



**ONE FAMILY.. ONE VISION.. ONE MISSION.. THE SPIRIT OF SINGARENI
THE SINGARENI COLLIERIES COMPANY LIMITED**

(A Government Company)

Kothagudem Collieries (PO)-507101, Bhadradi Kothagudem Dist.

Telangana State CIN: U10102TG1920SGC000571,

Phone: 08744-249992, e-mail: per_rct@scclmines.com;

Website: www.scclmines.com

Ref: No. CRP/PER/R/2025/1037

Kothagudem Collieries,
Date: 08/11/2025.

C I R C U L A R

ALL MINES & DEPARTMENTS.

Sub: Filling up of vacancies of **Executive cadre posts** through Internal Candidates
- Reg.

--oo00oo--

1. It has been approved to fill up the vacancies in following Posts through recruitment from eligible internal Candidates.

S. No	Name of the Post Grade & Category	No. of Vacancies
1	Assistant Engineer (E&M), E-2 Grade	23
2	Assistant Engineer (Civil), E-2 Grade	04
3	Junior Executive (E&M), E-1 Grade	33
4	Junior Executive (Civil), E-1 Grade	06
5	Junior Scientific Officer, E-1 Grade	16

2. To enable the internal qualified and eligible candidates to apply for the post, this Circular is issued enclosing herewith details of the posts and eligibility conditions.
3. The Heads of the Mines & Departments shall arrange for wide publicity of the same to enable the eligible internal candidates to avail the opportunity. Internal candidates intending to apply for the above post may be advised to submit **ONLINE** application **from 12.00 Noon on 10/11/2025 to 5.00 PM on 24/11/2025** by opening the website **http://www.scclmines.com/internal** and also to submit hardcopy of the application enclosing therewith xerox copies of all relevant/required certificates **through their Heads of the Departments** so as to reach **to GENERAL MANAGER (PERSONNEL) EE&RC, Kothagudem on or before 30/11/2025.** Following is the schedule of submission of hard copies of applications with enclosures.

A.	Commencement of submission of online applications (website opening date & time)	From 12:00 Noon on 10/11/2025
B.	Closing date of submission of online applications (Website closing date & time)	At 5:00PM on 24/11/2025
C.	Last date for receiving hard copies of applications at Unit Level	26/11/2025 by 5.00PM

D.	Last date to forward hard copies of applications along with enclosures and Assessment Reports to Area GM Office	28/11/2025 by 5.00PM
E.	Last date of submission of applications to Corporate Office from Area	30/11/2025 by 5.00PM

4. The Heads of the Mines / Departments, while forwarding the applications are requested to ensure proper scrutiny of applications and the particulars furnished by the candidates and due care is to be taken that Service Particulars, Educational Qualifications, Experience, mode of study (distance mode / regular mode) etc. shall meet the Circular guidelines. The eligible applications are only to be forwarded along with the certificates / documents to the **concerned Area GMs** who will arrange to forward the same by consolidating the applications of the Area, to **GENERAL MANAGER (PERSONNEL) EE&RC, Kothagudem**, so as to reach **on or before 30/11/2025**.
5. All HODs are requested to send the **Assessment Reports** of the Candidates applied for the notified post against the Circular in the relevant assessment report format enclosed to the circular, in a separate sealed cover along with the application. Marks in Assessment Report shall be awarded as per the guidelines given in the Assessment Report Format and on the basis of SAP data.
6. There is **NO AGE BAR** for Internal Candidates.
7. The concerned Head of Mines & Departments shall follow the guidelines issued from time to time (Circular No. CRP/HRD/2012/NOC/2934 dt. 12.11.2012, Circular No. CRP/HRD/NOC/2022/292 dt. 01.03.2022 and CRP/HRD/IV/NOC/2023/977, DT. 16.06.2023) regarding the **No objection certificate** in respect of the internal candidates who are in possession of requisite qualifications obtained while in service, before forwarding the hard copies of online applications.
8. The **applications received after due date will be summarily rejected** and the candidates may be advised to submit the hard copy of online application with all required enclosures well in advance, to facilitate the HODs to forward the same in time. The method of selection will be as per the Recruitment Rules in force and as indicated in the Circular.
9. Candidates attending the written test are eligible for TA & DA as per the existing applicable Rules.


G.M. (PERSONNEL) EE & RC

Encl: As above.

Cc: All Directors
 G.M.(CDN.)/HYD.
 General Manager _____ Area
 Corporate HoDs
 General Secretary, SCWU
 General Secretary, SCMLU
 Chief Liaison Officer for SCs/STs/BCs



**ONE FAMILY.. ONE VISION.. ONE MISSION.. THE SPIRIT OF SINGARENI
THE SINGARENI COLLIERIES COMPANY LIMITED**

(A Government Company)

Kothagudem Collieries (PO)-507101, Bhadradri Kothagudem Dist.

Telangana State CIN: U10102TG1920SGC000571,

Phone: 08744-249992, e-mail: per_rct@scclmines.com;

Website: www.scclmines.com

Ref: No. CRP/PER/R/2025/1037

Kothagudem Collieries,
Date: 08/11/2025.

DETAILS OF THE POSTS AND TERMS & CONDITIONS

**ONLINE APPLICATIONS ARE INVITED FROM THE ELIGIBLE INTERNAL
CANDIDATES FOR FILLING UP OF THE FOLLOWING
EXECUTIVE CADRE POSTS**

I. Name of the posts and eligibility:

SL. NO	NAME OF THE POST, GRADE, NO. OF VACANCIES, ROSTER DESCRIPTION	ELIGIBLE QUALIFICATION & EXPERIENCE
1.	Assistant Engineer (E&M), E2 Grade Basic Rs. 50,000/- PM Total Vacancies: 23 Unreserved (Open to all i.e. Local & Non-Local): 01 Vacancy SC (Group-III) -01 Local: 22 Vacancies OC-11, BCA-02, BCB-02, BCD-01, BCE-01, SC (Group-II)-02, SC (Group-III)-01, ST-02	B.E., B.Tech., or its equivalent qualification in Mechanical / Electrical / Electrical & Electronics Engineering (Regular) or AMIE in Mechanical / Electrical / Electrical & Electronics Engineering from the Institution approved by UGC & AICTE And 3 years or more service in any capacity in NCWA cadre as on the date of circular. Note: If the candidate acquires the above qualification while in service, the qualification acquired after due approval of the Competent Authority in compliance with NOC Rules of the Company shall only be considered.
2.	Assistant Engineer (Civil), E2 Grade Basic Rs. 50,000/- PM Total Vacancies: 04(3+1*) Unreserved (Open to all i.e. Local & Non-Local): Nil	B.E./B.Tech or its equivalent qualification in Civil Engineering (Regular) or AMIE in Civil Engineering from the Institution approved by UGC & AICTE And

	<u>Local: 04(3+1*) Vacancies</u> OC-1, BCA-01*, SC(Group-I)-01, ST-01	3 years or more service in any capacity in NCWA cadre as on the date of circular Note: If the candidate acquires the above qualification while in service, the qualification acquired after due approval of the Competent Authority in compliance with NOC Rules of the Company shall only be considered.
3.	Junior Executive (E&M), E1 Grade Basic: Rs. 40,000/- PM <u>Total Vacancies: 33 (25+08*)</u> <u>Unreserved</u> (Open to all i.e. Local & Non-Local): 01 Vacancy OC-01 <u>Local: 32 (24+08*) Vacancies</u> OC-12, BCA-02, BCB-02, BCD-02, BCE-01+02*, SC(Group-I)- 01*, SC(Group-II) -02+03*, SC(Group-III)-01+01*, ST-02+01*	Diploma in Mechanical / Electrical / Electrical & Electronics Engineering studied in regular mode from the institutions approved by UGC & AICTE with 5 years or more service in T&S Grade A as on the date of circular.
4.	Junior Executive (Civil), E1 Grade Basic: Rs. 40,000/- PM <u>Total Vacancies: 06(3+3*)</u> <u>Unreserved</u> (Open to all i.e. Local & Non-Local): Nil <u>Local: 06 (03+03*) Vacancies</u> OC-01+01*, BCA-01*, BCB-01, SC (Group-I)-01*, ST-01	Diploma in Civil Engineering studied in regular mode from Institution approved by UGC & AICTE with 5 years or more service in T&S Grade A as on the date of circular.
5.	Junior Scientific Officer, E-1 Grade Basic: Rs. 40,000/- PM <u>Total Vacancies: 16 (06+10*)</u> <u>Unreserved</u> (Open to all i.e. Local & Non-Local): 03* OC-02*, BCD-01* <u>Local: 13 (06+ 07*) Vacancies</u> OC-03+03*, BCA-01*, BCB-01, BCC-01*, BCE-01*, SC (Group-III)-01*, ST-01, PwBD (HH)-01	M.Sc. (Chemistry) with 3 years experience in "C" or above Grades as Chemist/ Technical Inspector in SCCL OR B.Sc. (Chemistry) with 5 years experience in "C" or above Grades as Chemist/ Technical Inspector in SCCL

*Carry Forward Vacancies.

II. SCHEDULE FOR SUBMISSION OF APPLICATIONS:

A	Commencement of submission of online applications (website opening date & time)	From 12:00 Noon on 10/11/2025
B	Closing date of submission of online applications (Website closing date & time)	At 5:00PM on 24/11/2025
C	Last date for receiving hard copies of applications at Unit Level	26/11/2025 by 5.00PM
D	Last date to forward hard copies of applications along with enclosures and Assessment Reports to Area GM Office	28/11/2025 by 5.00PM
E	Last date of submission of applications to Corporate Office from Areas	30/11/2025 by 5.00PM

III. GENERAL INFORMATION:

1. **Steps to be followed for submitting online applications:**

(i) Open any Internet Browser.

(ii) Type – **<http://www.scclmines.com/internal>**

Candidates should submit Online Application by opening the above website and fill the application following the instructions thereon.

2. Candidates have to take a print of the ONLINE Application Form after successful submission of data.

3. The printed form of the application **duly signed by the candidate** and enclosing therewith copies of the following certificates is to be submitted to the concerned **Manager / HOD of Mine / Dept** to enable to send to **GENERAL MANAGER (PERSONNEL) EE&RC**, through proper channel so as to reach on or before **30/11/2025**.

- i. SSC or its equivalent certificate in proof of Age.
- ii. Latest Caste certificate in case of SC/ST/BC candidates obtained from the Revenue Officer not below the rank of Tahsildar. The date of certificate shall be not earlier than six months from the date of internal circular **(If caste certificate copy is not enclosed, his/her caste will be taken as "OC")**.
- iii. Valid Certificate issued by the Competent Authority in respect of candidates claiming reservation under PwBD with minimum 40% of disability.
- iv. Provisional Certificate / Original Certificates of prescribed qualification for the post applied.
- v. Year wise and consolidated Marks Memos of prescribed qualification.
- vi. Two latest passport size photographs (To be stapled to the print application).
- vii. No objection certificate for pursuing the course if the qualification obtained after joining in the Company as per NOC circular.
- viii. School Study certificate from Class I to Class VII or Residence Certificate (in case of not having regular study, the Residence

Certificate issued by Tahsildar for the corresponding period) to ascertain Local status. **If the Study Certificates or Residence Certificate (whichever is applicable) is not enclosed, his local status will be treated as NON-LOCAL.**

- ix. Migration Certificate / Bonafied and Conduct Certificate of prescribed qualification.
 - x. In case the candidate has acquired the requisite qualification by distance mode shall enclose the admit Card or any other certificate issued by the University in proof of mode of study as distance or correspondence **(for non-technical posts).**
4. Non-submission of prescribed qualifying examination certificate, non-uploading photo and signature renders rejection of the application without any further correspondence.
 5. Non-enclosure of valid documents in support of Caste & Local reservation are liable for forfeiting the reservation in that category.
 6. Applications without ONLINE registration number or in any format other than prescribed OR incomplete or received at Corporate after due date i.e. **30/11/2025** will be rejected at the initial stage itself.
 7. **Wherever the service/Experience condition is stipulated against any of the posts, the same is reckoned as on the date of the Circular.**
 8. There is no Age bar for internal candidates.
 9. PG / Graduation / Diploma / Certificate of the qualifying examination possessed by the candidates must be from University / Institute recognized by appropriate statutory authority in India.
 10. AMIE studied by registering to the course on or before 31.05.2013 and in compliance with NOC rules of the Company for pursuing the course are only eligible to apply.
 11. **Candidate has to possess invariably the specified qualification mentioned against the post as on the date of Circular.**
 12. NOC guidelines are applicable for the candidates who have acquired the requisite qualification while in service.
 13. As per the Circular No. CRP/HRD/NOC/2022/292, DT. 01.03.2022 & CRP/HRD/IV/NOC/2023/977, DT. 16.06.2023 the internal candidates who are in possession of requisite qualifications obtained through Correspondence/distance education mode, without NOC (Except Technical and Regular courses) as on 01.03.2022 are allowed to appear for internal recruitments / examinations. However, all the conditions stipulated in the above circular are strictly applicable.
 14. The candidates belonging and claiming to be Backward Classes group 'E' may apply indicating their community as BC 'E' group. However, providing

reservation under BCE category is subject to the final outcome of Civil Appeal Nos: 2628-2637 of 2010 pending in the Hon'ble Supreme Court of India and amendment of the State and Subordinate Service Rules. (BC-'E' sub group to be indicated in caste certificate invariably).

15. Knowledge of Telugu is desirable for the candidates applying for the posts.
16. The Basic fixation will be done as per the rules in vogue to the selected candidates against this recruitment.
17. The candidates who are possessing the relevant Pass /Provisional / Original Certificate of the qualifying examination dated on or before the date of circular are only eligible to apply.
18. The candidates applied for the posts shall visit to the career page of the SCCL website (scclmines.com) for the latest updates / happenings regarding the recruitments. No separate intimation letters / circulars will be issued.
19. Copies of Provisional/Original Degree/Diploma/Certificate, Caste Certificate, Study Certificate or any other Certificate sent separately on a later date after submission of Application will not be accepted.
20. Rule of Reservation for SC/ST/BC and Women are applicable. Local Reservation to implement the Spirit of Presidential Order, 2018 (Combined Local & Non-local -5% & Local -95%) as approved by the Board of Directors of SCCL is applicable for the above posts. PwBD reservation as indicated in the table at Para No.I is applicable.
21. Reservation in respect of SC subcategories of Group-I, Group-II and Group-III will be implemented as per the G.O.Ms.No. 10 dated 14.04.2025. Candidates are requested to ensure their SC subcategory Group and enter correctly in Online Application.
22. Horizontal Women Reservation as per G.O.Ms.No.03 Dt. 10.02.2024 and G.O.Ms.No.35, Dt. 13/02/2024 will be implemented for all the posts.

23. RESERVATION FOR LOCAL CANDIDATES:

The following guidelines will be followed to implement the Spirit of the Presidential Order 2018 as approved by Board of Directors, SCCL.

EXECUTIVE CADRE POSTS:

LOCAL MEANS	CANDIDATES BELONGING TO FOLLOWING DISTRICTS IN THE STATE OF TELANGANA NAMELY KOMARAMBHEEM - ASIFABAD, MANCHERIAL, PEDDAPALLI, JAYSHANKAR - BHOOPALAPALLY, MULUGU, ADILABAD, NIRMAL, JAGITYAL, KARIMNAGAR, RAJANNA - SIRICILLA, KOTHAGUDEM - BHADRADRI, KHAMMAM, MAHABUBABAD, JANGAON, WARANGAL RURAL AND WARANGAL URBAN.
UNRESERVED (OPEN TO ALL)	CANDIDATES BELONGING TO ALL DISTRICTS OF TELANGANA STATE AND REST OF INDIA.

NOTE: In case of Executive Cadre posts, Rule of Reservation (Communal) is applicable to the candidates belonging to Telangana State only and the candidates (including SC, ST, OBC) belonging to other than State of Telangana will be considered in general category i.e. for OC vacancies only.

I. DEFINITION OF LOCAL CANDIDATE AS PER PRESIDENTIAL ORDER 2018 :

Local Candidate: -

(1) A candidate for direct recruitment to any post shall be regarded as a local candidate in relation to a local area -

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the posts -

(i) if he has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination; or

(ii) where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination he has not studied in any educational institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination in which he appeared, or as the case may be, first appeared.

(b) In cases where no minimum educational qualifications has been prescribed for recruitment to the post, if he has resided in that local area for a period of not less than four years immediately preceding the date on which the post is notified for recruitment.

Explanations: - For the purpose of this paragraph -

(i) 'educational institution' means a University or any educational institution recognized by the State Government, a University or other competent authority;

(ii) relevant qualifying examination in relation to a post means -

(a) the examination, a pass in which is the minimum educational qualification prescribed for the post;

(b) the Seventh-Class examination or an examination declared by the State Government to be equivalent to the Seventh-Class examination; whichever is lower;

(iii) in reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination shall be disregarded;

(iv) the question, whether any candidate for direct recruitment to any post has resided in any local area shall be determined with reference

to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian.

(2) A candidate for direct recruitment to any post who is not regarded as a local candidate under sub-paragraph

(1) in relation to any local area shall -

(a) in cases where a minimum educational qualification has been prescribed for recruitment to the post -

(i) If he has studied in educational institutions in the State for a period of not less than seven consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared for the relevant qualifying examination be regarded as a local candidate in relation to -

(A) Such local area where he has studied for the maximum period out of the said period of seven years; or

(B) Where the periods of his study in two or more local areas are equal, such local areas where he has studied last in such equal periods;

(ii) If during the whole or any part of the seven consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination, he has not studied in the educational institutions in any local area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to -

(A) Such local area where he has resided for the maximum period out of the said period of seven years; or

(B) Where the periods of his residence in two or more local areas are equal, such local area where he has resided last in such equal periods;

(b) In cases where no minimum educational qualification has been prescribed for recruitment to the post, if he has resided in the State for a period of not less than seven years immediately preceding the date on which the post is notified for recruitment, be regarded as a local candidate in relation to -

(i) such local area where he has resided for the maximum period out of the said period of seven years; or

(ii) where the periods of his residence in two or more local areas are equal such local area where he has resided last in such equal periods.

(c) In cases where Visually Handicapped and Hearing Handicapped persons studied in the special schools meant for them, the native place of the parents of such Visually Handicapped and Hearing Handicapped persons.

II. REQUISITES OF LOCAL CANDIDATES:

- i. The candidates shall ensure their Local or Non-Local Status before applying for the post.
- ii. The candidates claiming reservation as Local candidate should produce the Study certificates from 1st to 7th class. If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4 years period as prescribed in **Annexure-I**. However, if it is based on residence, a certificate should be submitted as prescribed in **Annexure-II** obtained from an officer of the Revenue department not below the rank of a Mandal Revenue Officer in independent charge of a Mandal.
- iii. If a candidate has resided in more than one Mandal during the relevant four/seven years period but within the same District or Zone as the case may be, separate certificates from the concerned Tahsildars/ Mandal Revenue Officers have to be obtained in respect of different areas.
- iv. Residence certificate will not be accepted, if a candidate has studied in any educational institution up to **7th class**/its equivalent examination, such candidates have to produce study certificates invariably.
- v. Any one certificate, whether study or residence would suffice for enabling the candidate to apply as a "**local candidate**".
- vi. Candidates claiming to be local candidates and intend to avail the reservation provided shall have to produce study certificates from 1st to 7th class. In case the candidate has not studied regular in any Institution, the Study Gap Certificate / Residence Certificate for the relevant period issued by the Revenue officer of rank not less than the rank of Tahsildar shall be produced.

24. METHOD OF SELECTION: -

WRITTEN TEST for 85% of marks

+

Assessment Report for 15% marks

MINIMUM QUALIFYING MARKS IN THE WRITTEN TEST	For candidates belonging to	Executive Cadre
	OC	40%
	BC	35%
	SC/ST/PwBD	25%

25. The written test is OMR based consisting of multiple choice questions in English language with one correct answer among the four choices given below the question. The candidates have to bubble their Call letter Number and also the question paper series correctly. Wrong Bubbling of call letter number or question paper series, renders the OMR sheet invalid. Therefore, candidates have to pay utmost attention while filling their Call Letter Number and question paper series.

26. The SCCL Management may conduct the Recruitment Test either in OMR based Offline mode or in Computer Based Recruitment Test (CBRT) mode if required.
27. The merit lists will be kept in 'live rolls' for a period of one year from the date of approval of selection list for the post.
28. Once recruited, the candidates are liable for transfer to any other area wherever required by SCCL.
29. The management reserves the right to change any condition(s) stipulated in the circular or alter number of vacancies and cancel the circular fully/partly without giving further notice. In all matters relating to eligibility, acceptance or rejection of the application etc. or if it is found at any stage that there has been wrong admission of facts, the decision of the management in processing the application will be final and binding on the candidates and no enquiry or correspondence will be entertained.
30. Consequent upon any Government Orders / court orders / changes in the rules & regulations in the administration of the Company, any of the conditions mentioned above may be modified without giving any further notice.
31. **Interpretation:** Interpretation of the eligibility criteria, the terms and conditions will be reserved with the Director (PA&W) SCCL and his interpretation is final.
32. The Heads of the **Mines / Departments** are requested to forward the applications along with Assessment Report relevant to the post concerned and **enclosing all the relevant certificates / documents** in respect of only eligible candidates as per circular guidelines to Area GMs. The concerned area authorities at O/o. Area GM shall further scrutiny the applications as to eligibility, relevant enclosures and arrange to forward the consolidated applications of only eligible candidates along with Assessment Reports (in sealed cover) to **GENERAL MANAGER (PERSONNEL) EE&RC**, The Singareni Collieries Company Limited, Recruitment Cell, Kothagudem, to reach **on or before 30/11/2025.**
33. Internal candidates attending the test are eligible for TA&DA as per the existing applicable Rules.



G.M. (PERSONNEL) EE & RC

ANNEXURE -I**SCHOOL STUDY CERTIFICATE**

Name of the Student :

Father's Name :

Class	Name and Place of School	District	Duration of Study giving month and year
I			
II			
III			
IV			
V			
VI			
VII			

NOTE: Should be obtained from the Head of Educational Institution(s)

Name of the School (s):

Town/Village:

District:

STATION
DATE:Signature of the Head of the
Educational Institute(s)

With Seal:

--oo00oo--

I - CERTIFICATE OF RESIDENCE

(To be produced by such candidates who have not studied in any Educational institutions during the whole or any part* of the relevant 4/7 years period)

It is hereby certified -

(a) that Sri/Srimathi/Kumari
S/o, W/o, D/o _____ appeared for the first time for the **7th class**
examination in _____ (month) _____ (year);

(b) that he/she has not studied in any educational institution during the whole / a part of the **4/7 consecutive academic years** ending with the academic year in which he/she first appeared for the aforesaid examination;

(c) that in the **4/7 years** immediately preceding the commencement of the aforesaid examination, he/she resided in the following place / places namely.

Sl.No	Village	Taluk	District	Period
1				
2				
3				
4				
5				
6				
7				

Office Seal

Officer of the Revenue Department
not below the rank of Tahsildar or
Deputy Tahsildar in independent
charge of a Sub-Taluk.

Station:

Date:

Strike off 'whole' 'a part', as the case may be.

--oo00oo--


THE SINGARENI COLLIERIES COMPANY LIMITED

(A Government Company)

Kothagudem Collieries (PO)-507101, Bhadravri Kothagudem Dist.

Telangana State - CIN: U10102TG1920SGC000571

ANNEXURE-III.
ASSESSMENT REPORT FOR THE POST OF _____.

1. Online Application No. :
2. Name :
3. Father's Name :
4. Employee Code No. :
5. Designation :
6. Whether Underground/Surface :
7. a) Date of appointment :
- b) No of years of service in the Company as on the date of Circular :
8. a) Present Grade/Category :
- b) Date of promotion to Present Grade/Category :
9. Actual Attendance details :

10. ASSESSMENT MARKS :

2022	2023	2024	Total	Average

S.No.	Factor	Max. Marks	Marks Allotted
1.	Attendance	05	
2.	Service in the Company	05	
3.	Conduct	05	
	Total	15	

11. Adverse remarks, if any (Details of pending charge sheets / pending disciplinary action to be furnished):

12. Other remarks :

SIGNATURE OF HOD AND OFFICE SEAL

Place :

Date :

GUIDELINES FOR AWARDING MARKS FOR ATTENDANCE & EXPERIENCE

AVERAGE ATTENDANCE			SERVICE IN THE COMPANY (NO. OF YEARS)	
Underground Employees	Surface Employees	Marks	Years	Marks
240 & above	280 & above	5	5	1
230-239	270-279	4.5	6	2
220-229	260-269	4	7	3
210-219	250-259	3.5	8	4
200-209	240-249	3	9 and above	5
190-199	230-239	2.5	--	--
180-189	220-229	2	--	--
170-179	210-219	1.5	--	--
160-169	200-209	1	--	--

NOTE: 1. AFTER 5 YEARS SERVICE, 06 MONTHS AND ABOVE SERVICE SHALL BE TAKEN AS THE NEXT HIGHER YEAR AND LESS THAN 6 MONTHS SHALL BE TAKEN AS THE LOWER YEAR FOR SERVICE MARKS
 2. IN CASE OF CANDIDATES WORKED BOTH IN SURFACE & UG, THE MARKS SHALL BE ALLOTTED BASED ON THE NATURE OF EMPLOYMENT IN WHICH THE CANDIDATE HAS PUT IN MORE NUMBER OF MUSTERS I.E. UG/SURFACE.