## CCO-Gen/2/2024-ESTABLISHMENT Government of India Ministry of Coal

Shastri Bhawan, New Delhi Dated the: 26 November, 2024

#### Office Memorandum

Subject:- The last date of submission of applications of 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) extended upto 15.12.2024.

The undersigned is directed to refer Corrigendum dated 08.10.2024 on the subject cited above and to inform that the last date for submission of application for the post of 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) in CCO, Delhi is being extended upto 15.12.2024 and will be effective from the initial O.M i.e 25.07.2024.

Encl:as above

[Sanjeev Ranjan]

Under Secretary to the Govt. of India

To

- 1. All Ministries/Departments of the Government 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:-

- Technical Director, NIC Cell, Ministry of Coal for uploading the Vacancy on the website of the Ministry.
- Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Miner, 5<sup>th</sup> Floor, Core-II, Laxmi Nagar, Delhi-110092.

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

Shastri Bhawan, New Delhi Dated: 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.	Name of the Post & Pay	No of Posts	Initial Place of Posting	Proposed Method of
No.	Level	proposed to fill up		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	Officers under the Central /State Government, Semi-Government/Autonomous Bodies/Public Sector Undertakings:  (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 7 <sup>th</sup> 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 7 <sup>th</sup> CPC) or equivalent and (b) Possessing the following education qualifications and experience:  (i) Degree or equivalent diploma in mining Engineering or equivalent from any recognized University or equivalent  (ii) First Class Certificate or competency under the Mines Act, 1952  (iii) 7 years experience in Coal Mines	
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 4 years)	
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 on or before 30.092024. 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**

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Office/Instt/Orgn	Post held	From	То	Scale of pay	Nature of duties.

Contd.....2/-Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent In case the present employment is held on deputation basis please state: The date of initial appointment Period of appointment on deputation (b) Name of the parent office/organization to which you belong Additional details about present 10. employment. Please state whether working under Central Government (a) (b) State government Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. Total emoluments per month now 12 drawn Additional information, if any, which 13. you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. Whether belong to SC/ST 14. Remarks

		Signature of the Candidate
Date:	Address:	
		Countersigned(Employer)

Countersigned-	
275	(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 29 <sup>th</sup>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 allincharge 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 Technicalmatter including operative and policy matters.

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2. Deputy Coal Controller	1° (1986) *Subject to variation dependent on work-load.	Goneral Centr Group 'A' No Ministerial Ga	n-	Rs. 1800-100-2000.	Selection.	No t Applic	able	No
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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	Officers under the Central /State Government, Public Sector Undertakings/Autonomous Bodies/Statutory Organisation:  (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 7 <sup>th</sup> CPC) or equivalent and  (d) Possessing the following education qualifications and experience:  (iv) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent  (v) First Class Certificate or competency under the Mines Act, 1952  (vi) 5 years experience in Coal Mines	
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	
06.	Place of Posting and No of Vacancy	years)  Coal Controller Organisation at Delhi:-02 Dhanbad-01 Ranchi-01 Nagpur-01 Bilaspur-01 Sambalpur-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 envelops 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

	DIO	DATA PROFURMA
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 habeen 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
-		
Esser	ntial (i)	

Essential	(i)	
	(ii)	
Desired	(i)	
	(ii)	
	(iii)	

1,000	Please state clearly whether in the	
	light of the entries made by you above, you meet the requirements of	
	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	То	Scale of pay	Nature of duties.

Contd 2/-

		Conta2/-
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	v
(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
Date:	Address:	
		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 29 <sup>th</sup>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.

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contract.

Assistant Coal Superintendent Grade-I with 5 years regular service in the grade and possessing the educational qualifications as mentioned at (b) (j) and (ii) below.

Transfer on deputation (including short-term con-

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 qualifictions and experience:—

(i) Degree or equivalent diploma in Mining

Engineering or equivalent diploma in Mining Engineering or equivalent from a recognised University of equivalent.

(ii) First Class Colliery Manger's certificate of competency under the Mines Act, 1952.

(iii) 5 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-cadro post hold immediately proceding this appointment in the same, organisation/ department shall ordinarily not exceed 3 years).

14 Group 'A' Departmental Promotion Committee Selection for appointment by transfer on (for promotion): denutation Chairman/Member, Union Public Service Commission (inclduing short-term contract) shall be made in consultation with the Union Chairman Joint Secretary, Department of Coal Member 3. Cont Controller
Group 'A' Departmental Promotion Committee Member Public Service Commission. (for confirmation): 1. Joint Scoretary, 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.

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5. Assistant Coal 5\* Genoral Central Rs. 1100-50- Selection
Superintendont Grade-1. A NonMinisterial,
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Subject to variation dependent on work-load.

Not exceeding 40 years. Yes (Relaxable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government.). Note: The crucial data for determining the age limit shall be the closing date for receipt of applications from candidates in India tother than those in Andama and Nicobar Llauds and Lakshadweep.

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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.

SI. 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 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	
05.	Period of Deputation	b. Possessing the experience in Administration and Accounts matters.  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 envelops 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 I	DATA	A PROFC	)RM	4	
1	Name a	and a	ddress in	bloc	k letters					
2	Date of	Birt	th (in Chri	stian	era)					
3	Date of	reti	rement und	der						
	Central	/Stat	te Govt. R	ules						
4	Educati	ional	Qualifica	tions	l					
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							red by the			
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Esse		(i) (ii)						3)		
Des	ired	(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.									
Offi	ce/Instt/O	rgn	Post held		From		То		Scale of pay	Nature of duties.

Contd.....2/-Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent In case the present employment is held on deputation basis please state: The date of initial appointment Period of appointment on deputation (b) Name of the parent office/organization to which you belong Additional details about present employment. Please state whether working under Central Government (a) State government Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. 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. 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.

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भारत का राज्यत . नवम्बर 15, 1836/काविया 24, 1808 12 13 Officers under the Central/State Governments :-Commission-Chairman. (a) (i) holding analogous posts on regular basis; 2. Joint Secretary, Department of Coul. --- Member. (ii) with 5 years' regular service in posts in the 3. Coal Controller-Member. scale of Rs.700-1300 or equivalent; or Group 'A' Departmental Promotion Con-(sii) with 8 years, regular service in posts in the minee. scale of R = 650-1200 or equivalent; and (for considering confirmation): Possessing experience in Administration, Esta-1. Joint Secretry, Department of Coul blishment and Accounts matters. -Chalman. The departmental officers in the feeder category who 2. Director, Department of Coal-Member. are in the direct line of promotion will not be eligile 3. Coal Controller-Member. for appointment on deputation. Similarly, deputotlonists shall not be eligible for consideration for Note:-The Proceedings of the Departmental appointment by promotion. Promotion Committee relating to confirma-(Period of deputation including period of deputation tion shall be sent to the Commission for in another excadre post held immediately preceapproval. If, however, there are not approding this appointment in the same organisation! ved by the Commission a fresh meeting of department shall ordinarily not exceed 3 years). the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Contmission shall be held. 7. Assistant General Central Rs.700-40-900-Not Not exceeding 35 years Coal Superin-(1986) Yes. Service Oroup 'A' EB-40-1100-50- Applicable. (Relexable for Governtendeni Grade-II Non-Ministerial, 1300. ment Servants upto 5 \*Subject to Gazetted. years in accordance variation with the instructions or dependent orders issued by the Goon workvernnient). load. Note: The crucial date for determining the age limit shall be the closing dute for receipt of applications from candidates in India fother than those in Andaman and Nicobar Island and Lakshadweep). 10 11 13 ESSENTIAL: Group, 'A' Departmental By direct Not Not Applicable. 1 year Selection shall (i) Degree or equivalent diprecruitment Applicable Promotion Committee be made in Ioma in Mining Enginee-(for confirmation): consultation ring or equivalent from a 1. Joint Secretary, Dewith the Union recognised university or partment of Cont ... Public Service equivalent. Chairman. Commission. (ii) First Class Colliery Mana-2. Director, Department ger's Certificate of comof Coal-Member. petency under the Mines 3. Coal Controller ... Act, 1952. Member. Note :-- Qualifications are re-Note :- The proceedings laxable at the discretion of of the Departmental of the Union Public Service Promotion Committee Commission in case of canrelating to Confirmadidates otherwise well qualition shall be sent tothe filed. Commission for appro-

val. If, however, these are not approved by the Cummission 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.

SI. 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	Transfer on Deputation (Including short term contract):- Officers under the Central /State Government, /Semi Government/Public Undertaking/Autonomous Bodies/Statutory Organisation  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) 3 years experience in Coal Mines	
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	Coal Controller Organisation at Delhi:-05	

No of Vacancy	Dhanbad-01	
	Kolkata-01	
	Kothegudem-01	
	and the second s	

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 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	u 8
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	То	Scale of pay	Nature of duties.

Contd......2/-

_		Contd2/-
8	Nature of present employment i.e. adhoc 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 29 <sup>th</sup>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 allincharge 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 Technicalmatter including operative and policy matters.

v) Settlement of disputes	and advisory to	Coal Controller under	CBA Acts 1957.
8			



# II-mr 3(i)] गारध का राजवब : नबन्दर 15, 1980/वर्गिक 24, 1909 R 10 11 Not applicable Not applicable Not applicable By promotion failing Promotion : which by transfer Assistant Coal Superintendent Orado-I with 5 years on deputation inregular service in the grade and possessing the cluding short-term educational qualifications as mentioned at (b) (l) contract. and (ii) below. 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 qualifictions and experience :-(i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised. (ii) First Class Colliery Manger's certificate of competency under the Mines Act, 1952. fiii) 5 years' experience in Coal Mines. The departmental officers in the feeder category who are la 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 hold immediately preceding this appointment in the same organisation department shall ordinarily not exceed 3 years).

14 Group 'A' Departmental Promotion Committee Selection for appointment by transfer on (for promotion): deputation Chairman/Member, Union Public Service Commission Chairman (inclduing short-term contract) shall be 2. Joint Secretary, Department of Coal made in consultation with the Union Member Coal Controller Member Public Service Commission. Group 'A' Deparmental Promotion Committee (for confirmation): 1. Joint Secretary, Department of Cool Chairman 2. 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, 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

5. Assistant Coal 5° Genoral Central Rs. 1100-50- Selection Not exceeding 40 ye Superinton (1980) Service Group 1060. (Relaxable for Cowment servants upto Years in accordance with the instruction or order issued by the Control Government.)

Subject to variation dependent on work-load. Note: The crucial data.

Not exceeding 40 years. (R clarable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government.). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (niher than those in Andama and Nicobar Islands and Lekshndweep.

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

Shastri Bhawan, New Delhi Dated: 4th 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:

SI. No.	Name of the Post & Pay Level	No of Posts proposed to fill up	School reflicies on sections of	Proposed Method of Recruitment
01.	Dy. Coal Controller (L-13)		CCO Delhi-02	Transfer on Deputation basis (including short term contract)
02.	Coal Superintendent (L-12)		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)		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 60 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 60 days of the date of advertisement of the vacancy in the Employment News. Applications received after the last date or without upto date ACR dossiers or otherwise found incomplete will not be considered 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	Officers under the Central /State Government, Semi-Government/Autonomous Bodies/Public Sector Undertakings:  (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 (b) Possessing the following education qualifications and experience:  (i) Degree or equivalent diploma in mining Engineering or equivalent from any recognized University or equivalent  (ii) First Class Certificate or competency under the Mines Act, 1952  (iii) 7 years experience in Coal Mines	
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 4 years)	74.
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**

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Office/Instt/Orgn	Post held	From	То	Scale of pay	Nature of duties.

Contd.....2/-Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent In case the present employment is held on deputation basis please state: The date of initial appointment Period of appointment on deputation Name of the parent office/organization to which you belong Additional details about present employment. Please state whether working under Central Government 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. Total emoluments per month now 12 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 29 <sup>th</sup>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 allincharge 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 Technicalmatter including operative and policy matters.

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(ii) with 3 years' scale of Rs. I (iii) with 5 years' scale of Rs. I b) possession the for and experience: (i) Degree or or of nearing or of University of (ii) First Class C. Minos Act, I (iii) 7 years' experience or of ye	evice in the grade at a liftentions as month in tinefulding short-te intral/State Governormous Bodies/Purposes	ntendent with a doposessing a coned at (b)(i) are contract; armonis, Semi-3 bible. Sector (contract) arbaris: or (	(fer prom. Chalren Comm. Joint Se . Coal C . Group 'A' titeo. (fer confir. Joint Se . Diagram . Joint Se . Diagram . The coal C . Note: T Promotition sha a prove proved the Del to be pr. Monthe	an/Member, Union Paleston icrotary Department ontroller —M 'Departmental Prom rmation): crotary, Department —C r, Department of Coa	ublic Service  —Che irman, of Coal— Member ambor, of Coal hairman  —Member fember Departmenta gto confirma ministon for are not ap fresh meetics of Committee the confirmat of an or an or ap	by transfer on a (Including contract) shall consultation. Union Public Commission.	short-term
distely p	putation including parable re- recoding this appoint naisation/departme y exceed 4 years).	at hold immo- otment in the					

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	Officers under the Central /State Government, Public Sector Undertakings/Autonomous Bodies/Statutory Organisation:  (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  (d) Possessing the following education qualifications and experience:  (iv) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent  (v) First Class Certificate or competency under the Mines Act, 1952  (vi) 5 years experience in Coal Mines	
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. Similarly deputationists 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:-02 Dhanbad-01 Ranchi-01 Nagpur-01 Bilaspur-01 Sambalpur-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 envelops 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

			BIO L	DATA PROFORMA
1	Name	and addr	ess in block letters	
	Date (	of Birth (i	n Christian era)	
			ent under	4)
	Centr	al/State G	ovt. Rules	
	Educa	ational Qu	alifications	
27.500			tional and other	
	qualif	ication re	quired for the post	
1	are sa	tisfied (If	any qualification has	
			equivalent to the one	
	-		e rules, state the	
	authority for the same)			
(	Quali	fication/ex	eperience Required	Qualification/experience Possessed by the officer
Essent	tial	(i)		
		(ii)		
Desire	ad .	(i)		
Desire	<i>,</i> u	(ii)		
		(iii)		
6 1	Please	state cles	arly 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	То	Scale of pay	Nature of duties.

Contd......2/-

		Conta2/-
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	
(a) (b) (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	
(a) (b) 11.	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

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$\Delta \mathbf{U}$	u	1000

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 29 <sup>th</sup>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 allincharge 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 Technicalmatter including operative and policy matters.

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1 .	TTE OF INI		3	4	3	6	RT II-SE	
1. Joint Deputy Coal Controller (Coordina- tion)	1* (1986) *Subject to variation depondent on workload	No r-Mil Gazatted,	Group 'A'	Rs. 1500-	60-1800. No ta polici		pplicable	No.
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					(ili) with 5 years scale of Rs.	11 00-1 600 or	ico in post in oquivalent;	and
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	leneral Central ervice Group	4 Rs. 1500-60- 1800.	Selecti	ов	6 Not appli	CELIE	1 No	

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\* II-acr 3(i)]

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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 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  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 envelops 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 I	DAT	A PROFORM	ÍΑ	
1	Name	and a	ddress in bl	ock letters				
2	Date o	f Birt	h (in Christi	ian era)				
3			ement unde		1			
	Centra	1/Stat	e Govt. Rul	es				
4 5	Educat	ional	Qualification	ons				
5	Wheth	er edi	ucational an	d other				
	qualifi	cation	required fo	or the post				
				lification has	S			
				nt to the one				
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			the same)					
			n/experience	e Required	Qua		erience Possess	ed by the
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		(iii)						
								E.
5			clearly when					
	-		entries made					
	above,	you n	neet the req	uirements of	1			
	the post.							
7	Details	of Er	nployment,	in				
	chrono	logica	al order. End	close a				
	separat	separate sheet duly authenticated by						
				ice below is				
	insuffic						- U	
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JIII	ce/Instt/(	Jrgn	Post held	From		То	Scale of pay	Nature of

Contd.....2/-Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent In case the present employment is held on deputation basis please state: The date of initial appointment Period of appointment on deputation Name of the parent office/organization (c) to which you belong Additional details about present employment. Please state whether working under Central Government State government Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. Total emoluments per month now 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. 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.

E E E E E	THE CONTROL			9	10 ·	<del>paraetinisulusuriuseks.</del> 11
(ii) Ist Cle under	e or equivalent lent from a ro ass Colliery to the Mines Ac		equivalent.	qualifications	Yearfor directrecruit- mert.	25% by remetion fail which by transfer deputition (includ short-term contract); 75% by direct recrues, 1.
		nec in Coal Mines.				
qualified.  Note 2: The qualified.  Note 2: The qualified discretion of of canifa tes bell if a tany sie go construited por communities por	Commission in walification(s) of the Union P longing to Sch of selection, the n that sufficients, ssing the re-	Inxablea the dierction a case of candidates of and the experience is/a public Service Commissi- reduled Castes and Sche to Union Public Service in number of candidate quisite experience are in ies reserved for them.	rerelaxable at ion in the case duled Tribes Commission	ā		
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	1.	Service Group 'A'	Rs. 1100-50- 1600	Selection	Not Applicable	o No
5. Secretary to Coal Controller	*Subject to variation dependent on work- load.	Non-Ministerial. Gazetted.				
to Cost	*Subject to variation dependent on work.			10		
to Cont	*Subject to variation dependent on work.		Not	10 Applicable	By promotin on deputat	11 n failing which by transion.
to Coal Controller	*Subject to variation dependent on work.	Garetted.	Not			

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Officers under the Cer				13		
(a) (i) holding aneli	utter/2(e)	its on regular basis;	Commissio	on-Chairman.		
or or	ogous po	tron regular basis;	2. Joint S∞	retary, Departme	ent of Coul.	
(ii) with 5 years'	' regular	service in posts in t				
				woller-Member.		
(iii) with 8 years.	' regular	service in posts in	the mittee.	Departmental Pr	omotion Cons-	
sale of R: 6	650-1200	or equivalent; and	(for consider	ng confirmation)		
(b) Possessing experi	ience in	Administration, Esta	a- 1. Joint Secre	erry. Department	; 	
blishment and Ao	xounts m	atters.		n.	OI C-GMI	
The departmental office	cers in th	e feeder category wh		epartment of Co:	4-Member	
for populational on	of promo	otion will not be cligit on. Similarly, depu-		oller-Member.		
tationists thall not b	ocputati	for consideration for				
appointment by pron	n otion.	not consideration to		Proceedings of the	Departmentul	
(Period of deputation i	including	period of demands		mmittee relating	to confirma-	
in another excede	re post he	eld immediately prece	t- Approval	e sent to the Con	unission for	
dog this appointme	ent in the	c Same organisation		lf, however, these commission a fres	are not appro-	
department shall ordi	inurily no	n exteed I years).		mental Promotio	n meeting of	
			to be presid	ed over by the Cl	hairman ar a	
			wemper of t	the Univa Public	Service Con-	
			mission shall	l be held.	* 1 m / 1 m	
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7. Assistant 2.	•	General Central	Rs.700-40-900	Not	6	7
	986)	Service Group 'A'	EB-40-1100-50-	Not Applicable.	Not exceeding 35 years	Yes.
tendeni Grade-II		Non-Ministerial,	1300.	reparedoic.	(Relaxable for Govern- ment Servants upto 5	
		Gazetted.			years in accordance	
	ation				with the instructions or	
on w	endent				orders I ssued by the Go-	
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1014					Note: The crucial date	
					for determining the age	
					limit shall be the closing	
					dute for receipt of appli-	•
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					in Andaman and Nicobar	
	-				Island and Lakshadweep).	
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SSENTIAL:		· · · · · · · · · · · · · · · · · · ·				14
i) Degree or equivalen		to tripping one, if y	ear By dire		Group 'A' Departmental	Selection shall.
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recognised university equivalent. i) First Class Colliery N	y or Mana-				<ol> <li>Joint Secretary, De- partment of Coal—</li> </ol>	with the Union
recognised university equivalent. it First Class Colliery N ger's Centificate of	y or Mana- com-				1. Joint Secretery, Department of Coal— Chairman. 2. Director, Department of Coal—Member.	with the Union Public Service
recognised university equivalent. i) First Class Cofficry N ger's Certificate of petency under the M	y or Mana- com-				Joint Secretery, Department of Coal.  Chairman.     Director, Department of Coal.     Member.     Coal Controller.	with the Union Public Service
recognised university equivalent.  First Class Colliery N ger's Certificate of petency under the M Act, 1952.—	Mana- com- dincy				Joint Secretery, Department of Coal—     Chairman.     Director, Department of Coal—Member.     Coal Controller—     Member.	with the Union Public Service
recognised university equivalent.  First Class Coffiery N ger's Certificate of potency under the M	Mana- com- dincy				1. Joint Secretery, Department of Conl.— Chairmen. 2. Director, Department of Conl.—Member. 3. Conl Controller— Member. Note:—The proceedings	with the Union Public Service
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recognised university equivalent. i) First Class Colliery Mager's Certificate of petency under the Mact, 1952.—Qualifications as laxable at the discretic of the Union Public Se Commission in case of didates otherwise well a	Manu- com- dines  the re- on of crvice f con-	10			1. Joint Secretery, Department of Coal— Chairmen. 2. Director, Department of Coal—Member. 3. Coal Controller— Member. Note:—The proceedings of the Departmental Promotion Committee relating to Coalemation shall be sent to	with the Union Public Service Commission,
recognised university equivalent. i) First Class Colliery Mager's Certificate of petency under the Mact, 1952.—Qualifications as laxable at the discretic of the Union Public Se Commission in case of didates otherwise well a	Manu- com- dines  the re- on of crvice f con-	12			1. Joint Secretery, Department of Coal— Chairman. 2. Director, Department of Coal—Member. 3. Coal Controller— Member. Note:—The proceedings of the Departmental Promotion Committee relating to Conflemention shall be sent tothe Commission for approval. If, however, these are not approved by the Commission a feech meeting of the Departmental Promotion Committee to be presided over by the Chairman	with the Union Public Service Commission,
recognised university equivalent. i) First Class Colliery Mager's Certificate of petency under the Mact, 1952.—Qualifications as laxable at the discretic of the Union Public Se Commission in case of didates otherwise well a	Manu- com- dines  the re- on of crvice f con-	10			1. Joint Secretery, Department of Coal— Chairmen. 2. Director, Department of Coal—Member. 3. Coal Controller— Member. Note:—The proceedings of the Departmental Promotion Committee relating to Coalemation shall be sent to	with the Union Public Service Commission,
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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.

O1.   Name of post   Assistant Coal Superintendent Grade-I	Sl. No.	Item	Detailed Description	Remarks
Matrix   District   Superior   Superior	01.	Name of post		
Method of recruitment   Transfer on Deputation (Including short term contract):- Officers under the Central /State Government, /Semi Government/Public Undertaking/Autonomous Bodies/Statutory Organisation     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	02.		Ĺ-11	
recruitment  contract):- Officers under the Central /State Government, /Semi Government/Public Undertaking/Autonomous Bodies/Statutory Organisation  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  Deficitly in 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)	03.	Number of Posts	Eight (08)	
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)	04.	Method of recruitment	Transfer on Deputation (Including short term contract):- Officers under the Central /State Government, /Semi Government/Public Undertaking/Autonomous Bodies/Statutory Organisation  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	
	05.	Period of Deputation	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	
VVIII VIEWINGUINI WAS VOICE VOICE VIEW VIEW VIEW VIEW VIEW VIEW VIEW VIE	06.	Place of Posting and	Coal Controller Organisation at Delhi:-05	

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

Name and address in block letters	
Date of Birth (in Christian era)	
Date of retirement under Central/State Govt. Rules	
Educational Qualifications	
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
	Date of Birth (in Christian era)  Date of retirement under Central/State Govt. Rules  Educational Qualifications  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)

Essential	(i)	
	(ii)	
Desired	(i)	

	(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.	

Post held	From	То	Scale of pay	Nature of duties.
	Post held	Post held From	Post held From To	Post held From To Scale of pay

Contd.....2/-Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent In case the present employment is held on deputation basis please state: The date of initial appointment Period of appointment on deputation (b) Name of the parent office/organization to which you belong Additional details about present employment. Please state whether working under Central Government 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. Total emoluments per month now 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 Remarks

		Signature of the Candidate
Date:	Address:	
		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 29 <sup>th</sup>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.