



**भर्ती विभाग /Recruitment Department**

**CIN- U10102MP1985GOI003160**

**An ISO 9001, ISO 14001 &ISO45001 Certified Company**

पोस्ट-सिंगरौली कोलियरी, जिला- सिंगरौली, म.प्र., पिन 486889 /Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

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Reference: NCL/SING /PD/Direct-Recruitment /2023-24/538

Date: 07/08/2023

**Employment Notification (HEMM Operator – Tr.)**

NCL invites online applications from Indian nationals possessing minimum qualifications required for regular appointment to the following positions of HEMM Operator (Trainee); namely, Shovel Operator (Trainee), Dumper Operator (Trainee), Surface Miner Operator (Trainee), Dozer Operator (Trainee), Grader Operator (Trainee), Pay Loader Operator (Trainee), Crane Operator (Trainee) and for its well equipped 10 highly mechanized open cast mines situated in Singrauli District of Madhya Pradesh and Sonbhadra 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, Vacancy

S.N.	Position/ Designation Name	Minimum Essential Qualification	Total Vacancies
1	Shovel Operator (Trainee)	<b>I. Matriculate / SSC/ High School or equivalent passed from any recognized Board of Secondary / Higher Secondary Education of Indian State(s). II. Valid HMV/ Transport License issued from any RTA/ RTO of Indian State(s).</b>	35
2	Dumper Operator (Trainee)		221
3	Surface Miner Operator (Trainee)		25
4	Dozer Operator (Trainee)		37
5	Grader Operator (Trainee)		06
6	Pay Loader Operator (Trainee)		02
7	Crane Operator (Trainee)		12
<b>Total</b>			<b>338</b>

**Note A:-**

- I. HMV/ Transport: Heavy Motor Vehicle (The nomenclature of HMV/ Transport may be different in different states like Trans/ Transport etc.) and the same is not specific to any particular vehicle like Bus, Crane, PSVBUS etc).**
- II. Candidate must be in possession of Valid HMV/ Transport license as on the Crucial Date. Validity of HMV/ Transport license will be with reference to the Crucial Date which means that the HMV/ Transport license should be Valid as on the Crucial Date. However, learning license (As on Crucial Date) will not be treated as Valid HMV/ Transport license for applying.**
- III. The candidate's whose Renewal of HMV/ Transport license is pending before the license issuing Authorities as on the Crucial Date can also apply. However, they will have to produce the HMV/ Transport license valid as on the Crucial Date at the time of scrutiny of original documents (If shortlisted and called for).**

**Table B:** Table showing detailed bifurcation of vacancies in respective posts:

S.N.	Post/ Designation Name	Backlog vacancies			Total vacancies including backlog						ESM
		Vertical Reservation									Horizontal reservation
		OBC (NCL)	SC	ST	UR	EWS	OBC (NCL)	SC	ST	Total vacancies	
1	Shovel Operator (Trainee)	0	0	0	15	3	5	5	7	35	7
2	Dumper Operator (Trainee)	1	1	1	90	21	33	33	44	221	43
3	Surface Miner Operator (Trainee)	0	0	0	12	2	3	3	5	25	5
4	Dozer Operator (Trainee)	0	0	1	16	3	5	5	8	37	7
5	Grader Operator (Trainee)	0	0	0	5	0	0	0	1	6	1
6	Pay Loader Operator (Trainee)	0	0	0	2	0	0	0	0	2	0
7	Crane Operator (Trainee)	0	0	0	7	1	1	1	2	12	2
<b>Total</b>		1	1	2	147	30	47	47	67	338	65

UR; UNRESERVED, SC; SCHEDULED CASTE, ST; SCHEDULED TRIBE, OBC (NCL); OTHER BACKWARD CLASS (NON CREAMY LAYER), EWS; ECONOMICALLY WEAKER SECTION, ESM; EX SERVICE MAN.

**Note B:**

- Closing date for online registration and form submission is 31/08/2023 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.
- The prescribed essential qualifications are the minimum; hence candidates possessing higher and relevant qualification may also apply.
- Candidates shall have secured a minimum of 55% marks in Matriculation to become eligible for applying for the above posts. Relaxation to the above eligibility norm of minimum marks of 55% in Matriculation is granted to different categories as follows:

**Table B1: Table showing minimum percentage of marks in matriculation to different categories.**

S.N.	Category	Minimum Percentage of Mark in Matriculation to become eligible to apply.
1	General/ EWS	55%
2	OBC-NCL	50%
3	SC/ST	45%

- Minimum qualifications acquired through distance learning/ part-time or their equivalent shall not be considered.
- 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.
- None of the above positions fall into the Identified List of Positions for PwBD candidates, as per the list of posts identified by Coal India Limited under Rights of Persons with Disabilities Act, 2016. The same is available on the official website of Coal India Limited.

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

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

S.N.	Entry level post	Entry level grade & pay scale (As per NCWA-XI)	Training period	Grade of candidates After successful training
1	Shovel Operator (Trainee)	<ul style="list-style-type: none"> <li>• Grade- Category I</li> <li>• Pay Scale - Basic Rs. 1502.66 per day</li> </ul>	Three years (As Cat I)	On successful completion of 3 years training and being found suitable, they will be placed in the respective scale/ designation of HEMM Operator (Trainee) Excavation Category D.
2	Dumper Operator (Trainee)			
3	Surface Miner Operator (Trainee)			
4	Dozer Operator (Trainee)			
5	Grader Operator (Trainee)			
6	Pay Loader Operator (Trainee)			
7	Crane Operator (Trainee)			

In addition to the Basic Pay mentioned above, other allowances such as DA, attendance bonus, special allowance, HRA, Transport subsidy etc as per the provisions of NCWA-XI are also admissible.

### (3) Reservation:

- i. Reservation of SC / ST/ OBC (Non Creamy Layer) CENTRE LIST/ EWS/ ESM will be applicable as per Govt. of India rules and guidelines, notifications and amendments from time to time.
- ii. All those candidate(s) seeking reservation/ relaxation benefits available for EWS/ SC/ ST/ OBC (Non Creamy Layer) CENTRE LIST/ ESM must ensure that they are entitled to such Reservation/ Relaxation as per eligibility prescribed in the Rules/ Guidelines. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/ Guidelines. 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.
- iii. 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.
- iv. A person seeking appointment on the basis of reservation to OBC (Non Creamy Layer) 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.
- v. Caste certificate in the prescribed proforma has to be produced by the candidate seeking reservation as SC/ ST/ OBC (Non Creamy Layer) CENTRE LIST from the Competent Authority, indicating clearly candidate's caste, the Act/ order under which the caste is recognized as SC/ ST/ OBC (Non Creamy Layer) CENTRE LIST and the village/ town that candidate is ordinarily a resident of. A candidate will be eligible to get the benefit of caste/community reservation only in case the particular caste/community to which the candidate belongs is included in the list of reserved communities issued by the Central Government.
- vi. SC/ ST/ OBC (Non Creamy Layer) CENTRE LIST/EWS 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. There served vacancies will be filled up separately from amongst the eligible SC/ST/OBC (Non Creamy Layer) centre list and EWS candidates.
- vii. SC/ ST/ OBC (Non-Creamy Layer) CENTRE LIST and EWS candidates who qualify on the basis of relaxed standards viz age limit (Table D), Percentage of Marks in Matriculation (Table B1) &/or Cut off marks (Table F), is to be counted against reserved vacancies and not against UR vacancies.
- viii. The nature of reservation for ESM is Horizontal- A General category ESM will be adjusted against UR, an OBC category ESM will be adjusted against vacancies reserved for OBC-NCL and ESM candidates belonging to SC/ST caste category will be adjusted against vacancies reserved for SC & ST

candidates.

- ix. 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 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.
- x. Candidates belonging to Economically Weaker Sections (EWS) will have to submit a copy of valid Income & Asset certificate issued by the competent authority as per OM No. 36039/1/2019-Estt (Res) dated 31.01.2019 of DoPT, Ministry of PPG&P, Govt. of India on the basis of gross annual income of Financial Year 2022-2023.

**(4) Age Limit:**

(i) The candidate(s) must have attained the minimum age of 18 years as on the Crucial Date and the age should not exceed 30 years on the Crucial Date. However, relaxation in the upper age limit of 30 years is permissible to different categories as provided in Table D:

**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. 31/08/2023)
1	UR/ EWS	No relaxation
2	SC/ ST	5 Years
3	OBC (Non Creamy Layer)Centre List	3 Years
4	Ex Servicemen(ESM)	Actual period of service rendered in defence services +3 years (6 years for OBC (Non Creamy Layer) Centre List & 8years 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 candidate should not indicate their categories as Ex-Servicemen.)
5	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, Mark Sheet of Matriculation /10th Standard or equivalent issued by Central/ State Board will be valid.

**(5) Application Fee:**

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

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

Unreserved (UR) /OBC- Non Creamy Layer /EWS	Rs. 1000.00/- plus applicable GST Rs. 180/- totaling Rs. 1180/- (Rupees One Thousand One Hundred Eighty Only)
SC/ ST/ESM/ Departmental Candidates	Nil

**Note 1:** 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 other than the application fees will be borne by the candidate.

**Note 4:** Application fee will be paid through online mode only. There will be no other mode for payment of application fee. NCL will not be responsible, in case a candidate deposits the fee in any wrong account.

**(6) Action against candidates found guilty of Misconduct.**

- I. At the time of Computer Based Test, 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 Computer Based Test. The Company may also debar such candidates from participating in any selection process in the Company in future.
- II. 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 forth with during probation period or even after confirmation of the service.
- III. Canvassing in any form will be treated as dis-qualification.

**(7) Selection Process:**

- I. Eligible candidates meeting the minimum eligibility criteria as on the Crucial Date as specified under this Employment Notification will be required to appear for a Computer Based Test. The selection will be based on a candidate's relative score in the Computer Based Test.
- II. Candidates will be allowed to appear in the Computer Based Test merely on the basis of their declaration regarding their eligibility as mentioned in the online application form. Scrutiny/ Verification of the claims of the candidate(s) supporting his/her eligibility for the post applied will be done post declaration of result of the Computer Based Test. Such scrutiny/ verification will be done only for those candidates who shall pass the Computer Based Test as per the laid down cut-off marks (Minimum Qualifying Marks- Table-F).
- III. Computer Based Test will be conducted for selection of Candidates for the post of HEMM Operator (Trainee).The Computer Based Test will be of 100 Marks for 90 minutes duration common for all positions of HEMM Operator (Trainee).The Merit for filling the posts will be prepared on the scores of candidates in the Computer Based Test of 100 marks.
- IV. Syllabus for the Computer Based Test is attached as **Annexure-A**.
- V. **TEST CITIES:** The Computer Based Test will be held at Test Cities as mentioned in the online application form. Candidates may opt for six Test Cities from the list as per their preference and the same cannot be changed after the online application form is submitted. NCL reserves the right to allocate any test city or change the Test city opted by the candidate. NCL reserves the right to add or delete any cities(s) from the list based on the number of applicants.
- VI. Selection of candidates in merit panel will be subjected to securing of cut-off marks (*Minimum Qualifying marks*) in the Computer Based Test 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>
<b>ALL HEMM POSITIONS</b>	100 (Common Computer Based Test of 100 Marks)	UR/ EWS	50 Marks
		SC/ ST/ESM/OBC-NCL	40 Marks

- VII. Result of the Computer Based Test will be published on NCL website as early as possible after successful completion of the Computer Based 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 Computer Based Test for different positions up to the extent the positions remain un filled. 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 shall stand cancelled.
- X. For all HEMM positions in cases where more than one candidate secures equal marks in the Computer Based Test conducted for the post, the tie will be resolved by applying the following methods one after another: (i) Percentage of Marks scored by the Candidates in their matriculation by preferring the candidate with Higher percentage; then by (ii) Date of Birth, by preferring older candidates; and then (iii) Alphabetical order in which names (As Mentioned in the Matriculation certificate) of the candidates appears.
- XI. Final merit panel will be prepared based on the marks obtained in the Computer Based Test.
- XII. Different Posts of HEMM Operator (Trainee) will be filled in the following order of Posts, with candidates in the order of their Merit Position, provided the candidates fulfill the qualification as prescribed in the Table A and subject to other eligibility conditions as provided in this Employment Notification. The decision of NCL Management in this regard shall be final and binding on all candidates.
1. Shovel Operator (Trainee)
  2. then; Dumper Operator (Trainee),
  3. then; Surface Miner Operator (Trainee),
  4. then; Dozer Operator (Trainee),
  5. then; Grader Operator (Trainee)
  6. then; Pay Loader Operator (Trainee) and
  7. finally; Crane Operator (Trainee)
- XIII. 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.
- XIV. If it is found during the Scrutiny/ Verification, or during the course of training, 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.

**(8) General Instructions for Candidates:**

- i.* Before submitting the online application form, 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.
- ii.* 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 Computer Based Test / document verification. No correspondence will be entertained from the candidates found ineligible and not called for Computer Based Test /

- documents verification.
- iii.* 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 Computer Based Test and confirms appointment.
  - iv.* 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.
  - v.* No relaxation in the minimum educational qualification, as prescribed in Table A, is admissible for any category of candidate.
  - vi.* Wherever Grade (CGPA/ OGPA/ DGPA etc.) is awarded, 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.
  - vii.* Age and all other eligibility criteria shall be reckoned as on the *Crucial Date* as prescribed under this Employment Notification.
  - viii.* Candidates should carefully fill up their category (General/ SC/ ST/ OBC- Non Creamy Layer / Ex-Servicemen/ EWS/etc.) in the online application form. No change of category shall be allowed at the later stage of selection process.
  - ix.* Ex-servicemen must produce discharge certificate issued by Army/Navy/Air Force of Indian Union at the time of document verification.
  - x.* All documents (Caste Certificate, Educational Qualification, EWS 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 Computer Based Test.
  - xi.* The candidates must have an active E-mail Id & Mobile number which must remain valid for at least next one year. All correspondences with the candidates shall be done either through *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. In case of any problems faced by the candidates in filling up the online application form they may refer the “Help Desk Option” available in the individual login portal. For queries other than the online application form, candidates may write to Email Id: [rectt.ncl@coalindia.in](mailto:rectt.ncl@coalindia.in) only.
  - xii.* Candidates are advised to apply much before the closing date for submission of online application form mentioned in this Employment Notification to avoid last minute network congestion.
  - xiii.* NCL will not take any responsibility for the candidates not being able to submit their online application form within the prescribed closing dates on account of any reasons beyond the control of NCL.
  - xiv.* Response query management will be made operational on the NCL website after 02 days from the completion of Computer Based Test for inviting comments/objections from candidates, if any. The link for objection management will be hosted for 04 days only. Objections through any other mode will not be entertained.
  - xv.* NCL reserves the right to shortlist candidates for Computer Based Test, reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances.
  - 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.
- xviii.** 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.
- xix.** 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.
- xx.** 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.
- xxi.** Appointment of the candidate in NCL will be subject to verification of Character & Antecedents by the prescribed authorities and if any discrepancy / suppression is found, the candidature of the candidate will be cancelled and decision of NCL in this regard shall be final.
- xxii.** The date of Computer Based Test and other details will be subsequently informed. Candidates will have to appear at the Centre/ Venue allotted to them by NCL for the Computer Based Test. No change in Centre/Venue is permissible and no application shall be entertained in this regard.
- xxiii.** In case of requirement, the Computer Based Test may be conducted in multiple shifts. In such case, the following appropriate Score Normalization Formula for normalization of Computer Based Test scores will be adopted.

**Table G: Table showing formula for normalization of Computer Based Test Scores**

<b>Normalized score for each candidate (Xn) = <math>X_n = (S_2/S_1)*(X - X_{av}) + Y_{av}</math></b>	
<b>S2</b>	Is the SD of the shift with the Highest Average Score taken as <b>Base</b> for normalization (Criteria for choosing the base for normalization is generally taken as the shift with ‘Highest Average’ of raw scores)
<b>S1</b>	Standard Deviation for the corresponding shift (to be scaled to S2)
<b>X</b>	Raw score of a candidate
<b>Xav</b>	Simple average of the shift
<b>Yav</b>	Average corresponding to shift with highest Average (taken as <b>Base</b> for normalization)

- xxiv.** SC/ ST candidates called for Computer Based Test 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 Employment 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 room invigilator after attempting Computer Based 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 Computer Based Test, scrutiny/ verification of certificates and documents or for joining on being selected except otherwise as provided in this Employment Notification.
- xxvi.** *Candidate will appear for the Computer Based Test 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.** Court of Jurisdiction for any dispute will be Honorable High Court of Jabalpur M.P.

**xxx.** In case of any ambiguity/confusion, English Version of Employment Notification will be considered valid.

#### **(9) 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> Employment Notification for Direct Recruitment of various posts of HEMM Operator (Trainee) >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 are required to pay a non-refundable application fee of Rs. 1000.00/- plus applicable GST Rs. 180/- totaling Rs. 1180/- (Rupees One Thousand One Hundred Eighty Only) only through the online facility.
- v. While applying online, candidate needs to upload the following documents:-
  - Scanned copy of the recent passport size colour photograph (not older than 3 weeks in jpg/jpeg format).
  - Scanned copy of signature with Black ink pen (in jpg/jpeg format).
  - Scanned copies of the documents (in pdf format), as follows:
    - a) Matriculation / Secondary Board level certificate.
    - b) Valid HMV/ Transport License issued from any RTA/ RTO of Indian State(s).
    - c) Candidates belonging to OBC (Non-Creamy Layer) / SC / ST will have to upload self-attested copy of valid certificate in prescribed format.
    - d) Candidates belonging to Economically Weaker Sections (EWS) will have to upload self-attested copy of valid Income & Asset certificate issued by the competent authority as per OM No. 36039/1/2019-Estt (Res) dated 31.01.19 of DoPT, Ministry of PPG&P, Govt. of India on the basis of gross annual income of Financial Year 2022-2023.
- vi. If more than one application is received from a candidate, most recent (current) application will be considered as final.
- vii. Non-attachment of required/legible documents in the Online Application Form will be treated as incomplete application and will be rejected forthright. 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 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.*

#### **(10) Special Note:**

*A candidate neither need to Post/ Dispatch Hard copies of online application nor copies of relevant testimonials. Candidates will be allowed to appear in the Computer Based 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 for the post applied and that the candidate is fully aware of the fact that his/ her employment is subject to verification/ Scrutiny of his/ her claim regarding his/ her eligibility for the post applied and on his/her performance in the common Computer Based Test as explained above.*

*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 Computer Based Test does not confer any right on the candidate for claiming appointment. The merit for appointment shall be determined on the basis of fulfilling the entire eligibility criterion as prescribed in the Employment Notification, in respect of those candidates, who score minimum qualifying marks*

**(11) Important Dates:**

Start date of Online registration and form submission	<b>09/08//2023 (10:00AM)</b>
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’ of this Employment Notification for different posts.)	<b>31/08/2023 (11:59 PM)</b>
Tentative date of downloading the admit card	Will be intimated through official website
Tentative Date of Computer Based Test	Will be intimated through official website
Tentative date of declaration of results	Will be intimated through official website

**(12) NCL’s DECISION FINAL:**

The decision of NCL Management in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**(Rajesh Chaudhary)**

**Dy. General Manager/HOD (P/MP & Rectt)**

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**Disclaimer**

*Beware of touts and Job racketeers trying to deceive by false promises of securing Job in Northern Coalfields Limited (NCL) 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.*

## **Annexure-A**

### **Syllabus**

#### **Post Name- HEMM Operator (Trainee)**

**Common CBT (Computer Based Test)** – For all post (100 MCQ of one mark each. There will be no negative marking for marking incorrect answers.)

**CBT** will be Common Paper for all Operators posts, the syllabus is as follows:

1. **Elementary Knowledge of Diesel engine, Petrol engine:** Functioning of engine, Braking System, Cooling System, Suspension, Clutch etc. which a driver should possess for efficient driving/operation of machine and vehicle.
2. **General Awareness/ Knowledge:** Current affairs, mental ability, reasoning, various Government Initiatives and Schemes etc.  
Awareness of Traffic rules & signals, Emission Standards, Driving rules, safety rules, meaning of different traffic signals, permissible speed at different location, Indian Emission standards for vehicles, Motor Vehicle Acts & Rules, General Science.
3. **Basic Mathematical Aptitude:** 10th Standard Arithmetic calculations, distance, displacement, speed/ velocity, relative velocity, acceleration related problems, Triangles, Simple trigonometry, heights and distance, Average, Time and work, Simple and Compound interest etc.

## 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

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\*- 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:.....**

**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

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

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

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

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

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