

THE SINGARENI COLLIERIES CO. LTD.



**RECRUITMENT RULES
&
PROCEDURE**

INDEX

Sl.No.	Contents	Page No.
1.	Introduction	1
	PART - I RULES FOR RECRUITMENT FROM EXTERNAL CANDIDATES	2
2.	Recruitment Rules	2
3.	Qualifications	3
4.	Age	3
5.	Advertisement	4
6.	Reservations	4
7.	Screening of applications	4
8.	Written Tests - Interviews	5
9.	Selection Committee	6
10.	Advance Increment	6
11.	Training	6
12.	Probation	7
13.	Bonds	7
14.	Leave	8
15.	Gratuity	8
16.	Retirement age	8
17.	Medical Examination	8
18.	Verification of character and antecedents	8
19.	General	9
	PART - II RULES FOR RECRUITMENT FROM INTERNAL CANDIDATES	9
20.	ANNEXURES	12
21.	Schedule - I	21
22.	Schedule - II	27
23.	PROCEDURE FOR CONDUCTING INTERVIEWS FOR SELECTION OF EXECUTIVE TRAINEES AT E-1/E-2 LEVELS	13
24.	Procedure	13
25.	Minimum qualifying marks in written test to be called for interview	13
26.	No. of candidates to be called for interview	14
27.	Constitution of Committee for interviewing the candidates	15
28.	Intimation to candidates by display of results of written test	16
29.	Structure of the Interview	16
30.	Minimum qualifying marks, including those in the interviews for selection	17
31.	Compilation and display of final merit list	18
32.	Panel	18
33.	Matters to be approved by C&MD	18



**THE SINGARENI COLLIERIES COMPANY LTD.
(A GOVERNMENT COMPANY)**

RECRUITMENT RULES

(Approved by Board on 23.04.1990)

1. INTRODUCTION

These rules shall be called 'The Singareni Collieries Company Limited Executive Cadre Recruitment Rules' and will apply to all employees of the Singareni Collieries Company Limited other than those personnel on deputation and personnel employed under contract.

- 1.1 The Management reserves the right to effect changes/ amend these rules as and when considered necessary with retrospective effect .
- 1.2 'Company' means the Singareni Collieries Company Limited including its mines, pits, divisions, Head Office, Branch office and other administrative offices wherever situated.
- 1.3 Appointing Authority in respect of posts in E-1 to E-5 & M-1 grades shall be Chairman & Managing Director, and in respect of posts in M-2 and above shall be the Board of Directors or any other authority who has been authorised as such by the Board.
- 1.4 'Employee' means any person employed in the Company other than the personnel under the contract and on deputation.
- 1.5 'Competent Authority means Chairman & Managing Director or any other officer authorised by the Chairman & Managing Director.

PART-I**RULES FOR RECRUITMENT FROM EXTERNAL CANDIDATES****2. RECRUITMENT LEVELS**

- i) Normally recruitment will be made at the executive entry level in different disciplines as indicated in the Schedule-I of these Rules. The Chairman & Managing Director, may add to or delete from the Schedule any discipline keeping in view the Requirement from time to time.
- ii) Recruitment at other levels may also be resorted to at the discretion of the Management keeping in view the requirement from time to time. Qualifications, age and experience for lateral recruitment are as indicated in Schedule-II of these rules.
- iii) The reservation prescribed for internal candidates in recruitment to entry level posts should be adhered to, to the extent possible.

If sufficient eligible internal candidates to the extent of reservation stipulated are not available, the balance vacancies of the quota may be filled up by external candidates.

- iv) Normally general recruitment will be resorted to every year or at any time as per the discretion of the Board/Competent Authority, after the Manpower Budget is approved by the Board for the succeeding year so that placement of officers in the identified vacancies is made in time to achieve the targeted level of performance.
- v) Where the applications in response to advertisement are too many, the number of candidates to be called for selection tests will be in the ratio of 1:10 or as may be determined by the Management with the approval of the Competent Authority, on the basis of marks scored in the qualifying examination and/or stipulated experience as the case may be.
- vi) Recruitment for entry level posts can be resorted to through Open Advertisement or Campus Interviews or both depending upon the requirement in any discipline, from time

to time at the discretion and approval of C & M D.(Board Minute No.24, dt.05/05/1999).

- vi(a) Interse seniority of campus recruitees will be determined on the basis of their performance in the test conducted at the end of 12-month training period.(Board Minute No.18(b).2, dt.27.8.2005).**
- vii) Appointment of Specialist Doctors retired from State or Central Govt. hospitals on contract basis on the terms and conditions as brought out in the note and also subject to the condition that the candidates selected for appointment should not have any vigilance cases/cases involving moral turpitude against them. (Board Minute No. 10, dt. 14.1.99). The Terms and Conditions would be as indicated at Annexure-AA.

(Rationalisation of remuneration has been amended vide Board Minute No.466.14.2, dt.28.12.2004 and incorporated at Annexure-AA).

As per Govt. Orders, Management should seek approval from Govt. before appointing any retired Doctor on contract.

3. QUALIFICATIONS

The qualifications for various entry level posts to be made applicable to the external candidates and internal candidates are stipulated in the **Schedule-I** of these rules.

4. AGE:

- a) Below 28 years for appointment to posts for which the minimum qualification is a Degree and 30 years age for appointment to posts where the qualification stipulated is P.G.Degree, double graduates P.G.Diploma and CA / ICWA / ACS & Competency Certificate.
- b) In Medical Department the upper age limit for Medical Officers (GDMOS- Male/Female) will be 34 years (Board Minute No.90, dated 27.3.93) and 35 years for Specialist Doctors.

- b.i) The age limit of Specialist Doctors/GDMO's has been further enhanced to 45 years as per approval by C&MD on 19/10/97 vide Note No. P(RC)/Note/91, Dt. 14/10/97.
- c) Maximum age for executives at entry level may be modified as might be necessary from time to time with the approval of C&MD in suitable cases if it is found necessary.
- d) Relaxation in age for SC/ST/BC candidates will be in accordance with Government rules.
- e) Age will be reckoned as on 1st January of the year in which the advertisement is released.

5. ADVERTISEMENT

Press advertisement giving full details of qualifications, age, experience, approximate number of posts to be filled up, among others will be issued for publication in important newspapers. A notification would also simultaneously be issued to the relevant Employment Exchange to sponsor suitable candidates as necessary.

6. RESERVATIONS

- a) Selection will be based on merit only but recruitment will be made following the rule of reservation provided for SCs/STs/BCs/ Ex.Servicemen/ Physically Handicapped persons and women candidates in accordance with the rules of the State Government in force from time to time, wherever necessary.
- b) Further relaxation in Age, Qualifications and Experience for candidates belonging to reserved quota can be considered at the discretion of the Management and with the approval of the C .& M.D. in this regard.

7. SCREENING OF APPLICATIONS:

- a) All applications in response to the advertisement should be made in the prescribed form with a Postal Order of Rs.20/- in case of general candidates and Rs.5/- in case of SC and

ST candidates or of the value as may be fixed from time to time drawn in favour of S.C.C.Ltd.

- b) If the date stipulated for receipt of applications happens to be a Sunday or a Holiday for the Company, the applications will be received till 5.00 P.M. on the next working day.
- c) Applications received after the closing date (subject to relaxation provided in rule 7 (b) above) will be rejected. Management reserves the right to extend the last date of receipt of applications.
- d) Candidates not eligible to be called for interview are to be informed of the position.

8. WRITTEN TEST/INTERVIEWS

a)(i) Selection for all posts at entry level shall be based on Written Test and Interviews duly allotting 85% and 15% marks respectively (amended vide Board Minute No.20 dated 5.1.91), and others through Interview. However, for the posts of Specialists in E-3 Grade even though of entry level in Medical discipline, the selection will be through interview.

(ii) For the post of GDMOs (M/F) 3 yrs. experience is desirable and the marks for written test, experience and interview will be in the manner indicated below:

- i) Written test : Maximum 70 against existing 85 marks.
- ii) Experience : Maximum 15 @ 5 marks for each completed year of experience.
- iii) Interview : Maximum 15 as at present.

(Board Minute No.90 dt.27-3-93.)

b) Selection will be based on merit only, i.e., the performance of the candidates in the written examination or Interview subject to provision of Rule of Reservation and Medical fitness in so far as entry level posts in all cadres are concerned.

- c) The Management may conduct interview at its option with or without written tests for posts other than entry level posts in any cadre.
- d) The merit list and the selection list of candidates shall be displayed on the notice board within 24 hours of the conduct of the test to the extent possible. Appointment letters will also be issued soon after the display of the selection list. However, the Management reserves the right to cancel/withhold the result of test/interview.
- e) Question paper which will be of objective type (multiple choice) and will be set with the help of computers by selecting questions at random from the question bank generated on the computers. Valuation of answer papers, generation of merit list and preparation of selection list as per Rule of Reservation will also be done by using the Computers.

9. SELECTION COMMITTEE

The Competent Authority shall constitute the Selection Committee for selecting candidates.

10. ADVANCE INCREMENTS

The Selection Committee is authorised to recommend advance increments (subject to maximum of FIVE increments) to deserving candidates taking into consideration qualifications, experience, merit, expertise of the candidate and also salary drawn in the previous organisation for candidates other than entry level posts. It will be open to the management to accept such recommendation at its discretion.

11. TRAINING

All candidates selected and appointed at entry level posts viz., Mining Graduate Trainees, Junior Executive Trainees, Welfare Officer Trainees and Geologist Trainees will be subjected to Training for a specified period in accordance with the various Training Schemes formulated or determined from time to time. For other posts, the candidates will be exposed to an induction programme/on the job training uniformly for a period

of 3 months. Details are indicated in Schedule-II annexed hereto. For completion of the training the trainees are required to pass the prescribed examination.

12. PROBATION

Trainees will be placed on probation for a period of one year on their successful completion of training and appointment in the regular cadre. Candidates selected shall be appointed on probation for a minimum period of ONE year which may be extended at the discretion of the competent authority when appointed to regular cadres. Probationers will not be deemed as confirmed unless a specific order to that effect is given in writing.

13. BONDS

- i) The trainees are required to execute a contract of Apprenticeship if they are appointed under the Apprentice Act. In addition to the above, the Trainees are also required to execute a separate service bond covenanting to serve the Company for a period of 3 years with a provision for collection of damages of specified amount for any breach of terms of the bond so executed. These bonds shall be executed before the candidate is admitted into the Training Scheme.
- ii) The bond period for Welfare Officer Trainees will be 2 years as per approved Cadre Career Plan.
- iii) Candidates appointed directly into regular grades and subjected to induction Programme/on the job training for a period of 3 months are exempted from execution of service bonds.
- iv) All the employees are required to give 3 months notice for leaving the services of the Company after they are confirmed in the post and complete the service under the bond executed by them.

14. LEAVE

During the training period, the trainees will be entitled to only 12 days Casual Leave on Pro rata basis in a year which shall be calculated proportionately from the date of joining the organisation as Trainees. They are also entitled for 15 days Sick leave in a year on pro-rata basis / and should be granted only on submission of Medical unfit and fit certificates issued by colliery Medical Officer or in accordance with the training scheme. On successful completion of Training and appointment in the regular cadre, their services will be governed by the Leave Rules in force.

15. GRATUITY

The period spent on training will be treated as qualifying service for the purpose of retirement gratuity.

16. RETIREMENT AGE:

Retirement from the services of the Company shall be on attaining the age of superannuation, i.e., 58 years or any other age as indicated as per rules of the Company in force from time to time.

17. MEDICAL EXAMINATION:

Candidates selected will be taken on duty only after they are found FIT by the Company's Medical Officer/Board.

18. VERIFICATION OF CHARACTER AND ANTECEDENTS:

On joining Company's service either as a trainee or an executive in a regular cadre, every candidate is required to submit the Attestation Form in Triplicate which will be supplied to him/her along with the appointment letter. If any adverse information is revealed in the verification, the candidate's services will be terminated forthwith.

The appointment orders for candidates selected for E-5 and above positions shall be sent by post only after verification of their antecedents by referring their cases to the previous employers or any other authority.

19. GENERAL:

- a) The Management reserves the right to extend the period of training/ probation without notice at its discretion.
- b) All appointments are subject to production of original certificates for verification in proof of age, qualifications, experience and Caste if necessary at the time of reporting for duty. In case the information/ certificates furnished by the candidate in connection with his/her age, qualifications, experience, caste are found to be incorrect or false or suppressed any time, he/she will not be admitted to duty or if detected at a later stage, his/her services will be terminated forthwith without notice.
- c) Any form of canvassing will totally disqualify the candidate from selection to the post/posts applied for.

PART-II**RULES FOR RECRUITMENT FROM INTERNAL CANDIDATES**

20. The following reservation is prescribed for internal candidates for recruitment at entry level in the executive cadre:

Sl.No.	Name of the discipline	Total	Reservtion		Cadre
			Graduates *	Diploma Holders *	
1(a)	Engineering (E&M & Civil)	33.33%	50% of 33.33%	50% of 33.33%	E-1
1(b)	Engineering (Drilling)	33.33%			E-1
2	Finance & Accounts	33.33%			E-1
3	Personnel	33.33%			E-1
4	Forestry (P&TM)	33.33%			E-1
5	Estates	33.33%			E-1
6	Analytical	33.33%			E-1

Sl.No.	Name of the discipline	Total	Reservation		Cadre
			Graduates *	Diploma Holders *	
7	E.D.P.	33.33%			E-1
8	Mining(#)	25%			
9	Law Officer(@)	a)33.33% b)33.33%			E-2 E-1

Note: Reservation for other Departments, if necessary, will be fixed and added to the list, from time to time, with the approval of the Competent Authority.

(* Board Minute No.450.17, dt.08.02.2002).

(# As per approval of C&MD on 28.4.04 vide Note No. CRP/IED/E/052/013, contr. dt.21.04.2004.)

(@ As per approval of C&MD on 19.4.04 vide Note No. CRP/PER/R/N/06, dt.17.04.04.)

=====

21. If sufficient eligible internal candidates to the extent of reservation stipulated as above are not available, the balance vacancies of the reservation may be filled up by external candidates.
22. A copy of the advertisement with relaxation provided for in the qualifications, percentage of marks and age will be circulated separately to all the Pits & Departments to enable the interested and eligible internal candidates to apply within the dates stipulated therein.
23. There will be no age bar for applying to various posts advertised by the Company.
24. Internal candidates should make their applications in the prescribed format through the Heads of Dept/proper channel only. No postal order is required.
25. Applications received against advertisement will be scrutinised on the same lines as outsiders.
26. The written test/interview will be common both for external and internal candidates. However, the Management reserves the

- right to hold separate test/interview for internal candidates, at its discretion with the approval of the Competent Authority.
27. Rule of Reservation shall be followed in accordance with the instructions of the State Government in force from time to time.
 28. Selection against the reservation prescribed shall be based on merit only i.e., performance in the written examination/interview subject to Rule of Reservation and medical fitness.
 29. From the common merit list, the names of selected internal candidates in accordance with the merit and Rule of Reservation would be first drawn up against the reservation fixed for them and then a separate selection list would be drawn for the balance posts on the basis of merit and Rule of Reservation.
 30. While drawing up selection lists, the selected internal and external candidates would be integrated and a common seniority list will be drawn on the basis of merit and rule of reservation in force from time to time.
 31. Internal candidates will be eligible for T.A. as applicable to them in accordance with the T.A. Rules of the company.
 32. On selection to the post of Trainees, the internal candidates will be allowed to draw pay and allowances that they were drawing in NCWA grades during the training period provided the same as beneficial to them.
 33. The internal candidates who are selected as Trainees, if their initial date of appointment in NCWA grade is prior to 5.3.1974, they will continue to retain their age of retirement at 60 years. All other internal candidates appointed after 5.3.1974 will be retired on attaining the age of 58 years or as may be fixed from time to time as in case of executives directly appointed on or after 5.3.1974.
 34. The period spent on training will be treated as qualifying service for the purpose of retirement gratuity.

35. The other rules of recruitment intended for external candidates and not specifically covered herein will be applicable uniformly to internal candidates also.
36. Any relaxation to the above Rules in exceptional cases shall be with the approval of the Chairman & Managing Director.

--:--

ANNEXURES

1. SCHEDULE-I - Details of entry level posts & qualifications stipulated for recruitment.
2. SCHEDULE-II - Details of entry level posts & qualifications, age and experience stipulated for recruitment at higher levels.

--:--



**THE SINGARENI COLLIERIES COMPANY LTD.
(A GOVERNMENT COMPANY)**

Sub: PROCEDURE FOR CONDUCTING INTERVIEWS FOR
SELECTION OF EXECUTIVES/EXECUTIVE TRAINEES
AT E-1/ E2 LEVELS.

- 1.0 In the meeting dated 05.01.1991, the Board of Directors resolved vide Minute No.20 to conduct recruitment to the post of executives in the Company through a written test carrying 85% marks and an interview carrying 15% marks, instead of through a written test only, as was the case hither to.
- 1.1 The following procedure is hereby prescribed for conducting interviews for recruitment to all executive posts at E-1 and E-2 levels, including trainees.
- 2.0 Minimum qualifying marks in written test to be called for interview:**
- 2.1 To be eligible to be called for the interview, the candidate should have secured the following minimum qualifying marks in the written test (as per approval accorded in Note P(RC) Note/051 dated 30-05-1990.)

Candidates belonging to SC & ST	-	25%
Candidates belonging to listed Backward Classes	-	35%
Other candidates	-	40%

*2.1(a) In the event of SC and ST candidates, not coming up for selection with the existing minimum prescribed marks for selection in the examination, their selection shall be

considered on the basis of rank with reference to their performance in the test, irrespective of the marks secured.
*(Inserted as per approval vide Note No. P(RC)/NOTE/65, Dt. 18.7.97)

2.2 These minimum qualifying marks will be applicable equally to internal and external candidates.

3.0 Number of candidates to be called for interview:

3.1 Generally, the number of qualified candidates belonging to each category (OC/SC/ST/group of BC) to be called for interview will be three times the number of vacancies for that category, as determined from the roster.

3.2 This will be applied separately for internal candidates and external candidates, in the following manner.

3.3 The roster points proposed to be filled up by internal candidates are to be allotted as per the predetermined roster points in the Roster Cycle [E I E pattern, as approved on Note No. P(RC)/40, dt.15.03.2001] irrespective of number of vacancies being notified. Qualified internal candidates belonging to the respective category (OC/ST/SC/group of BC) will be called against such vacancies in the manner given below in paragraphs 3.6.1 to 3.6.3.

3.4 In case not even one qualified internal candidate belonging to SC/ST is available, to be interviewed against any SC or ST reserved vacancy falling within the block of roster points allocated to internal candidates, such reserved SC/ST vacancy will be allocated to available qualified external candidates. To compensate for such reserved roster points intended for internal candidates, but allocated to external candidates, that many roster points immediately below the block intended for internal candidates will be reallocated to internal candidates.

3.5 For the remaining (2/3) two thirds of the roster points, including SC,ST reserved vacancies reallocated to external candidates, external and leftover internal candidates will be called for interview as per paragraphs 3.6.1 to 3.6.3 in order of merit within the respective category.

3.6.1 OC VACANCIES:

The number of qualified candidates to be called for interview against OC vacancies will be three times the number of OC vacancies. In order of merit, irrespective of the candidates caste.

3.6.2. Vacancies reserved for SC/STs:

The number of qualified SC candidates to be called for interview will be three times the number of vacancies reserved for SCs and the number of qualified ST candidates to be called for interview will be three times the number of vacancies reserved for STs. This will be subject to the order of merit among the SC and ST candidates respectively.

3.6.3. Vacancies reserved for BCs:

The number of qualified candidates to be called for interview from each group among BCs will be three times the number of vacancies reserved for that group, subject to order of merit within the BC group.

3.7 Within a category (OC/SC/ST/group BC), if a candidate becomes eligible to be called for interview, all others having the same marks in the written test, in the same category, will also be called for interview, irrespective of the ratio

4.0 Constitution of committee for interviewing the candidates:

4.1 The Committee will consist of the following:

- | | |
|---|----------|
| 1. The Director concerned* | Chairman |
| 2. Director(PA&W) or his representative | Member |
| 3. Head of the Department concerned/Chief of Discipline | Member |

- | | |
|--|------------------|
| 4. An external expert Member
wherever the required expertise
is not available within the Company | Member |
| 5. One officer from Rrecruitment cell | Member Secretary |

* In case of Departments whose Heads/Chiefs report directly to C&MD, the Director (PA&W) will chair the committee.

4.2 The C & MD may approve constitution of more than one Committee, if the number of candidates to be interviewed is large. In such case, another Director will chair the second Committee.

5.0 Intimation to candidates by display of results of written test:

5.1 The merit list basing on the performance in the written test, names of Candidates to be called for interview and schedule for interview, shall be displayed within 24 hours of conducting the written test. The interviews will commence, at the latest, on the day following the date on which the written test is conducted.

6.0 Structure of the interview:

6.1 The interview shall assess the candidate broadly on two counts.

1. Professional knowledge of the discipline/subject/ specialisation.
2. General aptitude, managerial capability initiative, inter-personal relations, behaviour under stress, approach to problems etc.

6.2 Assessment of the candidates professional knowledge of subject/discipline/ specialisation will be made by those members of the Committee who themselves have knowledge of the subject/discipline/ specialisation. Only such members of the Committee will award marks on this count.

6.3 General assessment of the candidates will be made by all members of the interviewing committee, including the members who assess professional knowledge.

6.4 The weightage for each of these i.e. professional knowledge will be 1/3rd i.e. 5% in the total and for aptitude etc will be 2/3rd i.e. 10% in the total. The Committee may decide the marks to be allotted by each of the members of the Committee basing on these guidelines and total number of members on the Committee. The committee may also award marks by consensus.

6.5 In case more than one interviewing Committee is constituted, the Chairman of all the Committee shall decide a common method of award of marks, before interviews commence.

6.6 The time taken per candidate, questions asked and number of membrs who participate in the discussion will be regulated by the Chairman of the Committee.

7.0 Minimum qualifying marks, including those in the interview, for selection:

7.1 No candidate shall be eligible to be appointed unless he secures the following minimum marks in the overall result, including both written test and interview.

Candidates belonging to OC	..	40%
Candidates belonging to listed BC	..	35%
Candidates belonging to SCs/STs	..	25%

*7.2 In the event of SC and ST candidates, not coming up for selection with the existing minimum prescribed marks for selection in the examination, their selection shall be considered on the basis of rank with reference to their performance in the test, irrespective of the marks secured.
*(Inserted as per approval vide Note No. P(RC)/NOTE/65, Dt.18.7.97)

8.0 Compilation and display of final merit list:

- 8.1 The marks in the written test shall be reduced so that the maximum marks constitute 85%.
- 8.2 The marks in the interview awarded by each member of the Committee shall be added and the total reduced so that the maximum marks for the interview constitute 15% (similar reduction shall be done if marks are awarded by consensus).
- 8.3 The marks obtained in the interview and written test shall be added and an overall merit list generated and displayed.
- 8.4 The selection list shall be generated by application of the Rule of Reservation to the overall merit list thus generated, separately for internal and external candidates.
- 8.5 After approval of the selection by the competent authority, the selection list may be displayed and appointment orders shall be issued thereafter for the number of vacancies decided to be filled up.

9.0 Panel

- 9.1 After making selections to the number of posts required to be filled up immediately, the final merit list generated, basing on both written test and interview, will be kept valid for a period of one year from the date of approval of selection list. In the event of any vacancies arising subsequently, selected candidates failing to join or selected candidates resigning after joining, candidates may be selected from the said merit list by application of the Rule of Reservation.

10.0 Matters to be approved by C & M.D. :

- 10.1 In the event of the panel being exhausted before the expiry of one year and vacancies remaining unfilled, C & M.D. may approve calling another round of interviews to make selection from among the candidates who have secured the the required qualifying marks in the same written test, but were not called for interviews.

- 10.2 Relaxation in minimum marks in the written test can be given by the C & M.D. either generally or for SC/ST candidates as a category.
- 10.3 C & M.D. may make changes in the ratio of candidates to be called for interview for a vacancy either generally, or for any specified category (SC/ST/group of BC/OC).
- 10.4 C & M.D. may approve conducting interviews for more vacancies than advertised, to cover future vacancies, either arising naturally or on account of likely resignations by selected candidates, after joining.
- 10.5 C & M.D. may revalidate the panel after its expiry, for a period to be specified, not exceeding another six months. He may also cancel the panel before expiry of one year, if fresh recruitment test/interview is proposed.
- 10.6 C & M.D. may alter the composition of the interview Committee, depending on exigencies of work.

C. & M. D.

ANNEXURES
SCHEDULE - I
SCHEDULE - II

RECRUITMENT RULES AND PROCEDURE

SCHEDULE-I

DETAILS OF ENTRY LEVEL POSTS & QUALIFICATIONS STIPULATED FOR RECRUITMENT

SL.NO.	NAME OF THE DISCIPLINE/ POST	PERIOD OF TRAINING	EMOLUMENTS/ GRADE	QUALIFICATIONS PRESCRIBED FOR RECRUITMENT	EXTERNAL CANDIDATES	INTERNAL CANDIDATES
1	MINING ENGG. DEPT.: ----- i) MINING GRADUATE TRAINEE	1 YEAR STRU- CTURED TRNG.	E-1	B.E., B.TECH., AMIE (MINING) OR ITS EQUIVALENT QUALIFI- CATION WITH A MINIMUM OF 55% MARKS IN THE AGGREGATE.	B.E., B.TECH., AMIE (MIN.) OR ITS EQUIVALENT QUALIFICATION.	
2	E&M ENGG. DEPT.: ----- i) JUNIOR EXE. TRAINEE (E&M)	1 YEAR STRU- CTURED TRAIN- ING.	E-1	B.E., B.TECH., AMIE OR ITS EQUIVALENT QUALIFICATION WITH A MINIMUM OF 55% MARKS IN AGGREGATE IN MECHANICAL, ELECTRICAL, ELECTRICAL & ELECTRONICS ENGG. AS PER THE LIST OF INSTITUTIONS APPROVED BY AICTE AND AS RECOGNISED BY THE DIRECTORATE GENERAL OF MINES SAFETY.	B.E., B.TECH., AMIE OR ITS EQUIVALENT QUALIFICATION IN MECHANICAL, ELECTRICAL, ELECTRICAL & ELECTRO- NICS ENGINEERING AS PER THE LIST OF INSTITUTIONS APPROVED BY AICTE AND AS RECOGNISED BY THE DIREC- TORATE GENERAL OF MINES SAFETY.	
	ii) JUNIOR EXECUTIVE (E&M)		E-1	(AMENDED VIDE BOARD MINUTE NO.453.11.1 DT.28.06.2002).	DIPLOMA IN MECHANICAL, ELECTRICAL OR ELECTRICAL & ELECTRONICS ENGINEERING WITH 5 YEARS SERVICE IN TECH.. GRADE "A". (APPROVED VIDE BOARD MINUTE NO.450.17.3 DT.08.02.2002).	
3	CIVIL ENGG. DEPT.: ----- i) JUNIOR EXE. TRAINEE (CIVIL)	1 YR. STRU- CTURED TRNG.	E-1	B.E., B.TECH., AMIE OR ITS EQUIVALENT QUALIFICATION WITH A MINIMUM OF 55% MARKS IN AGGREGATE IN CIVIL ENGINEERING AS PER THE LIST OF INSTI- TIONS APPROVED BY AICTE AND AS RECOGNISED BY THE	B.E., B.TECH., AMIE OR ITS EQUIVALENT QUALIFICATION IN CIVIL ENGINEERING AS PER THE LIST OF INSTI- TIONS APPROVED BY AICTE AND AS RECOGNISED BY THE	

RECRUITMENT CELL

SL.NO.	NAME OF THE DISCIPLINE/ POST	PERIOD OF TRAINING	EMOLUMENTS/ GRADE	QUALIFICATIONS PRESCRIBED FOR RECRUITMENT	EXTERNAL CANDIDATES	INTERNAL CANDIDATES
					TUTIONS APPROVED BY AICTE AND AS RECOGNISED BY THE DIRECTORATE GENERAL OF MINES SAFETY. (AMENDED VIDE BOARD MINUTE NO.453.11.1.1 DT.28.06.2002). (SCH-I)	DIRECTORATE GENERAL OF MINES SAFETY.
ii)	JUNIOR EXECUTIVE (CIVIL)		E-1			DIPLOMA IN CIVIL ENGINEERING WITH 5 YEARS SERVICE IN TECH. GRADE "A". (APPROVED VIDE BOARD MINUTE NO.450.17.3 DT.08.02.2002).
4	INDUSTRIAL ENGG. DEPT:					
	i) ASST. ENGINEER (IE)	3 MONTHS INDUC- TION PROGRAMME/ ON THE JOB TRA-- INING.	E-2	i) B.E., B.TECH/AMIE OR ITS EQUIVALENT QUALIFICATION IN ANY ENGG. BRANCH WITH 55% OF MARKS IN THE AGGREGATE. AND ii) P.G. DEGREE/P.G. DIPLOMA IN INDUSTRIAL ENGINEERING.		
5	FINANCE & ACCOUNTS DEPT.:					
	i) JR. ACCOUNTS OFFICER	3 MONTHS INDUCTION PROGRAMME/ ON THE JOB TRAINING.	E-1	1. COMMERCE GRADUATE POAs/J.As WITH 5 YEARS IN 'A' OR 'B' GRADE. 2. COMMERCE POST GRADUATE POAs/ ACCOUNTANTS WITH 3 YEARS IN 'A' OR 'B' GRADE. 3. INTER CA/ICWA. 4. M.COM. II CLASS WITH 50% WITH 5 YRS. POST QUALIFICATION EXPERIENCE IN SCCL.		

(AMENDED VIDE BOARD MINUTE NO.25 (b) DT.2.2.2001).

(SCH-I)

PAGENO. 3

SL.NO.	NAME OF THE DISCIPLINE/ POST	PERIOD OF TRAINING	EMOLUMENTS/ GRADE	QUALIFICATIONS PRESCRIBED FOR RECRUITMENT	EXTERNAL CANDIDATES	INTERNAL CANDIDATES
--------	---------------------------------	-----------------------	----------------------	---	---------------------	---------------------

6 MEDICAL DEPT.:

i) G.D.M.Os./DENTAL SURGEONS (MALE/FEMALE)

3 MONTHS INDU- E-2
CTION PROG./
ON THE JOB TRG.

M.B.B.S./B.D.S.

ii) SPECIALISTS

-DO-

E-3

M.S./M.D./DIPLOMA IN THE CONCERNED SPECIALITY.

iii) MICRO-BIOLOGIST

-DO-

E-1

M.S.C. IN MICROBIOLOGY.

7 PERSONNEL DEPT.:

i) WELFARE OFFICER
TRAINEE

2 YRS. STRU- E-1
CTURED TRG.
ON THE JOB
TRAINING.

A DEGREE WITH 55% MARKS IN THE AGGREGATE AND A PG DEGREE IN SOCIOLOGY OR SOCIAL SCIENCE OR RECOGNISED DIPLOMA IN LABOUR WELFARE/ PERSONNEL MANAGEMENT/ INDUSTRIAL RELATIONS AS PER MINES RULES.

A DEGREE AND A PG DEGREE IN SOCIOLOGY OR SOCIAL SCIENCES OR RECOGNISED PG DIPLOMA IN LABOUR WELFARE PERSONNEL MANAGEMENT/ INDUSTRIAL RELATIONS AS PER MINES RULES.

8 E.D.P. DEPT.:

i) JR. EXE. TRAINEE (IT)

ONE YEAR E-1
ON-THE-JOB
STRUCTURED
TRAINING

i) MASTER'S DEGREE IN COMPUTER SCIENCE (MCS) OR MASTER'S DEGREE IN COMPUTER APPLICATIONS (MCA) WITH AT LEAST 55% MARKS IN THE AGGREGATE
OR
ii) MASTER'S DEGREE IN BUSINESS ADMINISTRATION (MBA) WITH ANY OF THE QUALIFICATIONS SPECIFIED FOR EXTERNAL CANDIDATES WITH NO STIPULATION OF MINIMUM MARKS.
OR
ii) ANY DEGREE AND PG DIPLOMA IN COMPUTER APPLICA

(AMENDED VIDE BOARD MINUTE NO.5 DT.8-12-94).

(SCH-I)

PAGENO. 4

SL.NO.	NAME OF THE DISCIPLINE/ POST	PERIOD OF TRAINING	EMOLUMENTS/ GRADE	QUALIFICATIONS PRESCRIBED FOR RECRUITMENT	EXTERNAL CANDIDATES	INTERNAL CANDIDATES
					COMPUTER SYSTEMS AS SPECIALISATION AND WITH ATLEAST 55% MARKS IN THE AGGREGATE.	TIONS OR IN COMPUTER SCIENCE WITH 50% MARKS IN THE AGGREGATE IN PG-DIPLOMA FROM A RECOGNISED UNIVERSITY.
					OR	
					iii) BACHELOR'S DEGREE IN ENGINEERING OR TECHNOLOGY WITH COMPUTER SCIENCE SPECIALISATION (BE/B TECH COMPUTERS) WITH ATLEAST 55% MARKS IN THE AGGREGATE.	FOR BOTH (i) AND (ii) ABOVE: 5 YEARS EXPERIENCE AS EDP ASSISTANT IN TECH. 'A' OR 'B'.
					OR	
					iv) MASTER'S DEGREE WITH 55% MARKS IN SCIENCE/COMMERCE/MATHEMATICS/STATISTICS/ANY BE OR B TECH DEGREE WITH 55% MARKS IN AGGREGATE AND A POSTGRADUATE DIPLOMA IN COMPUTER APPLICATIONS/ COMPUTER SCIENCE FROM A RECOGNISED UNIVERSITY, ALSO WITH 55% MARKS IN AGGREGATE.	'A' OR 'B'.
					OR	
					STIPULATIONS REGARDING KNOWLEDGE OF OPERATING SYSTEMS AND PROGRAMMING LANGUAGES WILL BE SPECIFIED IN ADVERTISEMENT.	
					(AMENDED VIDE BOARD MINUTE NO.19 DT.23.4.90)	
9	EXPLORATION DEPT.:					
	i) GEOLOGIST TRAINEE	1 YEAR STRUCTURED TRNG.	E-1			M.SC. IN GEOLOGY, APPLIED GEOLOGY OR DIPLOMA IN GEOLOGY FROM ISM, DHANBAD WITH 55% OF MARKS IN THE AGGREGATE. M.SC. IN GEOLOGY, APPLIED GEOLOGY OR DIPLOMA IN GEOLOGY FROM ISM, DHANBAD. B.E., B.TECH., AMIE OR ITS EQUIVALENT QUALIFICATION IN MINING/MECHANICAL ENGG. WITH MINIMUM OF 55% MARKS IN THE AGGREGATE.
	ii) JR. EXE. TRAINEE (DRILLING)	1 YEAR STRUCTURED TRAINING.	E-1			B.E., B.TECH., AMIE OR ITS EQUIVALENT QUALIFICATION IN MINING MECH. ENGG. BRANCH (r) IN THE AGGREGATE.

RECRUITMENT RULES AND PROCEDURE

(SCH-I)

PAGENO. 5

SL. NO.	NAME OF THE DISCIPLINE/ POST	PERIOD OF TRAINING	EMOLUMENTS/ GRADE	QUALIFICATIONS PRESCRIBED FOR RECRUITMENT	INTERNAL CANDIDATES
10	P & T M DEPT.: i) JR. FOREST OFFICER	3 MONTHS INDU- CTION PROGRAMME/ ON THE JOB TRNG.	E-1	M. SC. (AGR.) / FORESTRY/HORTI- CULTURE OR HOLDER OF GOVT. FOREST RANGERS CERTIFICATE OR FOREST RANGE OFFICER IN FOREST DEPTS./CORPORATIONS OR IN EQUAL CADRE IN ANY OTHER FOREST BASED INDU- STRIES/ORGANISATIONS.	
11	ESTATES DEPT.: i) JR. ESTATES OFFICER	3 MONTHS INDU- CTION PROGRAMME /ON THE JOB TRNG.	E-1	DEGREE OR ITS EQUIVALENT QUALIFICATION WITH 55% OF MARKS IN THE AGGREGATE AND DEGREE IN LAW.	DEGREE AND LAW DEGREE WITH MINIMUM OF 5 YRS. SERVICE IN TECH. A OR B GRADES WORKING AS OFFICE SUPDT./POA/SPL. GR. CLERK/STENOGRAPHER/ EDP ASST/ACCTS./LAW ASSTS.
12	ANALYTICAL DEPT.: i) JR. SCIENTIFIC OFFICER	-DO-	E-1	M. SC. (CHE.) OR ITS EQUI- VALENT QUALIFICATION WITH 55% OF MARKS IN THE AGGREGATE.	M. SC. (CHE.) OR ITS EQUIVA- LENT QUALIFICATION WITH 3YRS. EXPERIENCE IN A & B GRADES OR B. SC. (CHE.) WITH MINIMUM OF 7 YEARS EXPERIENCE IN 'A' GRADE IN ANY ANALYTICAL LAB OF THE COMPANY.
13	VIGILANCE & SECURITY DEPT.: i) JR. SECURITY OFFICER/ VIGILANCE OFFICER	3 MONTHS INDUC- TION PROGRAMME/ ON THE JOB TRNG.	E-1	DEGREE OR EQUIVALENT QUALIFICATION WITH 55% MARKS WITH 5 YEARS EXPERIENCE IN DEFENCE OR RELATED SERVICES IN A SUPERVISORY CAPACITY.	SECURITY/VIGILANCE INSPECTORS WITH DEGREE IN 'A' GRADE FOR 5 YEARS.

RECRUITMENT CELL

(SCH-I)

PAGENO. 6

SL.NO.	NAME OF THE DISCIPLINE/ POST	PERIOD OF TRAINING	EMOLUMENTS/ GRADE	QUALIFICATIONS PRESCRIBED FOR RECRUITMENT	EXTERNAL CANDIDATES	INTERNAL CANDIDATES
14	SECRETARIAL & LAW DEPT.:					
	i) LAW OFFICER	3 MONTHS INDU- CTION PROG./ ON THE JOB TRG.	E-2	A DEGREE IN ARTS/SCIENCE /COMMERCE WITH 55% OF MARKS AND A DEGREE IN LAW FROM RECOGNISED UNI- VERSITY WITH 5 YEARS EXPERIENCE AS A LEGAL PRACTITIONER IN CIVIL/ CRIMINAL/TAXATION/INDU- STRIAL LAW OR IN A LEGAL DEPARTMENT OF A REPUTED ORGANISATION.		
	ii) SECRETARIAL OFFICER	-DO-	E-2/E-3	A DEGREE IN ARTS/SCIENCE/ COMMERCE AND PASS IN COMPANY SECRETARIES FINAL EXAMINATION CONDUCTED BY THE INSTITUTE OF COMPANY SECRETARIES OF INDIA. PREFERABLE DEGREE IN LAW.		CANDIDATES WITH 3 YEARS EXPERIENCE MAY BE CONSIDERED FOR E-3 GRADE.

SCHEDULE - II

DETAILS OF QUALIFICATIONS, UPPER AGE & EXPERIENCE STIPULATED FOR RECRUITMENT AT HIGHER LEVELS

SL. NO.	NAME OF THE DISCIPLINE/ POST	GRADE	UPPER AGE YRS.	QUALIFICATIONS	POST QUALIFICATION EXPERIENCE.
1	MINING ENGG. DEPT.:				
	i) UNDER MANAGER	E-2	32	DEGREE/DIPLOMA IN MINING ENGG. HOLDER OF II CLASS MINE MANAGER'S CERTIFICATE OF COMPETENCY.	--
	ii) DY MANAGER	E-3	35	DEGREE/DIPLOMA IN MINING ENGG. HOLDER OF I CLASS MINE MANAGER'S CERTIFICATE OF COMPETENCY.	--
	iii) COLLIERY MANAGER	E-4	40	--DO--	5 YEARS.
	iv) S.O.M	E-5	43	--DO--	8 YEARS.
	v) DY.G.M.	M-1	45	DEGREE IN MINING ENGINEERING. HOLDER OF I CLASS MINE MANAGER'S CERTIFICATE OF COMPETENCY.	12 YEARS.
	vi) ADDL.GM/G.M.	M-2	55	--DO--	18 YEARS.
2	E & M AND CIVIL ENGG. DEPT.:				
	i) E.E.	E-3	35	DEGREE OR ITS EQUIVALENT QUALIFICATION IN RELEVANT BRANCH.	3 YEARS.
	ii) DY SUPDG ENGINEER	E-4	40	--DO--	5 YEARS.
	iii) SUPDG ENGINEER	E-5	43	--DO--	8 YEARS.
	iv) DY.G.M.	M-1	45	--DO--	12 YEARS.
	v) ADDL.GM/GM	M-2	50	DEGREE OR ITS EQUIVALENT QUALIFI- CATION IN RELEVANT BRANCH.	18 YEARS.

RECRUITMENT CELL

(SCH-II)

PAGENO. 2

SL.NO.	NAME OF THE DISCIPLINE/ POST	GRADE	UPPER AGE YRS.	QUALIFICATIONS	POST QUALIFICATION EXPERIENCE.
3	INDUSTRIAL ENGG. DEPT.:				
	i) EXECUTIVE ENGINEER (IE)	E-3	35	A DEGREE IN ENGG. AND A P.G. DEGREE /DIPLOMA IN INDUSTRIAL ENGG.	3 YEARS
	ii) DY SUPDG ENGINEER(IE)	E-4	40	-DO-	5 YEARS
	iii) SUPDG ENGINEER(IE)	E-5	43	-DO-	8 YEARS
	iv) DY.GM (IE)	M-1	45	-DO-	12 YEARS
	v) ADDL.GM(IE)/GM(IE)	M-2	50	-DO-	15 YEARS
4	SURVEY DEPARTMENT:				
	i) SURVEY OFFICER	E-2	40	HOLDER OF COAL MINES SURVEYORS CERTIFICATE OF COMPETENCY.DIPLOMA IN MINE SURVEYING WILL BE PREFERE- RABLE AS AN ADDITIONAL QUALIFI- CATION.	NOT LESS THAN 9 YRS.EXPE- RIENCE IN SURVEYING OUT OF WHICH A MINIMUM OF 6 YRS. SHOULD BE IN COAL MINES SURVEYING.
	ii) SR.SURVEY OFFICER	E-3	45	-DO-	NOT LESS THAN 12 YEARS EXPERIENCE IN SURVEYING OUT OF WHICH A MINIMUM OF 9 YRS. SHOULD BE IN COAL MINES SURVEYING.
5	FINANCE & ACCOUNTS DEPT.:				
	i) ACCOUNTS OFFICER	E-2	30	C.A./I.C.W.A.	--
	ii) SR. ACCOUNTS OFFICER	E-3	35	-DO-	3 YEARS.
	iii) DY.FINANCE MANAGER	E-4	40	-DO-	5 YEARS.
	iv) FINANCE MANAGER	E-5	43	-DO-	8 YEARS.
	v) DY.GENERAL MANAGER(F&A)	M-1	45	-DO-	12 YEARS.
	vi) ADDL.GM(F&A)/GM (F&A)	M-2	50	-DO-	15 YEARS.

RECRUITMENT CELL

RECRUITMENT RULES AND PROCEDURE

(SCH-II)

PAGENO.3

SL.NO.	NAME OF THE DISCIPLINE/ POST	GRADE	UPPER AGE YRS.	QUALIFICATIONS	POST QUALIFICATION EXPERIENCE.
6	MEDICAL DEPT.:				
	i) SR.SPECIALIST (SPLTY) / DY MED SUPDT	E-4	40	P.G. DEGREE IN THE RELEVANT BRANCH. P.G.DIPLOMA -DO-	5 YEARS. 6 YEARS.
	ii) MEDICAL SUPERINTENDENT	E-5	43	P.G. DEGREE -DO- P.G. DIPLOMA -DO-	8 YEARS. 9 YEARS.
	iii) DY CMO	M-1	45	P.G. DEGREE -DO- P.G. DIPLOMA -DO-	12 YEARS. 13 YEARS.
	iv) ADDL. CMO./CMO	M-2	50	P.G. DEGREE -DO- P.G. DIPLOMA -DO-	15 YEARS. 16 YEARS.
7	PERSONNEL DEPT.:				
	i) SR.P.O.	E-3	35	A DEGREE AND A PG DEGREE IN SOCIOLOGY OR SOCIAL SCIENCES OR RECOGNISED P.G. DIPLOMA IN LABOUR WELFARE/PERSONNEL MANA- GEMENT/INDUSTRIAL RELATIONS UNDER MINES RULES.	3 YRS. IN RELEVANT FIELD.
	ii) DY.P.M.	E-4	40	-DO-	5 YRS. IN RELEVANT FIELD.
	iii) P.M	E-5	43	-DO-	8 YRS. -DO-
	iv) DY.GM (P)	M-1	45	-DO-	12 YRS. -DO-
	v) ADDL.GM(P)/GM(PER)	M-2	50	-DO-	15 YRS. -DO-

(SCH-II)

PAGENO. 4

SL.NO.	NAME OF THE DISCIPLINE/ POST	GRADE	UPPER AGE YRS.	QUALIFICATIONS	POST QUALIFICATION EXPERIENCE.
--------	---------------------------------	-------	-------------------	----------------	-----------------------------------

8 EDP DEPARTMENT:

- | | | | | | |
|-----|-------------------|-----|---------|--|---|
| 1) | SENIOR PROGRAMMER | E-3 | 35 YRS. | i) MASTER'S DEGREE IN COMPUTER SCIENCE (MCS) OR
MASTERS DEGREE IN COMPUTER APPLICATIONS (MCA)
WITH AT LEAST 55% MARKS IN THE AGGREGATE.
OR
ii) MASTERS DEGREE IN BUSINESS ADM. (MBA) WITH
COMPUTER SCIENCE/COMPUTER SYSTEMS AS SPECIA-
LISATION AND WITH AT LEAST 55% MARKS IN THE
AGGREGATE.
OR
iii) BACHELORS DEGREE IN ENGINEERING OR TECHNOLOGY
WITH COMPUTER SCIENCE SPECIALISATION (B E/B Tech
COMPUTERS) WITH AT LEAST 55% MARKS IN AGGREGATE
OR
iv) MASTER'S DEGREE WITH 55% MARKS IN AGGREGATE IN
SCIENCE/COMMERCE/MATHEMATICS/STATISTICS/ANY B E OR
B.Tech. DEGREE WITH 55% MARKS IN AGGREGATE AND A
POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS/COM-
PUTER SCIENCE FROM A RECOGNISED UNIVERSITY WITH
55% MARKS IN AGGREGATE. STIPULATION REGARDING
KNOWLEDGE OF OPERATING SYSTEMS AND PROGRAMMING
LANGUAGES WILL BE SPECIFIED IN THE ADVT. | FOR CANDIDATES WITH QUALIFI-
CATIONS AS
(i) (ii) OR (iii)
3 YEARS IN SYSTEMS
ANALYSIS/PROGRAMMING. |
| ii) | MANAGER (IT) | E-4 | 40 YRS. | (i) TO (iv) AS FOR SR. PROGRAMMER (E-3) | FOR CANDIDATES WITH
QUALIFICATIONS AS
IN (i) TO (iii)-6 YRS.
IN SYSTEMS ANALYSIS/
PROGRAMMING.

FOR CANDIDATES WITH
QUALIFICATIONS AS AT
(iv) -7 YRS. IN SYSTEMS
ANALYSIS/PROGRAMMING. |

(SCH-II)

PAGENO. 5

SL.NO.	NAME OF THE DISCIPLINE/ POST	GRADE	UPPER AGE YRS.	QUALIFICATIONS	POST QUALIFICATION EXPERIENCE.
--------	---------------------------------	-------	-------------------	----------------	-----------------------------------

iii) MANAGER (IT) E-5 43 YRS. (i) TO (iv) AS FOR SR. PROGRAMMER (E-3)

FOR CANDIDATES WITH QUALIF.
AS AT IN (i) TO (iii)-9
YRS. IN SYSTEMS ANALYSIS/
PROGRAMMING.

FOR CANDIDATES WITH
QUALIFICATIONS AS AT
(iv)-10 YRS. IN
SYSTEMS ANALYSIS/
PROGRAMMING.

iv) DY.GM (IT) M-1 45 YRS. (i) TO (iv) AS FOR SR. PROGRAMMER (E-3)

FOR CANDIDATES WITH QUALI-
CATIONS AS IN (i) TO (iii)
12 YEARS IN SYSTEMS ANALY-
SIS/PROGRAMMING.

FOR CANDIDATES WITH QUALI-
CATIONS AS AT (iv)-13 YRS.
IN SYSTEMS ANALYSIS/
PROGRAMMING.

vi) OSD (COMPUTER M-2 55 YRS. (i) TO (iv) AS FOR SR. PROGRAMMER (E-3)
TRAINING)

FOR CANDIDATES WITH QUALI-
FICATIONS AS IN (i) TO (iii)
-18 YEARS IN SYSTEMS ANALY-
SIS/PROGRAMMING.

FOR CANDIDATES WITH QUALI-
FICATIONS AS AT (iv)-19 YRS.
IN SYSTEMS ANALYSIS/PROGRA-
MMING.

(AMENDED VIDE BOARD MINUTE NO.19 DT.23.4.90)

(SCH-II)

PAGENO. 6

SL.NO.	NAME OF THE DISCIPLINE/ POST	GRADE	UPPER AGE YRS.	QUALIFICATIONS	POST QUALIFICATION EXPERIENCE.
9	EXPLORATION DEPT.:				
	I) GEOLOGY:				
	i) SR. GEOLOGIST	E-3	35 YRS.	(A) M. SC. IN GEOLOGY, APPLIED GEOLOGY OR DIPLOMA IN GEOLOGY FROM ISM., DHANBAD.	3 YEARS.
	ii) DY. SUPDG. GEOLOGIST.	E-4	40 YRS.	(A) AS ABOVE. OR (B) M. TECH. (GEOLOGY)	7 YEARS 5 YEARS.
	iii) SUPDG- GEOLOGIST.	E-5	43 YRS.	(A) OR (B) AS ABOVE	(A) 10 YEARS. (B) 8 YEARS.
	iv) DY. GM (GEOLOGY)	M-1	45 YRS.	(A) OR (B) AS ABOVE.	(A) 14 YEARS. (B) 12 YEARS.
	II) DRILLING.:				
	i) E.E. (DRILLING)	E-3	35 YRS.	DEGREE OR DIPLOMA IN RELEVANT BRANCH OF ENGINEERING.	3 YRS. RELEVANT EXPERIENCE.
	ii) DY SUPDG. ENGR (DRILLING)	E-4	40 YRS.	-DO-	5 YRS. RELEVANT EXPERIENCE.
	iii) SUPDG ENGR. (DRILLING)	E-5	43 YRS.	-DO-	8 YEARS RELEVANT EXPERIENCE.

RECRUITMENT CELL

(SCH-II)

PAGENO.7

SL.NO.	NAME OF THE DISCIPLINE/ POST	GRADE	UPPER AGE YRS.	QUALIFICATIONS	POST QUALIFICATION EXPERIENCE.
10	P. & T. M. :				
	i) SR. FOREST OFFICER	E-3	35 YRS.	CANDIDATES IN THE RANK OF F.R.O./A.C.F.F.	11 YEARS.
	ii) DY MANAGER (FORESTRY)	E-4	40 YRS.	(A) CANDIDATES IN THE RANK OF F.R.O./A.C.F.F. OR (B) DIRECT ACF RECRUIT	18 YEARS.
	iii) MANAGER (FORESTRY)	E-5	45 YRS.	(A) CANDIDATES IN THE RANK OF F.R.O./A.C.F.F. OR (B) DIRECT RECRUIT	3 YEARS. (A) 22 YEARS. (B) 7 YEARS.
	iv) DY GM (FORESTRY)	M-1	50 YRS.	(A) OR (B) AS ABOVE OR DY CONSERVATOR OF FORESTS	(A) 26 YEARS. - NIL -
	v) EXECUTIVE DIRECTOR (FORESTRY)	M-2		POSTS TO BE FILLED BY DEPUTATION OF OFFICERS FROM GOVERNMENT.	-
11	ESTATES DEPT.:				
	i) ESTATES OFFICER	E-2	33 YRS.	PG DEGREE WITH LAW DEGREE.	3 YRS. RELEVANT EXPERIENCE.
	ii) SR. ESTATES OFFICER	E-3	35 YRS.	-DO-	6 YRS. -DO-
	iii) DY ESTATES MANAGER	E-4	40 YRS.	-DO-	9 YRS. -DO-

(SCH-II)

PAGENO. 8

SL. NO.	NAME OF THE DISCIPLINE/ POST	GRADE	UPPER AGE YRS.	QUALIFICATIONS	POST QUALIFICATION EXPERIENCE.
---------	---------------------------------	-------	-------------------	----------------	-----------------------------------

12. VIGILANCE & SECURITY DEPT:

- | | | | | | |
|------|--|-----|---------------|---|---|
| i) | DY. VIGILANCE/
SECURITY MANAGER | E-4 | 40 TO 50 YRS. | EX. ARMY/POLICE OFFICER NOT BELOW
THE RANK OF CAPTAIN. | - |
| ii) | VIGILANCE/
SECURITY MANAGER | E-5 | -DO- | EX. ARMY/POLICE OFFICER NOT BELOW
THE RANK OF MAJOR. | - |
| iii) | DY. GM(VIGILANCE/
SECURITY) | M-1 | 45 TO 55 YRS. | EX. ARMY/POLICE OFFICER NOT BELOW
THE RANK OF LT. COLONEL. | - |
| iv) | CHIEF SECURITY OFFICER/
CHIEF VIGILANCE OFFICER | M-2 | 50 TO 56 YRS. | EX. ARMY/POLICE OFFICER NOT BELOW
THE RANK OF BRIGADIER. | - |

NOTE : 1. THE CHAIRMAN & M.D. MAY ADD TO OR AMEND OR DELETE FROM SCHEDULE - II THE STIPULATIONS RELATING TO QUALIFICATIONS, AGE AND EXPERIENCE FOR RECRUITMENT AT HIGHER LEVELS.

2. DEPARTMENTAL CANDIDATES FULFILLING THE STIPULATIONS OF QUALIFICATIONS AND EXPERIENCE WILL BE ELIGIBLE TO APPLY FOR THE POSTS ADVERTISED FOR ONLY IF THEY ARE IN THE GRADE IMMEDIATELY NEXT BELOW THE POST ADVERTISED FOR.