



# BHARAT COKING COAL LIMITED

( A Mini-Ratna Company)

(A Subsidiary of Coal India Limited)

Koyla Bhawan, Koyla Nagar, Dhanbad, Jharkhand-826005

Website: [www.bccl.gov.in](http://www.bccl.gov.in)

CIN: U10101JHI972G01000918

## Employment Notice No- 06/2016

### Recruitment of Overseer ( Civil), Junior Overman & Mining Sirdar

Bharat Coking Coal Limited, a Mini-Ratna Company, Govt. of India Undertaking engaged in Coal Mining activities invites applications from Indian citizens, who fulfill the prescribed qualifications, age, experience etc. for the posts indicated below through **ONLINE MODE** only.

S/N	Name of Post	Grade	Basic pay As per NCWA-IX ₹	Total Vacancy including backlog					Out of Total Vacancy Reserved for		
				UR	OBC (NCL)	SC	ST	Total	PWD	Categories of disabilities identified for job	Ex-Servicemen
1	Overseer (Civil)	T&S – C	19035.02	35	07	07	17	66	1-OH 1-HH	OH (OA,OL,BL), HH	5-UR 1-OBC(N) 1-SC 2-ST
2	Junior Overman	T&S – C	19035.02	113	29	34	134	310	-	-	-
3	Mining Sirdar	T&S – C	19035.02	62	34	64	185	345	-	-	-

The above number of vacancies is tentative and may vary depending on the requirement.

**Abbreviations:** PWD- Persons with disabilities, OH= Orthopedically Handicapped, OA- One Arm, OL=One Leg, BL=Both Leg, HH= Hearing Handicapped, UR-Un Reserved, OBC (NCL)-Other Backward Class (Non Creamy Layer). SC-Scheduled Caste, ST-Scheduled Tribe, , , .

**Note:**

- A Candidate can apply for only one post.
- Reservations for SC/ST/OBC(Non Creamy Layer)/Ex-Serviceman/ PWD candidates will be as per Govt. of India guidelines.
- Cut of date for eligibility criteria mentioned in respect of age, qualification and experience will be as on 07.07.2016.

#### 1. MINIMUM QUALIFICATION

S/N	Name of Post	Minimum Qualification	
1	Overseer (Civil)	i	Should have passed the Matriculation or equivalent examination.
		ii	Should possess a recognised Diploma in Civil Engineering (3 Years)
2	Junior Overman	i	Diploma in Mining Engineering of 3 (Three) years duration from recognized institute.
		ii	Valid Overman's Certificate of Competency issued by Director General of Mines Safety (DGMS)
		iii	Valid Gas Testing Certificate
		iv	Valid First Aid Certificate
3	Mining Sirdar	i	Valid Mining Sirdar's Certificate issued by Director General Mines Safety (DGMS)
		ii	Valid Gas Testing Certificate
		iii	Valid First Aid Certificate

#### 2. AGE LIMIT & RELAXATIONS:-

The candidate must have completed 18 years of age and also should not be more than 30 years of age as on 07.07.2016, however, the upper age limit as mentioned above is relaxed by:-

- 05 years for SC & ST candidates
- 03 years for OBC candidates ( Non Creamy Layer)
- The upper age limit is relaxed by 10 years for PWD candidates, 15 years for PWD candidates belonging to SC/ST and 13 years for PWD candidates belonging to OBC (NCL) on production of disability certificate having 40% or more disability as required under rules.
- Age relaxation by 5 years for candidates who were ordinarily domiciled in the state of Jammu & Kashmir during the period

01/01/1980 to 31/12/1989. Any applicant intending to avail the relaxation under this category shall have to submit a certificate from the District Magistrate in Kashmir Division within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989.

- (e) For Ex- Serviceman: Service rendered in Armed Forces plus 03 (three) years in addition to above mentioned age limit on production of proof of services subject to maximum of 50 (fifty) years of age
- (f) Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under ESM Category. However, they are eligible for age relaxation only.
- (g) Age limit shall not be a bar for departmental candidates i.e. employees of Bharat Coking Coal Limited/CIL & its subsidiary companies fulfilling other eligibility criteria. However, they shall ensure that they are in possession of 'No Objection Certificate' from their employer and produce the same at the time of joining if selected. Candidates who do not produce 'NOC' will not be allowed to join
- (h) Caste Certificate in respect of SC/ST/OBC candidates is to be submitted in Prescribed Performa issued by the following Authorities:
  - i) District Magistrate / Additional District Magistrate / Collector/Deputy Commissioner/ Additional Deputy Commissioner /Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate)
  - ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - iii) Revenue Officer not below the rank of Tehsildar.
  - iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- (i) Vacancies for OBC category are meant only for OBC candidates coming under Non Creamy Layer (NCL) as defined under Government Rules. Certificate should be in the prescribed format.

### **3. REMUNERATION AND OTHER BENEFITS**

The above posts carries annual increments @3% of Basic Pay along with other allowances and benefits such as SDA, VDA, Earned leave, Sick leave, Causal Leave etc. as per provisions of National Coal Wage Agreement (NCWA). Medical facilities for self and dependent family members, Gratuity, Coal Mines Provident Fund and Pension under CMPS 1998, Company's accommodation or HRA etc. will be admissible as per Company's Rules.

### **4. APPLICATION FEE ( Non- Refundable)**

All Candidates except SC/ST, PWD/Ex-Serviceman and departmental candidates, applying for any of the aforesaid posts are required to submit APPLICATION FEE of Rs. 200/ (Rs. Two Hundred only), excluding bank charges. The bank charges, if any in addition to the above application fee shall be borne by the candidate.

Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession.

The last date for making the Payment of Application Fee is 10.07.2016 (17:00 Hrs).

The candidates are required to submit Application Fee **through** "SBI-i-Collect option" only with one of the following modes-

- a) SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards
- b) Cash Payment through e-challan at branches of SBI: Candidates have to create e-challan by providing necessary details as required in SBI, i-Collect option and necessary application fee in cash should be deposited in any SBI branch through this e-challan.
- c) The application fee is non-refundable, hence; candidates are required to confirm and satisfy themselves about the eligibility criteria etc. before submission of Application Form.

**IT IS IN THE INTEREST OF THE CANDIDATES TO USE ONLINE MODE INSTEAD OF CHALLAN MODE TO INSTANTLY COMPLETE THE REGISTRATION PROCESS AND GENERATE THE REGISTERED APPLICATION FORM.**

## 5. SELECTION PROCESS:

- a) **Written Test:** Candidates will require to appear in a written test comprising of Objective Type Multiple Choice Questions containing Two Section: Part-A- General Awareness Test (25 Marks), Part-B- Professional Aptitude Test ( 75 Marks)
- b) The language of the test shall be bilingual, i.e. English and Hindi.
- c) The test shall be conducted by using OMR sheets. Candidates are advised to make themselves well versed with the use of OMR Sheet.
- d) **Original Documents verification:** Shortlisted candidates who qualify in the written test shall be called for original documents verification as per available vacancies at the relevant period.
- e) **Initial Medical Examination:** The selected candidates will have to undergo medical examination by the Company's Authorized Medical Board and the final appointment / joining will be subject to declaration of Medically Fit by the Company's Medical Board only.
- f) The final selection of candidates for recruitment shall be on the basis of Merit, i.e. marks obtained in the written test. However, eligibility criteria will be pre-requisite.

## 6. EXAMINATION CENTRE;

The candidate should select any one of the following examination centre while filling the online Application Form.

- a) Dhanbad
- b) New Delhi
- c) Bangalore
- d) Kolkata

No change in centre of examination will be allowed under any circumstances. Hence, the candidates should select the centre carefully and indicate the same correctly in their applications. However, BCCL reserves the right to cancel any centre or add any new Centre and ask the candidates of that Centre to appear at another Centre. Company also reserves the right to divert candidates of any Centre to any other Centre to appear in the examination.

## 7. PRE-REQUISITE FOR MAKING ONLINE APPLICATION

Before Registering/Submitting online application on the website, the candidates should follow the instructions given in advertisement/website and possess the following:

- a) **Valid E-Mail ID and Mobile No.:** The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the E-Mail ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.
- b) **PHOTOGRAPH:** One recent coloured passport size photograph preferably with white background, not more than three months old is to be SCANNED AND UPLOADED in the space earmarked in the Online Application Form. File size of the photograph should be between 20kb-40kb.
- c) **SIGNATURE:** Signature (in Black ink) against white background is to be SCANNED and UPLOADED in the space earmarked in the Online Application Form and as per the guidelines given on website. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidates are advised to confirm their uploaded signature is clearly visible/identifiable at the appropriate place. File size of signature should be between 10kb-20kb.

## 8. HOW TO APPLY;

Online Applications for the posts shall be submitted in three steps as under:

**Step-1: Filling up of Online Application Form**

**Step-2: Payment of Application Fee (if applicable)**

**Step-3: Dispatch of 'Registered Application Form, and supporting documents to The Advertiser (BCCL), Post Box No: 9248, Krishna Nagar Head Post Office, Delhi – 110051**

### Step-1 Filling up of Online Application Form

- a) In Step-1, Candidates are required to visit the Company's Website [www.bccl.gov.in](http://www.bccl.gov.in) and click on "Career in BCCL"
- b) Candidate will have to fill up the requisite information like Candidate's Name, Gender, Date of Birth, Category, Religion, whether Person with Disability, whether Departmental employee, Written Test Centre, Post applied for, Educational Qualification, E-mail ID, Mobile Number, Experience, Communication Address, Registration No of Employment Exchange, if registered, Declaration, etc. On

submission of Details, Candidate will be prompted to check the filled up details and fill/make corrections if any. At this stage candidates should verify the entries and make corrections, if required.

- c) Photograph and Signature are to be up-loaded as per instructions given on the website in the link "Guidelines for scanning the Photograph and Signature". The image file of Photograph and Signature should be in .JPG or .JPEG format. There will be 2 separate links for uploading Photograph and Signature. Click on the respective link "Upload Photograph and Signature".

Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph and signature as specified.

- d) After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. In no case these spaces should be swapped. If the candidate is satisfied with the uploaded images, he/she may proceed further.
- e) Submission of Application: The candidate may review all the filled information before clicking on the declaration. The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible after submission. If a candidate finds that all the filled in information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information and thereafter click on the SUBMIT button.

## **Step-2: Payment of Application Fee**

### **A. For the candidates Exempted from Application Fee (SC/ST, PWD, Ex-Serviceman and departmental candidates)**

- a) Once a candidate clicks on SUBMIT button a 'Registered Application Form' will be generated having unique Registration Number. Candidates are advised to take a print of the 'Registered Application Form' for their records and future reference. A copy of the printed 'Registered Application Form' along with other documents satisfying eligibility of the candidate is also required to be sent to The Advertiser (BCCL), Post Box No 9248, Krishna Nagar Head Post Office, Delhi – 110051.
- b) Candidates exempted from Application fee will get a Registration Number as confirmation through SMS and/or E-mail, which can be used along with combination of Date of Birth to print the Registered Application Form. Thus the process for registration of Candidates exempted from Application Fee gets completed. The Registration number along with Date of Birth can also be used for downloading the Admit Card 15 (fifteen) days prior to the date of examination which shall also be notified in the designated website ([www.bccl.gov.in](http://www.bccl.gov.in)). In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form".

### **B. For the candidates who have to pay Application Fee (Non-Refundable)**

1. A link will be provided on the website for payment which would take the candidate to <https://www.onlinesbi.com/> after making the **PROVISIONAL** Registration. The candidate would then follow the instruction as given on SBI Link to complete the payment. The candidate can make payment through Internet banking/ Debit Card (Visa or Masters) / Credit Card (Visa or Masters) / Bank e- Challan. **After making the payment a Payment Slip will be generated on screen, the candidates should take the print of that payment slip or save for further reference.**
2. Candidates who wish to make payment through e-Challan will visit the same link '<https://www.onlinesbi.com/>' and follow the instructions to download the e-Challan. The candidate will visit the nearest SBI branch to make cash payment and obtain SBI Collect Reference Number and revisit the online portal to furnish the necessary payment details to complete the registration process.
3. Candidates who wish to make the payment later on should click on the link: "Click here to Print/Reprint Registered Application Form" to make the Payment of Application Fee if earlier attempt was not successful the candidates should click on "RE-LOGIN" given on the website ([www.bccl.gov.in](http://www.bccl.gov.in)).
4. **It is mandatory to submit the details of SBI Collect Reference Number (10 digit alphanumeric reference number starting with DU) printed on e-receipt and deposit date again in online portal by login through Unique Payment Reference Number after making the payment. If a candidate fails to submit these details in online portal within due date after making the payment, his/her application shall be treated as INCOMPLETE and summarily be rejected.**
5. Bank commission charges will be borne by the Applicants. In case the candidate deposits the fee in a wrong account, BCCL will not be responsible. **Application Fee** deposited after 10.07.2016 (17:00 Hrs) will not be valid.
6. Fees once paid will not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before applying for any post and payment of Application Fee.

Thus the Step-2 of the application process gets completed. The Registration number so generated along with Date of Birth can also be used for downloading the Admit Card **15 days** prior to the date of examination which shall also be notified in the designated website ([www.bccl.gov](http://www.bccl.gov))

Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, Demand Drafts etc., will not be accepted, towards application fee.

### Step-3: Dispatch of 'Registered Application Form' and supporting documents to BCCL

a) Candidates are required to take print out of 'Registered Application Form' filled through online mode and send it to through **ordinary post** only to the address: The Advertiser (BCCL), Post Box No 9248, Krishna Nagar Head Post Office, Delhi – 110051 along with the following self attested documents.

- i. Self-attested Copy of Registered Application Form downloaded from website.
- ii. Self-attested Photocopy of Matriculation Certificate ( In support of the date of birth)
- iii. Self-attested Photocopies of mark sheet and certificates pertaining to Educational Qualification(matriculation and onwards)
- iv. Self-attested Photocopies of mark sheet and certificates pertaining to Technical Qualification (as applicable)/statutory certificates as mentioned below post wise :

S/N	Name of Post	Mark Sheet And Certificates Pertaining To Technical Qualification	
1	Overseer (Civil)	i	Certificate for possessing a recognised Diploma in Civil Engineering (3 Years)
2	Junior Overman	i	Certificate for possessing a Diploma in Mining Engineering of 3 (Three) years duration from
		ii	Valid Overman's Certificate of Competency issued by Director General of Mines Safety (DGMS)
		iii	Valid Gas Testing Certificate
		iv	Valid First Aid Certificate
3	Mining Sirdar	i	Valid Mining Sirdar's Certificate issued by Director General Mines Safety (DGMS)
		ii	Valid Gas Testing Certificate
		iii	Valid First Aid Certificate

- v. Self-attested Photocopies of Experience Certificate etc, if applicable.
- vi. Caste Certificate [SC / ST / OBC {Non Creamy Layer}] in prescribed Performa issued by Competent Authority, If applicable
- vii. Self-attested Photocopy of PWD certificate issued by Competent Authority, if applicable.
- viii. Self-attested Photocopy of certificates in case of Ex-Serviceman issued by Competent Authority.
- ix. Self-attested Photocopy of certificate issued by Competent Authority in case of J&K domicile during the period 01/01/1980 to 31/12/1989
- x. Self-attested Photocopy of Application Fee Receipt, if applicable.
- xi. Self-attested copy of any other documents as required.

b) Employees of the Central / State Govt. / Public Sector Undertakings and departmental candidates should also apply through Online. However, they shall send the 'Registered Application Form' and its enclosures to The Advertiser (BCCL), Post Box No 9248, Krishna Nagar Head Post Office, Delhi – 110051 and produce the '**No Objection Certificate**' from their current employer at the time of joining.

### 9. IMPORTANT SCHEDULE

S/N	Particulars	Date
1	Submission of online application form will commence from	15.06.2016 (10.00 Hrs)
2	Last date for submission of online application	07.07.2016 (23.59 Hrs)
3	Last date of Remittance of application fee/process charges in Bank (for already registered candidates only)	10.07.2016 (17.00 Hrs)
4	Last date of Submission of Payment details in Online Portal (for registered candidates only)	10.07.2016 (23.59 Hrs)
5	Last Date for Receipt of Hard Copies of 'Registered Application Form' and other documents after online submission	17.07.2016 (23.59 Hrs)
6	Availability of Admit cards on website	15 Days before the date of Written Test
7	Date of Written Test	Will be notified on the website

**Note:** Candidates may keep in touch through the website [www.bccl.gov.in](http://www.bccl.gov.in) for regular updates.

The acceptance of online application will remain active from 15.06.2016, 10:00 Hrs (IST) to 07.07.2016, 23:59 Hrs (IST) only. In order to avoid last minute rush, the candidates are advised to apply early enough. Bharat Coking Coal limited will not be responsible for network problems or any other problem in submission of online Application.

#### 10. IMPORTANT INFORMATION / INSTRUCTIONS:

1. The application for the above mentioned posts will be accepted through our website [www.bccl.gov.in](http://www.bccl.gov.in) by ONLINE MODE ONLY.
2. Interested and eligible candidates should refer to the detailed advertisement available at our website [www.bccl.gov.in](http://www.bccl.gov.in) for all information relating to guidelines for filling and submission of application form, fee etc. and act accordingly. Corrigendum /addendum/extension etc. if any shall be published in our website only.
3. A candidate can apply for only one post as per vacancies, as the examination can be held on same day. If it is found at any stage that a candidate has applied for two or more posts his/her candidature shall be summarily cancelled. In case of multiple applications, even for the same post the candidature of such candidates shall also be summarily cancelled. Candidates are required to submit the online application form only once.
4. The Admit Card for the Written Test indicating the time, date and venue of examination for each candidate shall be downloaded from the company website [www.bccl.gov.in](http://www.bccl.gov.in), starting from 15 days prior to the date of examination. Admit Card may also be sent through Speed Post. The candidates are advised to keep in touch through the Website.
5. Employees of the Central / State Govt. / Public Sector Undertakings and departmental candidates should also apply through Online. However, their candidature is subject to fulfillment of the prescribed eligibility criteria and on ensuring that they are in possession of 'No Objection Certificate' from their employer and produce the same at the time of joining if selected. Candidates who do not produce 'NOC' will not be allowed to join the Company.
6. Option for the post should be exercised by the candidates carefully after going through the Advertisement and keeping in view fulfillment of eligibility criteria, educational qualification, experience etc. prescribed for the posts. Option once exercised shall be final and no change will be allowed under any circumstances.
7. Candidates will have to submit proof that Diploma/Degree/Certificate/Other Testimonials/Institute is approved/recognized by the Government.
8. Mere submission of application and fulfilling the eligibility conditions gives no right to any candidate for appearing in Written Test etc.
9. Timely receipt of 'Registered Application Form' along with its enclosures shall be the sole responsibility of the candidates. Late receipt due to postal delay or delivery of torn / damaged application shall not be entertained.
10. The candidates should ensure while applying that they fulfill the eligibility criteria and other requirements prescribed for the post for which they are applying and that the particulars furnished by them are correct in all respects. In case, it is detected at any stage of recruitment process that the candidates do not fulfill the eligibility criteria and /or does not comply with other requirements and /or he/she has furnished any incorrect / false information or has suppressed any relevant information / material fact(s), his / her candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, the candidate will be liable for suitable action including termination and prosecution.
11. The Management reserves the right to Revise / Reschedule / Cancel / suspend the recruitment process, if the need so arises, without assigning any further notice or reason thereof. The decision of the management shall be final and no appeal shall be entertained.
12. 'Registered Application Form' and supporting enclosures, if found incomplete or without signature or without all the required enclosures or received after the last date of receipt will be rejected and no correspondence in this regard will be made/entertained.
13. No correspondence shall be entertained related to eligibility, acceptance or rejection of application, mode of selection, conduct of test or any other matter related to recruitment. The decision of the management of BCCL on the above matter shall be final and binding.
14. No person shall be eligible for appointment who has been convicted by a Court of law for any offence involving moral turpitude.
15. If there is any variation between the English & Hindi versions of the Advertisement, English version shall be treated as authentic.
16. Any corrigendum/changes/updates shall be available only on our website [www.bccl.gov.in](http://www.bccl.gov.in). No intimation shall be given in any newspaper/any other media.
17. No TA /DA shall be paid for attending the written test.
18. Candidates are advised to retain adequate number of similar photographs as uploaded in the online application form for future reference.
19. Any form of canvassing or bringing extraneous pressure will lead to disqualification and will render the candidate ineligible for selection.
20. Any dispute shall have jurisdiction at Dhanbad Court.
21. Applicants may send their Recruitment Related Query to email Id: [bcclrectt@gmail.com](mailto:bcclrectt@gmail.com)

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