



EASTERN COALFIELDS LIMITED

(A subsidiary of Coal India Limited)

Ref.No. ECL/CMD/C-6/Recruitt./Acctt./12/379

Date : 02.2.2012.

EMPLOYMENT NOTICE **RECRUITMENT OF ACCOUNTANT**

Eastern Coalfields Limited, a reputed coal mining of the country, invites applications for filling of the vacancies of Accountant in Technical & Supervisory Grade 'A' at initial basic pay of Rs. 11,784.52 The post carry annual increment @ 3% of basic pay on progressive basis. Other benefits including SDA, VDA, Gratuity, Provident fund and pension as per Company's rules and other fringe benefits like free medical treatment, LTC/LLTC, conveyance reimbursement, HRA in case quarters is not provided as per Company's norms. The pay & perquisite are under revision

1.0 No of vacancies:-

General	OBC(Non creamy Layer)	SC	ST	Total
16	8	4	2	30

2.0 ESSENTIAL QUALIFICATION: Intermediate examination passed in ICWA/CA

3.0 Age limit: a) As on 31.03.2012 the age should not be less than 18 years and not exceed :-

- i) 30 years for general category candidates.
- ii) 33 years for OBC- non creamy layers candidates
- iii) 35 years for SC/ST candidates

b) For Physically handicapped having forty percent or more disability, age relaxation of 10 years in addition to 3.0(a) above as per rules on submission of certificate issued by competent authority.

c) Relaxation of age for ex-service man as per Govt. guidelines .

4.0: General instruction:

- i) Application form along with employment notice can be down loaded from ECL Website www.easterncoal.gov.in
- ii) Candidates fulfilling all the eligibility criteria should sent properly filled in application in prescribed format to the Sr. Manager (MP), ECL, Technical Building, 3rd Floor, Room No. 430 Sanctoria ,P.O. - Dishergarh, Dist. - Burdwan, Pin- 713333, West Bengal through registered post/speed post only.
- iii) Application form must be accompanied with following:
 - a) Demand draft in favour of Eastern Coalfields Limited payable at Sanctoria of the value mentioned below – for general candidates Rs.100/-, for OBC- (Non creamy layer) Rs.100/- , For SC/ST/Physically handicapped – Nil
- iv) Self certified legible photocopies of educational certificates including matriculation certificates (in support of date of birth), + 2 certificates, inter ICWA/CA certificates, caste certificate, physically handicapped certificate if applicable issued by the competent authority.
- v) 2(two) self addressed envelop of 27 X12 cm size.

- vi) Four nos. passport colour photograph similar to the photograph pasted on the application form with name clearly written on the front side.
- vii) No objection certificate of the present employer if working in Govt. /semi Govt. or public sector undertaking.
- viii) Caste certificate for SC/ST/OBC (not belong to creamy layer) candidates issued by any of the following authorities :
 - a) District Magistrate/Additional District Magistrate/Dy. Commissioner/Addl. Dy. Commissioner/Dy. Collector/1st Class Stipendary Magistrate/City Magistrate/Sub- Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
 - b) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
 - c) Revenue Officer not below the rank of Tahsildar.
 - d) Sub-Divisional Officer of the Area where the candidate and/or his family normally resides.
- ix) Only such applicants would be eligible for reservation against the post reserved for physically handicapped who suffer from not less than 40% disability for which they have to submit a disability certificate issued by a Competent Authority.
- x) The post is identified for physically handicapped falling under OA(One Arm), OL(One Leg), BL(Both Leg) and HH(Hearing handicapped). The physically requirement of the job is as under : S-Sitting, BN- Bending, NF – Manipulation by Fingers, SE – Seeing, RW –Reading and Writing, C- Communication, H-Hearing.
- xi) SC/ST and Physically Handicapped candidates called for interview will be paid to and fro second class train fare by shortest route from the address of correspondence to Sanctoria on production of Railway Ticket.
- xii) Name of the post applied for should be clearly mentioned on the envelop containing Application Form in BLOCK LETTERS.
- xiii) Applicants fulfilling the eligibility criteria will only be called for Written Examination. The Result of successful candidates in written examination will be published on ECL www.easterncoal.gov.in
- xiv) Those who will qualify in the written examination will be required to appear in Personal Interview for which letter will be sent to them through Registered Post/Speed Post.
- xv) Last date of receipt of application is 10/04/2012 till 5.00 p.m. Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn/damaged application shall not be entertained.
- xvi) Candidates are advised to retain adequate number of similar photograph attached in the application form for future reference.
- xvii) No correspondence shall be entertained related to eligibility acceptance or rejection of application, mode of selection, conduct of test and interview or any other matter related to recruitment. The decision of the management of ECL on the above matter shall be final and binding.
- xviii) Any dispute shall be jurisdiction at Sanctoria.
- xix) Canvassing in any form shall lead to disqualification/forfeiture of candidature.
- xx) In case of any ambiguity/confusion, English version of the Employment Notice shall prevail.

APPLICATION FORM

For Office Use Only :-

Application Form No.		Roll No.	
Date of Receipt			

PASTE YOUR
RECENT,GOOD
QUALITY, SELF
SIGNED & ATTESTED
PASSPORT SIZE
COLOURED
PHOTOGRAPH HERE

1. POST APPLIED FOR :

2. NAME OF THE CANDIDATE (IN BLOCK LETTERS) AS RECORDED IN MATRICULATION CERTIFICATE.
(Please leave one box blank between first name, middle name & last name)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. DATE OF BIRTH:

DD

MM

YYYY

4. FATHER'S NAME :

5. ADDRESS FOR CORRESPONDENCE(IN BLOCK LETTERS):

PIN CODE :														
PHONE NO. WITH STD														
MOBILE NO.														

6. PERMANENT ADDRESS (IN BLOCK LETTERS) :

PIN CODE :														
PHONE NO. WITH STD														
MOBILE NO.														

7. MARITAL STATUS : MARRIED/UNMARRIED

8. CATEGORY : GENERAL/SC/ST/OBC

9. WHETHER EX-SERVICEMAN : YES/NO

10. WHETHER PHYSICALLY HANDICAPPED : YES/NO

(If yes, enclose certificate from Competent Authority)

11. EDUCATIONAL & PROFESSIONAL QUALIFICATION :

SL. NO.	EXAMINATION PASSED	NAME OF THE BOARD/ UNIVERSITY	DURATION (IN NUMBER OF YEARS	MONTH & YEAR OF PASSING	% OF MARKS OBTAINED

12. (a) DETAILS OF EMPLOYMENT STARTING FROM THE MOST RECENT :

NAME OF ORGANISATION	POST HELD	FROM	TO	TOTAL (YEARS. MONTHS)	SCALE OF PAY	ADHOC/ TEM. PERM/ CONTRACT	NATURE OF DUTIES

12 (b) WHETHER PRESENTLY WORKING IN GOVERNMENT/SEMI GOVERNMENT/STATE GOVERNMENT/PSU.

YES/NO

13. HAVE YOU PREVIOUSLY APPLIED FOR ANY POST IN ECL OR IN ANY SUBSIDIARY OF CIL.

YES/NO

IF YES, PLEASE MENTION DETAILS THEREOF

POST	ROLL NO.	COMPANY

14. PARTICULARS OF THE DEMAND DRAFTS/BANKERS CHEQUE

DRAFT/ BANKER'S CHEQUE	DATE OF ISSUE	NAME OF ISSUING BRANCH	PAYABLE	AMOUNT

DECLARATION :

I do hereby declare that all statements made in this application are true to the best of my knowledge and belief. In the event of any particular or information furnished by me found false or incorrect, my candidature for the examination is liable to be rejected or cancelled and in the event of any statement/information found false even after appointment, my services are liable to be terminated without any notice.

PLACE :

DATE :

SIGNATURE OF THE CANDIDATE

Check list for the candidate : Put a Tick (✓) in the application box.

1. Application duly completed and signed ().
2. Four colour photographs self signed and attested on from side enclosed ().
3. Matriculation certificate/equivalent Board certificate enclosed ().
4. 10+2 /Graduation certificate enclosed ().
5. Intermediate ICWA/CA certificate enclosed ().
6. Caste certificate {if opt for OBC/SC/ST candidates} ().
7. Ex-Serviceman certificate enclosed ().
8. Physically Handicapped certificate enclosed. ().
9. Demand draft/Banker's cheque ().
10. Experience certificate enclosed ().
11. Two self addressed unstamped envelop of 27 cm x 12 cm enclosed ().