer of overall Administrative and Accounts In charge in CCO.

Besides the above work, the Secy to Coal Controller may also be looked after the statutory work viz. (a) Collection of Coal data under the Statistics Act, 2008 (b) Coal Mines (Conservation & Development) Act, 1974 and Coal Mines (Conservation & Development) Rules, 1975 and amended the same in 2011 which cover Disbursement of Subsidy to Coal Companies, Opening of Mine Closure Escrow Account, Issue of Opening/re-opening permission of coal mines/seams (c) Coal Bearing Area (Acquisition and Development) Act, 1957 and (d) the Colliery Control Rule, 2004.

See
40
CC

(210)

| 8 | 9 | 10 | 11 |
|--|-----------------------------------|----------------------|--|
| ESSENTIAL : | Age : no | 1 Year for | 25% by promotion failing |
| (i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University or equivalent. | Educational qualifications : Yes. | Direct recruit-ment. | which by transfer on deputation (including short-term contracts) and 75% by direct recruit-ment. |
| (ii) Ist Class Colliery Manager's Certificate of competency under the Mines Act, 1952. | | | |
| (iii) Three years experience in Coal mines | | | |

Note : Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2 : The qualifications and the experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. If, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

| 12 | 13 | 14 |
|--|--|--|
| PROMOTION : | Group 'A' Departmental Promotion Committee (for considering Promotion) : | Commission shall be consulted while making direct recruitment and selecting an officer for appointment, transfer or deputation (including short-term contracts). |
| Assistant Coal Superintendent Grade - II with 5 years' regular service in the grade. | 1. Chairman/Member, Union Public Service Commission — Chairman | |
| Transfer on deputation (including short-term contracts) : | 2. Joint Secretary, Department of Coal — Member | |
| Officers under Central/State Governments/Semi Governments/Public Undertaking/Autonomous Bodies, Statutory Organisations : | 3. Coal Controller — Member | |
| (a) (i) holding analogous posts on regular basis; or | Group 'A' Departmental Promotion Committee (for confirmation) : | |
| (ii) with 5 years' regular service in posts in the scale of Rs. 700-1300 or equivalent; or | 1. Joint Secretary Department of Coal — Chairman | |
| (iii) 8 years' regular service in posts in the scale of Rs. 650-1200 or equivalent; and | 2. Director Department of Coal — Member | |
| (b) possessing the situational qualifications and experience prescribed for direct recruit under Column 8. | 3. Coal Controller — Member | |
| The departmental officers in the higher category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. | Note : The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval if, however these are not approved by the Commission, a final meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held. | |
| (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding his appointment in the same organisation/department shall ordinarily not exceed 3 years). | | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|--|--|---|-----------|----------------|----|
| 6. Secretary to Coal Controller | 1* (1986) | General Central Service Group 'A' Non-Ministerial, Gazetted. | Rs. 1100-50-1600 | Selection | Not Applicable | No |
| | *Subject to variation dependent on work-load. | | | | | |
| 8 | 9 | 10 | 11 | | | |
| Not Applicable | Not Applicable | Not Applicable | By promotion failing which by transfer on deputation. | | | |
| 12 | 13 | 14 | | | | |
| Promotion : Deputy Assistant Coal Controller with 5 years' regular service in the grade. | Group 'A' Departmental Promotion Committee (for considering Promotion) : 1. Chairman/Member, Union Public Service | Selection for appointment by transfer on deputation shall be made in consultation with the Commission. | | | | |
| Transfer on deputation : | | | | | | |

| 12 | | | | 13 | | |
|--|---|--|------------------------------------|---|---|---|
| Officers under the Central/State Governments :— | | | | Commission—Chairman. | | |
| (a) (i) holding analogous posts on regular basis; or | | | | 2. Joint Secretary, Department of Coal, —Member. | | |
| (ii) with 5 years' regular service in posts in the scale of Rs. 700-1300 or equivalent; or | | | | 3. Coal Controller—Member. | | |
| (iii) with 8 years' regular service in posts in the scale of Rs. 650-1200 or equivalent; and | | | | Group 'A' Departmental Promotion Committee. | | |
| (b) Possessing experience in Administration, Establishment and Accounts matters. | | | | (for considering confirmation) : | | |
| The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. | | | | 1. Joint Secretary, Department of Coal —Chairman. | | |
| (Period of deputation including period of deputation in another exalted post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years). | | | | 2. Director, Department of Coal—Member. | | |
| | | | | 3. Coal Controller—Member. | | |
| | | | | Note :—The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held. | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Assistant Coal Superintendent Grade-II | 2* (1986) *Subject to variation dependent on workload. | General Central Service Group 'A' Non-Ministerial, Gazetted. | Rs. 700-40-900-EB-40-1100-50-1300. | Not Applicable. | Not exceeding 35 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Government). Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Island and Lakshadweep). | Yes. |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| ESSENTIAL : (i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised university or equivalent. (ii) First Class Colliery Manager's Certificate of competency under the Mines Act, 1952. Note :—Qualifications are relaxable at the discretion of of the Union Public Service Commission in case of candidates otherwise well qualified. | Not Applicable. | 1 year | By direct recruitment | Not Applicable | Group 'A' Departmental Promotion Committee (for confirmation) : 1. Joint Secretary, Department of Coal—Chairman. 2. Director, Department of Coal—Member. 3. Coal Controller—Member. Note :—The proceedings of the Departmental Promotion Committee relating to Confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held. | Selection shall be made in consultation with the Union Public Service Commission. |

4. Filling up the 08 posts of Assistant Coal Superintendent Grade-I (Group-A) in Level-11 of Pay Matrix (67700- 208700) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

| Sl. No. | Item | Detailed Description | Remarks |
|---------|-------------------------|---|---------|
| 01. | Name of post | Assistant Coal Superintendent Grade-I | |
| 02. | Pay Level In Pay Matrix | L-11 | |
| 03. | Number of Posts | Eight (08) | |
| 04. | Method of recruitment | <p>Transfer on Deputation (Including short term contract):- Officers under the Central /State Government, /Semi Government/Public Undertaking/Autonomous Bodies/Statutory Organisation</p> <p>a. (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 700-1300 (Pre revised) now in Level L-10 [56100-177500](revised as per 7th CPC) or equivalent or (iii) with 8 years regular service in posts in the scale of Rs. 650-1200 (pre revised) now in L-7 (44900-142400) and (a) Possessing the following education qualifications and experience:- (vii) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent (viii) First Cass Colliery Manager Certificate of competency under the Mines Act, 1952 (ix) 3years experience in Coal Mines</p> | |
| 05. | Period of Deputation | <p>The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years)</p> | |
| 06. | Place of Posting and | Coal Controller Organisation at Delhi:-05 | |

| | | | |
|--|---------------|---|--|
| | No of Vacancy | Dhanbad-01 Kolkata-01 Kothegudem-01 | |
|--|---------------|---|--|

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Assistant Coal Superintendent (Grade-I)**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) 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 on or before 30.09.2024. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

ANNEXURE ‘A’

BIO DATA PROFORMA

| | | |
|---|--|---|
| 1 | Name and address in block letters | |
| 2 | Date of Birth (in Christian era) | |
| 3 | Date of retirement under Central/State Govt. Rules | |
| 4 | Educational Qualifications | |
| 5 | Whether educational and other qualification 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) | |
| | Qualification/experience Required | Qualification/experience Possessed by the officer |
| | | |
| | | |

| | | |
|-----------|------|--|
| Essential | (i) | |
| | (ii) | |
| | | |
| Desired | (i) | |

| | | |
|--|-------|--|
| | (ii) | |
| | (iii) | |

| | | |
|---|---|--|
| 6 | Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post. | |
| 7 | Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. | |
| | | |

| Office/Instt/Orgn | Post held | From | To | Scale of pay | Nature of duties. |
|-------------------|-----------|------|----|--------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Contd.....2/-

| | | |
|-----|---|--|
| 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 basis please state: | |
| (a) | The date of initial appointment | |
| (b) | Period of appointment on deputation | |
| (c) | Name of the parent office/organization to which you belong | |
| 10. | Additional details about present employment. Please state whether working under | |
| (a) | Central Government | |
| (b) | State government | |
| 11. | Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. | |
| 12 | Total emoluments per month now drawn | |
| 13. | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. | |
| 14. | Whether belong to SC/ST | |
| 15. | Remarks | |

DUTIES AND RESPONSIBILITIES OF THE DEPUTY COAL CONTROLLER IN THE OFFICE OF THE COAL CONTROLLER, DELHI.

Generally, the following works under statutory acts and Rules are to be looked after/performed by the Dy. Coal Controller of this Organisation –

Statutory Act & Rules: -

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29th May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i) Any other technical works as entrusted to CCO by MOC.
- j) Acts as over all incharge of Technical Officer in CCO and to act as coordinator with officers posted at field office of CCO in discharge of technical duties assigned to CCO.
- k) Advisory roles to Coal Controller in dealing with Technical matter including operative and policy matters.

v) Settlement of disputes and advisory to Coal Controller under CBA Acts 1957.

| 8 | 9 | 10 | 11 | 12 |
|----------------|----------------|----------------|---|---|
| Not applicable | Not applicable | Not applicable | By promotion failing which by transfer on deputation including short-term contract. | <p>Promotion : Assistant Coal Superintendent Grade-I with 5 years regular service in the grade and possessing the educational qualifications as mentioned at (b) (i) and (ii) below.</p> <p>Transfer on deputation (including short-term contract) : Officers under Central/State Government's Public Sector Undertakings Autonomous Bodies Statutory Organisations:—</p> <p>(A) (i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent and</p> <p>(B) Possessing the following educational qualifications and experience :—</p> <p>(i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University of equivalent.</p> <p>(ii) First Class Colliery Manager's certificate of competency under the Mines Act, 1952.</p> <p>(iii) 5 years' experience in Coal Mines.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years).</p> |

| 13 | 14 |
|--|--|
| <p>Group 'A' Departmental Promotion Committee (for promotion) :</p> <ol style="list-style-type: none"> Chairman/Member, Union Public Service Commission Joint Secretary, Department of Coal Coal Controller <p>Group 'A' Departmental Promotion Committee (for confirmation) :</p> <ol style="list-style-type: none"> Joint Secretary, Department of Coal Director, Department of Coal Coal Controller | <p>Selection for appointment by transfer on deputation (including short-term contract) shall be made in consultation with the Union Public Service Commission.</p> |
| <p>NOTE : The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.</p> | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|-----------|---|-------------------|-----------|--|-----|
| 5. Assistant Coal Superintendent Grade-I | 5* (1980) | General Central Service Group 'A' Non-Ministerial, Gazetted | Rs. 1100-50-1600. | Selection | Not exceeding 40 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government.) | Yes |
| Subject to variation dependent on work-load. | | | | | <p>Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep).</p> | |

| 8 | 9 | 10 | 11 |
|--|-------------------------------------|-----------------|--|
| ESSENTIAL : | Age : no | 1 Year for | 25% by promotion failing |
| (i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University or equivalent. | educational qualifications : merit. | direct recruit. | which by transfer on |
| (ii) Ist Class Colliery Manager's Certificate of competency under the Mines Act, 1952. | Yes. | | deputation (including short-term contracts) and 75% by direct recruitment. |
| (iii) Three years experience in Coal Mines | | | |

Note : Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2 : The qualification(s) and the experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. If at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

| 12 | 13 | 14 |
|--|---|--|
| PROMOTION : | Group 'A' Departmental Promotion Committee (for considering Promotion) : | Commission shall be consulted while making direct recruitment and selecting an officer for appointment, transfer or deputation (including short-term contracts). |
| Assistant Coal Superintendent Grade-II with 5 years' regular service in the grade. | 1. Chairman/Member, Union Public Service Commission — Chairman | |
| Transfer on deputation (including short-term contracts) : Officers under Central/State Governments/Semi Governmental/Public Undertaking/Autonomous Bodies, Statutory Organisations : | 2. Joint Secretary, Department of Coal — Member | |
| (a) (i) holding analogous posts on regular basis; or | 3. Coal Controller — Member | |
| (ii) with 5 years regular service in posts in the scale of Rs. 700-1200 or equivalent; or | Group 'A' Departmental Promotion Committee (for confirmation) : | |
| (iii) 8 years' regular service in posts in the scale of Rs. 650-1200 or equivalent; and | 1. Joint Secretary Department of Coal — Chairman | |
| (b) possessing the educational qualifications and experience prescribed for direct recruit under Column 8. | 2. Director Department of Coal — Member | |
| The departmental officers in the higher category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. | 3. Coal Controller — Member | |
| (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding his appointment in the same organisation/department shall ordinarily not exceed 3 years). | Note : The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval if however these are not approved by the Commission at a first meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held. | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|--|--|---|-----------|----------------|----|
| 6. Secretary to Coal Controller | 1* (1986) | General Central Service Group 'A' Non-Ministerial Gazetted. | Rs. 1100-50-1600 | Selection | Not Applicable | No |
| | *Subject to variation dependent on work-load. | | | | | |
| 8 | 9 | 10 | 11 | | | |
| Not Applicable | Not Applicable | Not Applicable | By promotion failing which by transfer on deputation. | | | |
| 12 | 13 | 14 | | | | |
| Promotion : Deputy Assistant Coal Controller with 5 years' regular service in the grade. | Group 'A' Departmental Promotion Committee (for considering Promotion) : | Selection for appointment by transfer on deputation shall be made in consultation with the Commission. | | | | |
| Transfer on deputation : | 1. Chairman/Member, Union Public Service | | | | | |



INTEGRATED TEST RANGE (ITR)

Defence Research & Development Organization

Ministry of Defence, Govt. of India

Chandipur-756025

Balasore, Odisha

Phone: (06782)-272144, e-mail : hrd.itr@gov.in website-www.drdo.gov.in

Advt. No. ITR/HRD/AT/09/2024

ENGAGEMENT OF GRADUATE & TECHNICIAN (DIPLOMA) APPRENTICE

(Under The Apprentices Act 1961 as amended in 1961, 1973 & 2014)

Integrated Test Range (ITR), Chandipur, a premier Laboratory of Defence Research and Development Organization (DRDO), invites applications from young and meritorious Indian nationals for engagement of Graduate & Technician (Diploma) as under for a period of one year.

| Sl. No. | Apprenticeship Training Category | Essential Qualification | | Total Vacancies | Stipend (Per month) |
|---------|----------------------------------|-------------------------|---|-----------------|---------------------|
| 01. | Graduate Apprentice | B.E /B.Tech in | Computer Science & Engineering & Allied Branches And Information Technology | 06 | Rs. 9000/- |
| | | B.E /B.Tech in | Electronics Engineering & Allied Branches | 06 | |
| | | B.E /B.Tech in | Electrical Engineering | 02 | |
| | | B.E /B.Tech in | Mechanical Engineering | 01 | |
| | | B.E /B.Tech in | Aerospace Engineering | 01 | |
| | | B.Lib.Sc in | Library Science | 02 | |
| | | B.E /B.Tech in | Safety Engineering | 02 | |
| | | BBA | Administration / HR | 05 | |
| | | B.Com | Financial Accounting Cost Accounting | 05 | |
| 02. | Technician (Diploma) Apprentice | Diploma in | Computer Science & Engineering & Allied Branches And Information Technology | 09 | Rs. 8000/- |
| | | Diploma in | Electronics Engineering & Allied Branches | 09 | |
| | | Diploma in | Electrical Engineering | 02 | |
| | | Diploma in | Cinematography | 02 | |
| | | Diploma in | Medical Laboratory Technology | 02 | |

Note:- (1) For the above vacancies, reservation for SC/ST/OBC/PWD/EWS categories will be applicable as per provision of Apprentice Act 1961, Apprentice Rules, 1992 and Apprenticeship (Amendment) Rules, 2015.

(2) The No. of vacancies are only indicative and may change at a later stage.

❖ For detailed Notification kindly visit the website www.drdo.gov.in.

Last Date for Receipt of Application alongwith supporting documents at ITR.

(P N Panda)
Scientist-F
Associate Group Director (HR)
For Director, ITR

APPLICATION FORM FOR APPRENTICESHIP IN ITR, CHANDIPUR
Annexure-A

| 1. Advertisement No. | :ITR/HRD/AT/09/2024 | | | Please affix a recent passport size Photograph | | |
|---|---------------------------------------|-----------------|-----------------|--|-----------------------|------------|
| 2. NATS Enrollment No. | | | | | | |
| 3. Types of Apprentice (Graduate/ Technician(Diploma)) | | | | | | |
| 4. Branch/Discipline/Subject | | | | | | |
| 5. Applicant Name in block letters | | | | | | |
| 6. Father's Name/ Husband's Name | | | | 9. Aadhaar No: | | |
| 7. Date of Birth: | 8. Nationality:- | | | | | |
| 10. Category: (UR/SC/ST/OBC/EWS) | 11. Gender: (Male/Female/Transgender) | | | | | |
| 12. Are you Physically Handicapped? | | | | | | |
| 13. Correspondence Address: (in Block Letters) | | | | | | |
| 14. Permanent Contact Address: (in Block Letters) | | | | | | |
| 15. E-mail Address: | 16. Mobile No./ Alternative No. | | | | | |
| 17. Educational Qualification Details (Self-attested copies to be enclosed) | | | | | | |
| Exam Passed | Name of Board/University | Year of Passing | Subject/ Branch | Mark Details | Division/ Class/Grade | |
| | | | | Full Marks | Marks Secured | % of Marks |
| X | | | | | | |
| XII | | | | | | |
| Diploma | | | | | | |
| B.E/B.Tech /BBA/B.Com | | | | | | |

DECLARATION

I understand that the post applied for, by me is purely a temporary one and hereby declare that the statements made and information furnished in the application are true, complete and correct to the best of my knowledge & belief.

List of Enclosures: (Put Tick Mark)

- i. 10th Certificate & Mark sheet ☐
 ii. 12th Certificate & Mark sheet ☐
 iii. Diploma Certificate & Mark sheet ☐
 iv. B.Tech /BBA/B.Com Certificate & Mark sheet ☐
 v. Caste Certificate ☐
 vi. Identity Proof ☐

Place:

For Office Use Only

Signature of the Candidate