



# Northern Coalfields Limited

A Miniratna Company, An undertaking of Government of India  
Head office: Panjreh Bhawan, Morwa, Singrauli-486889, M.P., India

(Website: www.nclcil.in)

Reference: NCL/HQ/PD/Manpower/DR/2019-20/188

Date: 22/02/2020

## Employment Notification

NCL invites online applications from Indian nationals possessing minimum qualifications required for regular appointment to the positions of Accountant/Cost Accountant Tech Grade-A, Overseer Grade-C, Amin Grade D and Junior Chemist T & S Grade-D for regular deployment across Mines/ Establishments of NCL in Singrauli District of Madhya Pradesh and Sonebhadra District of Uttar Pradesh.

### (1) Positions/ Minimum Qualification/ Vacancies:-

The different Positions, Minimum Qualifications required and the Vacancy for different categories are provided in Table A.

**Table A:** Table showing Positions, Minimum Qualifications, Desired Experience (If applicable), Vacancies

S.N.	Post Name	Minimum Essential Qualification	Categories of PwBD Suitable for the post	Total Vacancy(Including Backlog)						PwBD
				UR	EWS	SC	ST	OBC NCL	Total	
				Vertical Reservation					Horizontal Reservation	
1	Accountant/Cost accountant Tech Grade-A	(a) Matriculate or equivalent examination passed from any recognized Board of examination (b) Intermediate Examination of ICWA or CA	OA,OL,BL,HH	17	4	4	1	15	41	1
2	Overseer Grade-C	(a) Should have passed the matriculation or equivalent examination. (b) Should Posses a recognized Diploma in Civil Engg.(3 years course).	OL	15	3	5	7	5	35	1
3	Amin Grade D	(a) Matriculate or equivalent examination passed from any recognized Board of examination (b) Amanat examination certificate or Surveyorship Certificate from I.T.I/ equivalent recognized certificate in Surveyorship. (c) 2 years experience as Amin under State Govt. or any local authority	OA,OL,HH	5	1	1	2	1	10	-
4	Junior Chemist T & S Grade-D	(a) Matriculate or equivalent examination passed from any recognized Board of examination (b) Graduate in Science with Chemistry	OA,OL,HH	4	0	0	2	1	7	-

### Note A:

- Closing date for online registration and form submission is 30/03/2020 and that is referred as **crucial date** in this Employment Notification. **Crucial date** is the date for determining the eligibility of candidate in all respect as prescribed in Table A in this Notification and for claiming Reservation/ Relaxation benefits.

- ii. The prescribed essential qualifications are the minimum; hence candidates possessing higher and relevant qualification may also apply.
- iii. Minimum qualifications acquired through distance learning/ part-time or their equivalent shall not be considered.
- iv. The total number of vacancies and the reserved vacancies are provisional and may vary according to the actual requirements. The reservation under various categories will be as per prevailing Government of India's guidelines at the time of finalization of results.
- v. All those candidate(s) seeking reservation/relaxation benefits available for EWS/SC/ST/OBC (NCL)/ PwBD/ Ex-SM must ensure that they are entitled to such Reservation/ Relaxation as per eligibility prescribed in the rules/ Notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/Notice. **Prescribed formats are enclosed for ready reference along with this Employment Notification at the end, aspirants may find appropriate one as applicable/ suitable for claiming Reservation/ Relaxation benefits as per entitlement.**

**(2) The details of Posts earmarked for PwBD categories are as below:-**

**Table B:** Table showing no. of Posts earmarked for PwBD categories: -

S.N.	Name of the Posts advertised	No. of vacancies under PwBD category	Vacancies Earmarked for PwBD	Categories of PwBD suitable for the post
1	Accountant/Cost accountant Tech Grade-A	1	Hard of Hearing	OA,OL,BL,HH
2	Overseer Grade-C	1	Locomotor disability	OL

UR: UNRESERVED, SC: SCHEDULED CASTE, ST: SCHEDULED TRIBE, OBC (NCL): OTHER BACKWARD CLASS (NON CREAMY LAYER), T&S Gr: TECHNICAL & SUPERVISORY GRADE, EWS: ECONOMICALLY WEAKER SECTIONS, PwBD: PERSONS WITH BENCHMARK DISABILITY, ESM: EX SERVICE MAN, OL: ONE LEG, BL: BOTH LEGS, OA: ONE ARM, HH: HARD OF HEARING, ICWA: INSTITUTE OF COST AND WORKS ACCOUNTANT OF INDIA, CA: CHARTED ACCOUNTANT

**(3) The Probation Period and scale of pay for the positions are given at Table C:**

**Table C:** Table showing period of Probation and scale of pay for different positions.

S. No.	Entry level post	Entry level grade & pay scale(As per JBCCI X)	Probation period	Grade of candidates after successful Probation closure
1	Accountant/Cost accountant Tech Grade-A	Minimum of T&S Gr. A (Monthly Rated) Basic pay Rs 37063.41	One year	Tech Grade-A
2	Overseer Grade-C	Minimum of T&S Gr. C (Monthly Rated) Basic pay Rs 31852.56	One Year	T&S Gr. C
3	Amin Grade D	Minimum of T&S Gr. D (Monthly Rated) Basic Pay Rs 29460.30	One Year	T&S Gr. D
4	Junior Chemist T & S Grade-D			

In addition to the basic pay mentioned above, other allowances such DA, attendance bonus, special allowance, HRA, Transport subsidy, Medical Facility etc as per the provisions of wage agreement are also admissible.

**(4) Reservation:**

- i. Reservation of SC / ST/ OBC (NCL) CENTRE LIST/ EWSs / PwBD/ ESM will be applicable as per Govt. of India rules and guidelines, notifications and amendments from time to time.
- ii. Candidate(s) who wish to be considered against reserved vacancies and seek other concessions applicable to the reserved categories must submit requisite certificate(s) on the prescribed proforma from the competent authority for availing such reservation.

- iii. A person seeking appointments on the basis of reservation to OBC (NCL) CENTRE LIST must ensure that he/ she possesses the caste/ Community certificate (Applicable for Centre List only) and does not fall in creamy layer on the crucial date.
- iv. Caste certificate in the prescribed proforma has to be produced by the candidates seeking reservation as SC/ ST/ OBC (NCL) CENTRE LIST from the Competent Authority (Indicating clearly candidate's caste, the Act/order under which the caste is recognized as SC/ ST/ OBC (NCL) CENTRE LIST and the village / town that candidate is ordinarily a resident of). A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government.
- v. SC/ ST/ OBC (NCL) CENTRE LIST/ EWSs candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved vacancies. Such candidate(s) will be accommodated against the un- reserved vacancies earmarked for UR category. The reserved vacancies will be filled up separately from amongst the eligible SC/ST/OBC (NCL) centre list and EWSs candidates.
- vi. SC/ ST/ OBC (NCL) CENTRE LIST and EWSs candidates who qualify on the basis of relaxed standards viz age limit, experience or qualification, etc., irrespective of his /her merit position, is to be counted against reserved vacancies and not against UR vacancies.
- vii. EX- Servicemen who have already secured employment in Government Jobs in civil side in Group C & D posts on regular basis after availing of benefits of reservation given to EX- Servicemen for their re- employment are not eligible for reservation in ESM category and Fee Concession. However, he/she can avail of the benefit of reservation as Ex servicemen for subsequent employment if he/she immediately after joining civil employment, given self declaration /undertaking to the concerned employer about the date wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No 36034/1/2014- Estt. (Res) dated 14/08/2014, issued by DOP&T.
- viii. Reservations for persons with benchmark disabilities will be given as provided in the RPwBD Act 2016.
- ix. Degree of benchmark disability for reservation and competent authority for issue of disability certificate: - Only such persons would be eligible for relaxation in conditions/ reservations in posts who suffer from not less that 40% of relevant benchmark disability. Those Persons with benchmark disabilities (PwBD) who have availed the relaxation and /or reservation and shortlisted for document verification have to submit certificate of disability issued by the competent authority as per the form V, VI, VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017. The existing certificates of disabilities issued under the PWD Act 1995 (Since repealed) shall continue to be valid for the period specified therein.

**(5) Age Limit:**

(i) The candidate(s) must have attained the minimum age of 18 years as on the Crucial date and the age limit not exceed 30 years on the crucial date. However, relaxation in the upper age limit of 30 years for claiming Age relaxation is as follows:

**Table D: Table showing permissible age relaxation to different categories**

S.N.	Category	Maximum Age Relaxation Permissible Beyond the Upper Age Limit(As on Crucial date i.e. 30/03/2020)
1	UR/ EWS	No relaxation
2	SC/ ST	5 Years
3	OBC(NCL) Centre List	3 Years

4	PwBD (UR)	10 Years
5	PwBD OBC(NCL) Centre List	13 Years
6	PwBD SC/ ST	15 Years
7	Ex Servicemen (ESM)	Actual period of service rendered in defence services +3 years (8 years for SC/ST ESM) ,subject to maximum age of 50 years  (Age relaxation is not admissible to Sons, daughters and dependents of Ex Servicemen. Therefore such candidates should not indicate their categories as Ex Servicemen.)
8	Departmental Candidates (All employees of CIL and Its subsidiary companies)	No upper age Limit

(ii) Candidate(s) should note that the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate, all marks sheet of Matriculation /10<sup>th</sup> Standard or equivalent issued by Central/ State Board will be valid.

**(6) Examination Fee:-**

Candidate(s) will have to make the payment of Application Fees through the Online Mode as under:

**Table E: Table showing details of Examination fee**

<b>Un Reserved /OBC /EWS</b>	<b>Rs 500.00</b>
<b>SC/ ST/ PwBD/ ESM / Departmental Candidates</b>	<b>Nil</b>

Note1: Applications without the prescribed fee will not be Entertained and summarily rejected. No representation against such rejection would be entertained.

Note 2: Fee once paid shall neither be refunded nor be adjusted under any circumstances.

Note 3: Any tax or Bank charges will be borne by the candidates.

**(7) Provision of Compensatory time and assistance of scribe:**

Visually Impaired(VI) candidate(s) and candidate whose writing speed is affected by Cerebral Palsy / Muscular Dystrophy/ Candidate(s) with Locomotors Disability(One Arm)/ Intellectual Disability(Autism, Specific Learning Disability & Mental Illness)can avail the assistance of Scribe for writing answers on their behalf. For engaging the Scribe, candidate(s) will have to indicate the same while filling ONLINE application form.

The facility of Scribe will be governed in accordance with the guidelines issued vide OM No: F.NO.34-02/2015-DD/III DATED 29/08/2018 issued by Ministry of Social Justice and Empowerment “Guideline for conducting written examination for Persons with Benchmark Disability”.

**(8) Action against candidates found guilty of Misconduct**

(a) At the time of written examination, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/ her candidature by any means, such candidates will be liable to criminal prosecution and will be disqualified from the written test. The

Company may also debar such candidates from participating in any selection process in the Company in future.

(b) If it is detected that any candidate has furnished any false information / particulars with regard to his/ her qualification, Category/caste and experience in the Application Form or in any document and/ or misrepresented/ suppressed any material fact in the application form, for securing appointment, his/ her service will be terminated forthwith during probation period or even after confirmation of the service.

(c) Canvassing in any form will be treated as dis-qualification

### **(9) Selection Process:**

- i. Eligible candidates meeting the minimum eligibility criteria as on the crucial date as specified under this Notification will be required to appear for a Written Test. The selection will be based on a candidate's relative score in the written test.
- ii. Candidates will be allowed to appear in the written test merely on the basis of their declaration regarding their eligibility as mentioned in the application form. Scrutiny/ Verification of the claims of the candidate(s) of their eligibility for a post applied will be done post declaration of result of the written test. Such scrutiny/ verification will be done only for those candidates who shall pass the written test as per the laid down cut-off marks (Minimum Qualifying Marks).
- iii. Written test will be conducted separately for each post. The test will be of 100 Marks for 90 minutes duration, in two parts; Part A for 70 marks of technical sections pertaining to the relevant post and Part B for 30 marks of general.
- iv. The Written test will comprise of objective type questions with four choices of answer and there will be no negative marking for any wrong answer. Question booklet (in Hindi/English) will be provided along with a separate OMR sheet, at the start of written examination. Instructions (Bilingual) for candidates will be given on the question booklet as well as on the OMR sheet. The written test will comprise of questions related to concerned Technical domain, general intelligence, mental ability etc. Detailed syllabus will be published on NCL website separately.
- v. The Written test will be conducted at different centers in *District Singrauli, M.P. & District Sonbhadra, U.P.* Applicants may provide their order of preference for test centers while filling their Online Application form. Depending on the number of applicants, the Management may organize the written test in other adjacent cities. However, the Management reserves the right to cancel/ allot any Centre at its discretion. Candidates cannot claim any Centre opted by them as a matter of right.
- vi. Selection of candidates in merit panel will be subjected to securing of cut-off marks (*Minimum Qualifying marks*) in the written test for concerned post with respect to their category as mentioned below and fulfilling prescribed eligibility criteria:

**Table F: Table showing minimum cut-off marks to qualify in merit list.**

<b>Posts</b>	<b>Maximum Marks</b>	<b>Category of Candidates</b>	<b>Minimum Cut-Off Marks required for Selection out of Maximum Marks</b>
<i>ALL POSTS</i>	100	UR , EWS	50 marks
		SC/ ST/ ESM/ OBC-NCL/ PwBD	40 marks

- vii. Result of the Written Test will be published on NCL website as early as possible after successful completion of the written test.
- viii. Provisional merit panels of candidates who secure the requisite cut-off marks and above and fulfilling the eligibility criteria will be published, in the order of marks scored, after resolving tie as prescribed, on NCL website in respect of different Posts.
- ix. Such candidates who would score equal or above the cut off (Minimum qualifying marks as provided in Table F) would only be notified for appearing for scrutiny/ verification of their testimonials

supporting their claim of candidature, in order of their respective merit position drawn on the basis of marks scored in written test for different positions up to the extent the positions remain unfilled. The candidates shall have to appear along with all original certificates/ documents as per eligibility criteria notified in this Employment Notification for scrutiny/ verification. The date, time and venue for scrutiny/ verification shall be notified on NCL website and the candidates shall have to report accordingly. In the event of failure to report with all original certificates and testimonials within the stipulated time, the candidature of such candidate should stand cancelled.

- x. In cases where more than one candidate secures equal marks in the written test conducted for the post, ***tie will be resolved*** by applying the following methods one after another: (i) The candidate with higher score in Part A section (as provided in clause 9 (III) above) will be preferred Then (ii) Date of Birth, with older candidates, will be preferred. Then (iii) Alphabetical order in which names of the candidates appears.
- xi. Provisional offer of appointment will be issued to the successful candidates in accordance with their relative merit position and with due consideration of the reservation of posts to the reserved category candidates and against vacancies.
- xii. If it is found during the Scrutiny/ Verification, or during the course of Probation, or even during the course of employment, that the candidate is not fulfilling the eligibility criteria in any respect, his/her candidature/ appointment shall be cancelled.

#### **(10) General Instructions for Candidates:**

- i. ***A candidate can apply only for single post against this Employment Notification.***
- ii. Before submitting the application, the candidate must ensure that he/ she fulfills all the eligibility criteria and other norms mentioned in the Employment Notification. He/ she may cross check the information such as Date of Birth, Category, Contact Details, and Qualifications etc. furnished in the application form before finally submitting the same online as no correction would be possible later and no correspondence will be considered in this regard.
- iii. The candidates should have good antecedents and shall have to submit a declaration to that effect in the prescribed proforma. If any criminal proceeding is pending before any competent Court of Law in respect of an aspirant, he/ she need not to apply. Joining on selection will not be allowed in case of pendency of a criminal case in any Competent Court of Law and the candidature shall be cancelled.
- iv. The decision of NCL management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding on all candidates. Mere fulfilling of minimum qualification and job requirements will not vest any right on candidates for being called for written test / document verification. No correspondence will be entertained from the candidates found ineligible and not called for written test / documents verification.
- v. Mere issuance of Admit Card/ Call Letter to a candidate will not imply that his/ her candidature has been finally cleared by NCL. The candidature shall remain provisional till such time NCL verifies the eligibility conditions with reference to original documents after the candidate qualifies in the written test and confirms appointment.
- vi. Candidates should ensure their eligibility at the time of applying online. In case it is found at any stage of the selection process or even after the appointment that the candidate has submitted false or incorrect information or suppressed any relevant information/ material facts or does not fulfill the eligibility criteria, his/her candidature/ service is liable for rejection/ termination without notice.
- vii. No relaxation in the minimum educational qualification, as prescribed in Table A, is admissible for any category of candidate.
- viii. Wherever Grade (CGPA/ OGPA/ DGPA etc.) is awarded, equivalent percentage of marks must be indicated in the application form as per the norms adopted by the concerned Board/University. A certificate duly issued by concerned Board/University for conversion of Grade to percentage is to be produced by the candidate at the time of Scrutiny/ Verification of Original documents.

- ix. Age and all other eligibility criteria shall be reckoned as on the *crucial date* as prescribed under Notification.
- x. Candidates should carefully fill up their category (General/ SC/ ST/ OBC/ Ex-Servicemen/ EWS/ PwBD etc.) in the Online Application form. No change of category shall be allowed at the later stage of selection process.
- xi. Ex-servicemen must be discharged from Armed forces up to or before the crucial date.
- xii. All documents (Caste Certificate, Educational Qualification, *EWS certificate*, *PwBD certificate* etc.) as per applicability and as provided by the candidate will be verified from the office of issuing authority and candidature will be cancelled if the certificates are not found satisfactory/ genuine at any subsequent stage of written test.
- xiii. All correspondences with the candidates shall be done either through Speed Post / *Registered e-mail id & Mobile number (as may be necessary)* and all general information shall be provided through NCL website. ***However, admit card will be provided only through NCL website and the candidates will have to download the admit card.*** The responsibilities of receiving, downloading and printing of application form, admit card and other information shall be of candidates. NCL will not be responsible for any loss of document due to invalid/ wrong/ incomplete contact details provided by the candidate or for delay/ non-receipt of information.
- xiv. Candidates are advised to apply much before the closing date for submission of Online Application mentioned in this Employment Notification to avoid last minute network congestion.
- xv. NCL will not take any responsibility for the candidates not being able to submit their applications Online within the prescribed closing dates on account of any reasons beyond the control of NCL.
- xvi. NCL will not bear any liability on account of service bond/ salary/ leave salary/ pension contribution, etc, if any, of previous employment of any candidate already working in Central Govt./ State Govt./ Autonomous Body/ Public Sector Undertaking.
- xvii. Candidates employed in Govt./ Semi Govt./ Public Sector Undertaking (including departmental candidates) / Autonomous Bodies are required to produce 'No Objection Certificate' at the time of Scrutiny /Verification of original documents if shortlisted. Such candidates on final selection shall have to resign from their employer before joining NCL.
- xviii. Employees of CIL and its subsidiaries (Other than NCL), shall submit No Objection Certificate(NOC) at the time of scrutiny/ Verification of original documents if shortlisted, specifically mentioning that they will be **Released without Substitute on Selection**, issued with the approval of competent authority.
- xix. Employees of NCL, shall submit No Objection Certificate (NOC) at the time of Scrutiny/ Verification of original documents if shortlisted, issued with the approval of Competent Authority.
- xx. Selected candidates could be posted in any of the Mines/Establishments of NCL and are liable to be transferred to other subsidiaries of Coal India Limited any time during their service as may be required.
- xxi. Appointment of selected candidates will be subject to being found medically fit in the Company's Medical Examination as per the laid down Rules related to Medical Examination of CIL (available on NCL website).
- xxii. Selection of candidate shall be provisional, subject to verification of documents relating to eligibility criteria, character, antecedents and other documents submitted by the candidate and is also subject to his/ her meeting other requirements applicable for appointment under the rules of NCL.
- xxiii. The date of written examination and other details will be subsequently informed. Candidates will have to appear at the Centre/ Venue allotted to them by NCL for the written test. No change in Centre/ Venue is permissible and no application shall be entertained in this regard.
- xxiv. SC/ ST candidates called for written examination will be paid up to II<sup>nd</sup> Class Non-AC fare as per rules. However they have to submit their claims in duly filled ***appropriate TA Claim format***

***provided with this Notification (at the end)*** along with all desired enclosures like caste certificate, photocopy of Onward (mandatory) and return Journey (optional) of railway ticket / bus receipt ticket to the class invigilator after attempting written test only, subsequent claims as well as claims with incomplete information will not be entertained. The distance of examination centre will be calculated from the Permanent address of the candidate or from place of actual journey whichever is shorter. In case, candidate has submitted only onward journey ticket and not submitted the return journey tickets then the claims will be considered up to the double of onward journey fare and that will be paid as per rule.

- xxv. No TA/ DA will be paid for appearing in the written test, scrutiny/ verification of certificates and documents or for joining on being selected except otherwise as provided in this advertisement.
- xxvi. *Candidate will appear for the exam at the exam center at his/her own risk and Northern Coalfields Limited will not be responsible for any injury or losses etc.*
- xxvii. NCL management reserves the right to modify/ alter/ restrict/ enlarge/ cancel the recruitment process, and revise the number of vacancies, at its discretion without assigning any reasons whatsoever. The decision of the NCL management will be final and no appeal will be entertained in this regard.
- xxviii. All future communication/ information regarding this recruitment will be made available on NCL website. Candidates are advised to check/ visit NCL website ([www.nclcil.in](http://www.nclcil.in)) regularly for further updates.
- xxix. *There shall be no provision for re-evaluation/re-checking of the OMR sheets/scores. No correspondence in this regard shall be entertained.*
- xxx. Court of Jurisdiction for any dispute will be Honorable High Court of Jabalpur M.P.
- xxxi. In case of any ambiguity/ confusion, English Version of Employment Notification will be considered valid.

### **(11) How to Apply:**

- i. Candidates are advised to login into the official website of NCL by using URL [www.nclcil.in](http://www.nclcil.in).>Career>Recruitment >Notification for Direct Recruitment of Accountant/Cost accountant Tech Grade-A, Overseer Grade-C, Amin Grade D, Junior Chemist T & S Grade-D> Apply online.
- ii. Employment Notification is available in both English and Hindi. Candidates may select either of them at their convenience.
- iii. Candidates are advised to go through the provisions of the complete Employment Notification carefully for assessing his/her eligibility.
- iv. Candidates belonging to categories other than SC/ST/Ex Servicemen/ Departmental Candidate & PwBD categories are required to pay a non-refundable application fee of Rs 500/- (Five Hundred Rupees only) only through the online facility of 'SB Collect'.
- v. If a candidate has gone through the advertisement properly then they have to utilize the links as given below for making their application to the post as per eligibility.
  - Step1: Registration
  - Step2: Fee payment
  - Step3: Apply
  - Step4: Submission

#### **Step1:Registration:**

- a. Please enter an email id & Mobile number for registration. Email id and password as provided during registration will be your login id and password.
- b. The name, email id & mobile number provided during registration cannot be changed/ corrected later and will appear on the application form. Please ensure to fill in the correct name as per your matriculation certificate.
- c. Password Policy: Password should have minimum six characters with at least one alphabet, one numeric character and one of the following characters! @ # \$ % ^ \* \_ : } { ; = ( ) + | ?
- d. Before proceeding for Registration, please read the Terms and Conditions and accept.



e. After completing the process of registration each applicant will be provided with a unique registration number of five digits. Registration number will be required for completing the rest step for making application.

**Step 2: Fee Payment**

a. Please ensure that pop-ups are not blocked in browser settings; if it is blocked please ensure to allow pop up for this site.

b. SC/ST/ Ex Servicemen/ Departmental and PwBD candidate(s) may directly proceed to fill the Application form since they are exempted from payment of Application Fee.

c. The candidate must ensure that they are possessing requisite qualification as referred in the advertisement.

d. Candidates are required to click on the link **Fee Payment which will directly open SB Collect window (Please follow step by step process appears on the screen of SB Collect).**

e. Candidates are requested to read the instructions and to accept the terms and conditions for making payment through SB Collect (**Select State of Corporate / Institution as Madhya Pradesh and Type of Corporate / Institution as PSU - PUBLIC SECTOR UNDERTAKING**).

f. Each candidate is required to make entries like Name, Fathers' name, Registration number, Caste Category & Qualification etc. before making payment.

g. Candidates have to follow the instructions on the SB Collect and after completing the process of fee payment, a Payment acknowledgement Receipt of Application Fee 'or' Challan bearing the "SB Collect Reference Number" will be generated, which will be required while filling the application form in *Step:3*

**Step 3: Apply:**

After completing the first two steps of Registration and Fee payment, candidates have to click on link for particular post in current opening section, which will open a blank application form; candidates have to make all relevant entries in complete as required. Start filling the application with Name (as per Matriculation Certificate), Father's Name, Mother's Name, Address (present & permanent), date of birth, gender, etc., select the minimum required educational & professional qualifications from the drop box and select 'Yes' or 'No' for compliance, and finally candidates are required to upload the self attested scanned photograph as per the given specification.

Before filling the online application form, please ensure the following documents are ready.

(i) Payment Receipt of Application Fee or Challan bearing the "SB Collect Reference Number" and the unique registration number generated through registration.

(ii) Scanned recent color passport size *self-attested photograph*.

(iii) All educational & professional marks sheet and percentages of marks.

(iv) Please click on the relevant qualifications for which you are going to apply.

**Step 4: Submission of Application:**

Incomplete on-line applications will be rejected.

***After filling all the required fields, the candidate has to ensure that the data furnished by him/ her is correct and then only he/she can submit the form is since once the form is submitted no change is allowed in the later stage.***

*Candidates are advised to keep the print out of the online application filled with them for future references.*

**(12) Special Note:**

- I. A Candidate having any of the Qualification as mentioned in Table A may apply by declaring their qualification as required in the online Application form. Their eligibility to a post will be determined based on the declared qualifications in the Online Application Form.

- II. A candidate neither need to Post/ Dispatch Hard copies of online application nor copies of relevant testimonials. A Candidate will be allowed to appear in the written test on the sole basis of his/ her declaration in the online application that he/ she has gone through the concerned Employment Notification and fully understood all provisions, terms and conditions and are in possessions of the eligibility criteria at the time of applying online and there is no pending criminal court case against him/her in any competent Court of law and that the candidate is fully aware of the fact that his/ her selection is subject to verification/ Scrutiny of his/ her claim regarding his/ her eligibility for different posts and on his/her performance in the common written test as explained above.
- III. Mere issuance of admit card shall not be taken as confirmation of eligibility of a candidate by the Northern Coalfields Limited. Similarly, securing the minimum qualifying marks in written test does not confer any right on the candidate for claiming appointment. The merit for appointment shall be drawn on the basis of fulfilling all the eligibility criterion to be determined in the 'Documents Scrutiny Process' post Publication of result of the written test in terms of the notification, in respect of those candidates who score minimum

**(13): Important Dates:**

Start date of Online registration and form submission	16/03//2020 (00:01AM)
Closing date for online registration and form submission (that is Crucial date – The date for determining the eligibility of candidate in all respect as prescribed in Table A in this Notification for different posts.)	30/03/2020 (11:45PM)
Tentative date of downloading the admit card for eligible candidates	Will be intimated through official website
Tentative Date of Written Test	Will be intimated through official website
Tentative date of declaration of results	Will be intimated through official website

Contact for any clarification/ query : Office Hours- 09:00 AM to 5:00 PM (Monday to Friday)  
 Excluding Lunch hours (01:00 PM to 02:00 PM)  
 09:00 AM to 01:00 PM (Saturday)  
 Office shall remain close on Sunday

Landline Phone numbers: 07805-256573 / you may also write to us on [rectt.ncl@coalindia.in](mailto:rectt.ncl@coalindia.in)

**General Manager (Manpower & Recruitment)**

**Disclaimer**

*Beware of touts and Job racketeers trying to deceive by false promises of securing Job in NCL (Northern Coalfields Limited) either through influence or by use of unfair and unethical means. NCL has not appointed any agent(s) or coaching advertisement for action on its behalf. Candidates are warned against any such claims being made by persons /Agencies. Candidates are selected purely as per Merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence NCL directly or indirectly shall be disqualified and legal action can be initiated against them*

## PRESCRIBED PROFORMAE

### Performa-I

#### **The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\*.....  
son/daughter\* of ..... of village/town\*  
..... in District/Division\* ..... of the  
State/Union Territory\* ..... belongs to the..... caste/tribe\* which is  
recognised as a Scheduled Caste/Scheduled Tribe\* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/Union Territory\* of.....

Signature.....  
\*\*Designation.....

(With Seal of Office)  
State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town \_\_\_\_\_ in \_\_\_\_\_ District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*. Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004- Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_ \$

Dated:

Seal

---

\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Form of declaration to be submitted by the OBC candidate (In addition to the community certificate)**

I ..... Son/ daughter of Shri ..... resident of village/ town/ city ..... district ..... State..... hereby

declare that I belong to the ..... community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/ 22/ 93 – Estd. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/ sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/ 3/ 2004 –Estd. (Res.) dated 9<sup>th</sup> March, 2004 and O.M. No. 36033/ 3/ 2004 –Estd. (Res.) dated 14<sup>th</sup> October, 2008.

**Signature:.....**

**Full Name:.....**

**Address:.....**

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport  
size attested  
photograph

(Showing face  
only) of the  
person with  
disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female - \_\_\_\_\_ registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(A) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her

\_\_\_\_\_ (part of body) as per guidelines ( .....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued
--



Form - VI

Certificate of Disability

(In cases of multiple disabilities)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport  
size attested  
photograph  
  
(Showing face  
only) of the  
person with  
disability.

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that we have carefully examined Shri/Smt./Kum.  
\_\_\_\_\_ son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_  
Age \_\_\_\_ years, male/female \_\_\_\_\_.

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			

3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows :-

In figures :- ----- percent

In words :- ----- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after ..... years ..... months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.
---

Form – VII  
Certificate of Disability

(In cases other than those mentioned in Forms V and VI)  
(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability
---

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that I have carefully examined

Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter  
of Shri \_\_\_\_\_ Date of Birth  
(DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_  
Registration No. \_\_\_\_\_ permanent resident of House No.  
\_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose  
photograph is affixed above, and am satisfied that he/she is a case of  
\_\_\_\_\_ disability. His/her extent of percentage physical  
impairment/disability has been evaluated as per guidelines (.....number and  
date of issue of the guidelines to be specified) and is shown against the relevant  
disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and			

	Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD/MM/YY) \_\_\_\_ \_

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned  
{Countersignature and seal of the  
Chief Medical Officer/Medical Superintendent/  
Head of Government Hospital, in case the  
Certificate is issued by a medical authority who is  
not a Government servant (with seal)}

Signature/thumb  
impression of the  
person in whose  
favour certificate of  
disability is issued

Note.- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

**Government of.....**

**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSEST CERTIFICATE TO BE  
PRODUCED BY ECONOMICALLY WEAKER  
SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari .....  
son/daughter/wife of ..... permanent resident of,  
..... Village/Street, ..... Post Office,  
.....District..... in the State/Union  
Territory..... Pin Code.....whose photograph  
is attested below belongs to Economically Weaker Sections, since  
the gross annual income\* of his/her family\*\* is below Rs. 8 lakh  
(Rupees Eight Lakh only) for the financial year ..... His/her  
family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above; II.  
Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified  
municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other  
than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the .....  
caste which is not recognized as a Scheduled Caste, Scheduled  
Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

Recent  
passport size  
attested  
photograph of  
the applicant

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term '**Family**' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

**\*\*\*Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

\*\*\*\*\*



UNDERTAKING TO BE GIVEN BY THE EX- SERVICEMEN

I....., bearing Roll No.....,

Appearing for the Document Verification of the .....

Examination, 20....., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex- Servicemen in terms of the Ex- Servicemen Re-employment in Central Civil Services and Post Rules, 1979, as amended from time to time.

(b) I have not joined the Government Job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for re-employment; or

(c) I have availed the benefit of reservation as ex-servicemen for securing Government job on civil side. I have joined as ..... on .....in the office of.....I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-servicemen for securing Government job on civil side. I have joined as.....On .....in the office of.....Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled / terminated.

Signature:.....

Name: .....

Roll No:.....

Date :.....

Date of appointment in Armed Forces:.....

Date of Discharge:.....

Last Unit/ Corps:.....

Mobile No:.....

Email ID:.....

**TA CLAIM FORM FOR CANDIDATES APPEARING FOR WRITTEN TEST**  
**( APPLICABLE IN CASE OF SC/ST CANDIDATES)**

**Please enclose original bus/train tickets through which inward journey performed**

1.	Roll No.	
2.	Name and address of test center	
3.	Full name of candidate (in block letters)	
4.	Address ( as indicated in Admit Card)	
5.	Name of nearest Railway Station from Permanent Address	
6.	a) Name of Railway Station from which actual journey commenced.	
	b) If journey was performed by bus, name of place from which actual journey commenced.	

7. Travel  
Details : i)

Inward Journey		Journey Date	Mode & Class of Travel	Amount Claim
From	To			

ii)

Proposed outward Journey		Journey Date	Mode & Class of Travel	Amount Claim
From	To			

TOTAL ( i + ii) in Rupees.

8. Bank Details :

Name of the Bank in which TA claim is to be reimbursed :	
Address/Branch Name of Bank :	
Account Holder's Name :	
Account Number :	
IFSC Code :	

### CERTIFICIATE

I certify that the concessional return ticket(s) was/were not available to the test centre on the date of commencement of journey.

Certified that I have actually travelled and for the return journey shall travel by the class for which claim has been preferred.

Certified that the railway fare claimed is by the shortest route from the railway station nearest to residence or from where I actually performed the journey to the test centre and back to the same station.

Certified that I am not a Railway employee and have not availed of any free or concessional pass issued by the Railways or any other authority.

Bus ticket is enclosed (in case of travel by bus)

Certified that I have not availed of any LTC or student concessions or any other travel concession while performing the journey.

Signature of Candidate : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Claim checked, verified and countersigned

N.C.L. CO-ORDINATOR.  
(Signature)

FOR OFFICE USE : DO NOT WRITE BELOW DOTTED LINE

.....

Passed for Payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only)

Accts. Asstt/Acctt. \_\_\_\_\_

Finance Executive \_\_\_\_\_

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

Date : \_\_\_\_\_