



## सेन्ट्रल कोलफील्ड्स लिमिटेड (भारत सरकार का एक उपक्रम / कोत इंबिया ति. की एक अनुगंगी कंपनी) पंजीकृत कार्यालय : दरमंगा हाउस, राँची 834 001 (झारखण्ड) CIN: U10200JH1956GO1000581

अधिकारी स्थापना विभाग / Executive Establishment Deptt

फोन : (0651) 2360695 / Extn. 5144, ईमेल : gmee.ccl@coalindia.in वेनसङ्ट : www.centralcoalfields.in

क्र. महाप्रबंधक(का/अधि स्था)/सीसीएल/सीसीओ/2024/ <u>5269-33</u>0 दिनांक: 07/08/2024

To,

All Area General Managers, CCL

All General Managers/HODs, CCL HQ., Ranchi

विषय: सीसीओ के विभिन्न पदों पर प्रतिनियुक्ति के आधार पर नियुक्ति के लिए चयन के संबंध में

Madam/Sir,

Enclosed please find herewith MoC OM dated 25.07.2024, for selection of offices for appointment on Deputation (Including short term contract) basis to the posts in Coal Controller's Organisation (a subordinate office of Ministry of Coal). Further, it is requested to kindly circulate the enclosed Office Memorandum amongst the eligible executives under your control. Eligible candidates are advised to submit their application as per the guidelines well in time (at least 4-5 days before the last date) for processing of the application and completing the formalities such as obtaining VC/DC/SC and approval of Competent Authority.

संलग्न: उपरोक्तानुसार

आपका विश्वासी

(अविराज शेखर)

प्रबंधक (कार्मिक-ईई)

## वितरणः

- 1. TS to CMD, CCL.
- 2. TS to D(F)/D(T/O)/D(P)/D(T/P&P), CCL, Ranchi.
- 3. The GM (System), CCL, Ranchi: with a request to kindly direct the concerned official to upload the enclosed notification in the official website of CCL.

## No.CCO-Gen/2/2024-ESTABLISHMENT Government of India (Ministry of Coal)

Shastri Bhawan, New Delhi Dated: 25 July 2024

## **OFFICE MEMORANDUM**

**Subject:** Selection of officers for appointment on Deputation (Including short term contract) basis to the posts in Coal Controller's Organisation (a subordinate office of Ministry of Coal)

The undersigned is directed to enclose herewith circular inviting applications through proper channel in the Proforma at **Annexure-A** from eligible officers for appointment to the post as mentioned in the table below:

S1.	Name of the Post & Pay				1
No.	Level	proposed up	l to fill		Recruitment
01.	Dy. Coal Controller (L-13)	02	-	CCO Delhi-02	Transfer on Deputation basis (including short term contract)
02.	Coal Superintendent (L-12)	07		Delhi:- 02 Dhanbad- 01 Ranchi- 01 Nagpur- 01 Bilaspur- 01 Sambalpur-01	-do-
03.	Secretary to Coal Controller (L-11)	01		CCO Delhi-01	-do-
04.	Asstt. Coal Superintendent (Grade- I) (L-11)	08		Delhi:- 05 Dhanbad- 01 Kolkata- 01 Kothegudem- 01	-do-

- 2. These posts will be filled by Transfer on Deputation (including short term contract) basis at the offices of CCO Delhi as per details enclosed. These posts will be governed by the existing relevant rules and will be governed by the new recruitment rules once such rules are notified afresh.
- 3. It is requested that the vacancy be circulated widely among the officers under your jurisdiction and applications from the interested/willing and eligible officers forwarded to the office of the Coal Controller's Organisation (CCO), Scope Minar, 5th Floor, Core-II,

Laxmi Nagar, Delhi-110092 along with their bio-data, vigilance clearance and photocopies of ACRs/APARs for the last five years duly attested by a Group A officer within 30 days of issue of this O.M.

4. It is also requested that the application (in triplicate) in the enclosed proforma along with up-to-date ACR/APAR dossiers (duly attested on each page with seal) of the willing officers, who could be spared in the event of their selection, may be sent to the office of the CCO (address as indicated above) within 30 days of the date of advertisement of the vacancy in the Employment News. Applications received after the last date or without upto date ACR dossiers or otherwise found incomplete will not be considered at all. While forwarding the applications, it may please be certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers along with the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (duly attested on each page with seal).

Encl: as above

(Rishan Ryntathiang)
Under Secretary to the Government of India

To

- 1. All Ministries/Departments of the Governments of India.
- 2. Chief Secretaries of All State Government and Union Territories.

Copy to for similar action:-

- 1. The Chairman Coal India Ltd
- 2. The CMDs of subsidiary coal companies of CIL.
- 3. The CMD, SCCL, NLCIL, IBM, NMDC, SAIL, NTPC

## Copy to:

- 1. Technical Director, NIC Cell, Ministry of Coal for uploading the vacancy on the website of the Ministry.
- 2. Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092
- 3. DAVP, Soochna Bhavan, CGO Complex, Lodi Road, New Delhi, 110003. For publication in the employment News.

Filling up the 02 posts of Dy. Coal Controller (Group-A) in Level-13 of Pay Matrix (123100-215900) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum four (4) years.

Sl. No.	Item	Detailed Description	Remarks
01.	Name of post	Dy. Coal Controller	
02.	Pay Level In Pay	L-13	
	Matrix		
03.	Number of Posts	02	
04.	Method of	Officers under the Central /State Government, Semi-	
	recruitment	Government/Autonomous Bodies/Public Sector Undertakings:  (a) (i) holding analogous posts on regular basis or (ii)with 3 years regular service in posts in scale of Rs. 1500-1800 (Prerevised) now in Level L-12 (revised as per 7 <sup>th</sup> CPC) or equivalent or (iii) with 5 years regular service in posts in the scale of Rs. 1100-1600 (pre revised) now in L-11 (revised as per 7 <sup>th</sup> CPC) or equivalent and (b) Possessing the following education qualifications and experience:-  (i) Degree or equivalent diploma in mining Engineering or equivalent from	
		any recognized University or equivalent  (ii) First Class Certificate or competency under the Mines Act, 1952  (iii) 7 years experience in Coal Mines	
05.	Period of Deputation	The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by Promotion.  (Period of deputation including period of deputation in another Ex-cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 4 years)	
06.	Place of Posting and No of Vacancy	Coal Controller Organisation at Delhi:- 02	

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelops superscribed "Applications for the post of Dy. Coal Controller", addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with

duly attested copies of the upto date ACR/APAR for last five years (5) and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the Ministry of Coal positively within 60 days of issue of this O.M. in the Employment News. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of four (4) years..

ANNEXURE 'A'

### **BIO DATA PROFORMA**

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1	Name	and addr	ess in block letters	
2	Date o	f Birth (i	n Christian era)	
3	A COLUMN TOWNS TO A COMPANY		ent under	
			ovt. Rules	
4			alifications	
5		tala lakarara	tional and other	
			quired for the post	
			any qualification has	
			equivalent to the one	
			e rules, state the	
-		ity for the		
-	Qualif	ication/ex	sperience Required	Qualification/experience Possessed by the officer
Esse	ntial	(i)		
		(ii)		
Desi	red	(i)		
		(ii)		
		(iii)		
6	Dlagge	atata alaa	rly whether in the	
0				
	light of the entries made by you above, you meet the requirements of			
	the post.			
7	Details	of Empl	oyment, in	
			rder. Enclose a	
			uly authenticated by	
			f the space below is	
	insuffic	cient.	4	

Office/Instt/Orgn	Post held	From	То	Scale of pay	Nature of duties.
				-	

Contd.....2/-Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent In case the present employment is held on deputation basis please state: The date of initial appointment (a) Period of appointment on deputation Name of the parent office/organization to which you belong 10. Additional details about present employment. Please state whether working under Central Government (a) State government (b) 11. Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. 12 Total emoluments per month now drawn 13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. 14. Whether belong to SC/ST Remarks Signature of the Candidate Address: Date: Countersigned-----

(Employer)

# DUTIES AND RESPONSIBILITIES OF THE DEPUTY COAL CONTROLLER IN THE OFFICE OF THE COAL CONTROLLER, DELHI.

Generally, the following works under statutory acts and Rules are to be looked after/performed by the Dy. Coal Controller of this Organisation –

## Statutory Act & Rules: -

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29 <sup>th</sup>May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i) Any other technical works as entrusted to CCO by MOC.
- j) Acts as over allincharge of Technical Officer in CCO and to act as coordinator with officers posted at field office of CCO in discharge of technical duties assigned to CCO.
- k) Advisory roles to Coal Controller in dealing with Technicalmatter including operative and policy matters.

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[पाग II—धण्ड ३(i)]	*1	<b>ार</b> स का <b>रा</b> क्षपत्न : नव	म्बर 15, 1536/नातिक	24, 1908		3343
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ly preceding this	on including period x-cadro part held in appointment in that that in the it shall not exceed 4	nnedlate- e same orga-	, .			17
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Z. Doputy Coal Controller	1° (1986) *Subject to variation depen- dent on work- load.	Goneral Central Ser Group 'A' Non- Ministerial Gazettee		00. Solootion.	Not Applied ble	No
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Not Applicable	Ago : No Educational · in Column	qualifications as mon No. 12.	Not Applicable	By promotic deputatio tract)	on failing which by n (including short	transfer on term con-
	12		13		14	
Undertakings:—  (a) (i) holding and  (ii) with 3 years scale of Rs. 1  (iii) with 5 years scale of Rs. 1  (b) possessing the fo and experience:  (i) Degree or of nearing or of University o  (ii) First Class C  Minos Act, 1  (iii) 7 years expe The departin gory who will not 1 a ppoint deputatit sideratio  (Ported of de tation in diately p	rvice in the grade a alifications as men in the luding short- solutal/State Governmens Bodies/E ogous posts on regular service it is 509-1800 or equivalent in 100-1600 or equivalent in the solutal in t	rintendent with (for and possessing 1. Cl though at (b)(i)  2 Intermediate (for a posts in the 1. Joulent; or a posts in the 2. Defent; and 3. Cl qualifications (b)  2 Intermediate (for a posts in the 2. Defent; or a posts in the 3. Cl qualifications (b)  2 Intermediate (for a posts in the 3. Cl qualification (b)  2 Intermediate (for a posts in the 4. Defendence (b)  2 Intermediate (for a posts in the 4. Defendence (for	oup'A'Departmental Presentation): confirmation): int Secretary, Departm invetor, Department of t	n Public Service  —Chairman, ont of Coal—  —Member  —Member, amotion Commi- cont of Coal  —Chairman  Coal—Member  —Momber  the Departmenta  Commission for heleare not ap an a fresh mestice of Chairman or a  Chairman or a	by transfer on (Including contract) shall consultation. Union Public Commission.	de putation short-term be made in with the

Filling up the 07 posts of Coal Superintendent (Group-A) in Level-12 of Pay Matrix (78800-2092200) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

Sl. No.	Item	Detailed Description	Remarks
01.	Name of post	Coal Superintendent	
02.	Pay Level În Pay Matrix	L-12	
03.		Seven (07)	
03.	Number of Posts  Method of recruitment	Seven (07)  Officers under the Central /State Government, Public Sector Undertakings/Autonomous Bodies/Statutory Organisation:  (c) (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 1100-1600 (Pre revised) now in Level L-11( revised as per 7 <sup>th</sup> CPC) or equivalent and  (d) Possessing the following education qualifications and experience:  (iv) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent  (v) First Class Certificate or competency under the Mines Act, 1952	
05.	Period of Deputation	The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion.  (Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years)	
06.	Place of Posting and No of Vacancy	Coal Controller Organisation at Delhi:-02 Dhanbad-01 Ranchi-01 Nagpur-01 Bilaspur-01 Sambalpur-01	

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelops superscribed "Applications for the post of Coal Superintendent", addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the Ministry of Coal positively within 60 days of issue of this O.M. in the Employment News. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years...

ANNEXURE 'A'

			BIOL	DATA PROFORMA
1	Name	and addr	ess in block letters	
2	Date o	f Birth (i	n Christian era)	*
3	Date o	f retireme	ent under	
	Centra	l/State G	ovt. Rules	
4	Educa	tional Qu	alifications	
5	Wheth	er educat	ional and other	
	qualifi	cation red	quired for the post	
	are sat	isfied (If	any qualification has	
	been to	reated as	equivalent to the one	
	prescri	ibed in the	e rules, state the	
	author	ity for the	e same)	
	Qualif	ication/ex	perience Required	Qualification/experience Possessed by the officer
		-		
Esser	ntial	(i)		
		(ii)		
Desir	ed	(i)		
		(ii)		
		(iii)		
6	Please	state clea	arly whether in the	
	light o	f the entr	ries made by you	

above, you meet the requirements of

the post.	
Details of Employment, in chronological order. Enclose a	
separate sheet duly authenticated by	
your signature, if the space below is	
insufficient.	

Office/Instt/Orgn	Post held	From	То	Scale of pay	Nature of duties.
				W.5 5	

Contd.....2/-Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent In case the present employment is held on deputation basis please state: The date of initial appointment (a) Period of appointment on deputation Name of the parent office/organization to which you belong Additional details about present employment. Please state whether working under Central Government (a) (b) State government 11. Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale. Total emoluments per month now 12 drawn Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient. Whether belong to SC/ST Remarks

Signature of the Candidate

Address:

Date:

Countersigned-	
	(Employer)

# DUTIES AND RESPONSIBILITIES OF THE COAL SUPERINTENDENT IN THE OFFICE OF THE COAL CONTROLLER, DELHI.

Generally, the following works are to be looked after/performed by the Coal Superintendent of this Organisation –

## Statutory Act & Rules: -

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29 <sup>th</sup>May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i)Any other technical works as entrusted to CCO by MOC.
- j) Acts as over allincharge of Technical Officer in CCO and to act as coordinator with officers posted at field office of CCO in discharge of technical duties assigned to CCO.
- k) Advisory roles to Coal Controller in dealing with Technicalmatter including operative and policy matters.

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Joint Deputy Coal     Controller (Coordina . tion)	1* (1986) *Subject to variation dependent on workload	Service Non-Mi Gazetted	l Contral Group 'A' ulsterial,	Rs. 150	99-60-1800. Notapplicab	le Not Applicable	No
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Selection

Service Group 1660.
A' NonMinisterial, Subject to variation dependent on work-load.

General Central Rs. 1100-50-

Not exceeding 40 years. (Relaxable for Government servants upon 5 years in accordance with the instructions or order issued by the Central Government.)
Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andema and Nicobar Islands and Lekshadweep. Not exceeding 40 years.

1042 GT/86-6

5. Assistant Coal 5"

Superinten-dont Grade-1.

(1986)

3. Filling up the 01 post of Secretary to Coal Controller (Group-A) in Level-11 of Pay Matrix (67700-208700) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

Sl. No.	Item	Detailed Description	Remarks
01.	Name of post	Secretary to Coal Controller	
02.	Pay Level In Pay	L-11	
	Matrix		
03.	Number of Posts	One (01)	
04.	Method of	Transfer on deputation (including short term contract)	
	recruitment	Officer under the Central /State Government :-	
		a. (i) holding analogous posts on regular	
		basis or (ii)with 5 years regular service in	
		posts in scale of Rs. 700-1300 (Pre	
		revised) now in Level L-10 [56100-	
		177500]( revised as per 7 <sup>th</sup> CPC) or	
		equivalent or	
		(iii) with 8 years regular service in posts in	
		the scale of Rs. 650-1200 (pre revised)	
		now in L-7 (44900-142400) and	
		b. Possessing the experience in Administration and Accounts matters.	
05.	Period of Deputation	The department Officers in the feeder category who	
05.	1 criod of Deputation	are in the direct line of promotion will not be	
		eligible to consideration for appointment on	
		deputation. Similarly deputationists shall not be	
		eligible for consideration for appointment by	
		Promotion.	
		(Period of deputation including period of deputation	
		in another Ex cadre posts hold immediately	
		proceeding this appointment in the same	
		organisations/department shall not ordinarily	
		exceed 3 years)	
06.	Place of Posting and	Coal Controller Organisation at Delhi:- 01	
The falls of oils and a	No of Vacancy		

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelops superscribed "Applications for the post of Secretary to Coal Controller", addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the Ministry of Coal

positively within 60 days of issue of this O.M. in the Employment News. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

ANNEXURE 'A'

			BIO I	DATA PROF	ORMA	
1	Name and a	address in blo	ck letters			
2	Date of Bir	th (in Christia	n era)			
3	Date of reti	rement under				
	Central/Sta	te Govt. Rule	S			
4	Educationa	l Qualification	1S			
5		ucational and				
	qualificatio	n required for	the post			
	_	l (If any quali				
		d as equivalen				
		n the rules, st				
	authority fo	r the same)				
	Qualification	n/experience	Required	Qualification	/experience Posses	sed by the
		-	-	officer	•	
					-	
Esse	ntial (i)					
	(ii)					
Desi	red (i)					
	(ii)					
	(iii)					
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6	Please state	clearly wheth	er in the			
		entries made				
		meet the requ				
	the post.					
7	-	mployment, i	n			
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		et duly auther	10-40-111110-10-1			
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Offic	e/Instt/Orgn	Post held	From	То	Scale of pay	Nature of
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1	or permanen		permanent			
9.	<del>-</del>	resent employ	mont is hold			
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(2)		initial appointr				
(a)		pointment on o				
(b) (c)		parent office/			 	
(0)	to which you		organization			
10.		letails about pr	ecent		 	
10.		t. Please state v				
	working und		VIICTICI			
(a)	Central Gov					
(a) (b)	State govern					
11.		evised Scale of	Pav? If			
		te from which t				
		nd also indicate				
	revised scale					
12	Total emolu	ments per mon	th now	4		
	drawn					
13.	Additional in	nformation, if a	any, which			
		ke to mention				
		bility for the p			1	
		eet if the abov	e space is			
	insufficient.					

		Signature of the Candidate
Date:	Address:	
		Countersigned(Employer)

Whether belong to SC/ST

15. Remarks

# DUTIES AND RESPONSIBILITIES OF THE SECRETARY TO COAL CONTROLLER IN THE OFFICE OF THE COAL CONTROLLER, DELHI.

Generally, the following work are to be looked after/performed by the Secy to Coal Controller of this Organisation -

- Overall incharge of Administration and Accounts section of CCO
- All type of Administrative and Establishment matters
- Residual work
- Overall work of Budget& Accounts & DDO
- CPIO(RTI Matters)
- Hindi Liaison Officer
- Liaison Officer for SC/ST/OBC/PWD
- Pension Matter
- Legal Works
- Purchase stationary items through GEM
- All Vigilance clearance matter.
- Any other works to be assigned as desired by Competent Authority.
- To act as Officer of overall Administrative and Accounts In charge in CCO.

Besides the above work, the Secy to Coal Controller may also be looked after the statutory work viz. (a) Collection of Coal data under the Statistics Act, 2008 (b) Coal Mines (Conservation & Development) Act,1974 and Coal Mines (Conservation & Development) Rules,1975 and amended the same in 2011 which cover Disbursement of Subsidy to Coal Companies, Opening of Mine Closure Escrow Account, Issue of Opening/re-opening permission of coal mines/seams (c) Coal Bearing Area (Acquisition and Development) Act, 1957 and (d) the Colliery Control Rule, 2004.

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ćii) Ist Cie under	e or equivalentle dent from a reason of the Mines A		or equivalent.	qualifications :	Yearfor directreeruit- mert.	which deputing short-le	romotion failing transfer (includitem contract) and direct recreased	nn rg ind
		nec in Ceal Mines.						
qualified.	Commission is	lakable at the discretion to the case of candidates of	therwise well					,
of canidates bel	f the Union I longing to Sch	and the experience is Public Sorvice Commis reduled Castes and Sc	sion in the case heduled Tribes					
is of the opinior	that sufficie	he Union Public Servi nt number of candida quisite experience are	tes from these					
nvailable to All i	up the vacanc	ies reserved for them.		*				
				. — . —				
PROMOTION:		<del>.</del>		13	······································		14	<u></u>
Assistant Coals regular service Transferondep	superintender in the grade metion (inclu	ding short-term contr	rs' (for cons 1. Chain act): Com	idering Promition	ion Public Service	e Cairman	Commission st be consul- while make direct rectuin	ted ing
veromedts/Pub Statutory Organ	Central/State lie Undertakin nisations:	Governments/Semi	Go- 3. Joint Soies, 3. Coald	cretary, Departme Controller	entof Coal - Me	mber mber	and selecting officer for apprintment trans-	an
(ii) with Jy	ou excessions	tson regular basis; o crvice in posts in the s equivalent; or	cale (for ec ni	Departmental Fr rmation): seretary Departm	ometjen Con mit nantof		on deputation contraction deputation contraction contr	ct-
(b) possessing t	0-1200 or equite studies	co in possis in the scale ulvalent; and nalqualifications and o	of Cost 2. Direct expe- 3. Cost	or Departmento Controller	- C			
The department in the direct le	nental officer: incofpromot	trocruit under Colum sin the fee for a tegory ion will not be ellgible	who tion Co for to the C	ommittee rolating to commission for ap	f the Department to confirmatin sha proval if howeve	Il be sent		
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6. Secretary to Conl Controller	1* (1986) *Subject to	General Central Service Group 'A' Non-Ministerial	Rs. 1100-50- 1600	Selection	Not Applicable	•	No	
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	load.			CO			te end-	
8				10		 11		•
Not Applicable		Not Applicab	ile No	1 Applicable	By promotion on deputati		high by transf	er .
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r ansfer on deput			- Cualificative	Lander, Omon Pu	TOTAL DEL FICE	the C.C	omnission.	

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12 CVPlant und 14 Cl			13	THE OWNER OF THE PARTY OF THE P	
Officers under the Central/Str	ate Governments :	Commissio	o-Chairman.		
(a) (i) holding analogous p	otts on regular basis;	2. Joint S∞r	etary, Departme	nt of Coal.	
(ii) with 5 years' regula	r service in posts in a	Membe	r.		
	W CHRISTIER OF	Cirolin '11 T	Departmental Pro		
(iii) with 8 years' regula	r service in posts in the	he mittee.	separtmental Fre	amorion Cour-	
scale of Rs, 650-1200 (b) Possessing experience in	) or equivalent; and	(for considerin	g confirmation) :		
blishment and Accounts	natters	- 1. Joint Secreti	rry. Depurtment	of Coul	
The departmental officers in t	the feeder category who	-Chairman	l. 		
are in the direct line of prom	notion will not be elivite	3. Coal Control	epartment of Coa	l-Member.	
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totionists shall not be cligib appointment by promotion	le for consideration fo		roccedings of the	Departmental	
(Period of deputation including	In noticed of degraphics	1 to motion Cot	nmittee relating	O confirma	
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		mission shall	oc held.		0
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tendeni Grade-II	Service Group 'A' Non-Ministerial,	EB-40-1100-50- 1300.	Applicable.	(Relexable for Govern-	100 000
*Subject to	Gazetted.	1300.		ment Servants upto 5	
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dependent				orders I stude by the Go-	
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roau.				Note: The crucial date	:
				for determining the age	
				limit shall be the closing	
				dute for receipt of appli-	
				India fother than those	1
				in Andaman and Nicobar	
				Island and Lakshadweep)	•
<u>g</u>	9 1	10 11	12	13	14
SSENTIAL:	Not Applicable. 1 ye	ar By direc	t Not	Group, 'A' Departmental	Selection shall.
i) Degree or equivalent dip- toma in Mining Enginee-		recruitm	ent Applicable	Promotion Committee	be made in
ring or equivalent from a				(for confirmation):	consultation
recognized university or				1. Joint Secretary, De-	with the Union
equivalent.				partment of Coal Chairman.	Public Service Commission.
First Class Colliery Mana-				2. Director, Department	Commission.
ger's Certificate of com-				of Coal-Member.	
petency under the Mines				3. Coal Controller	
petency under the Mines Act, 1952.				Meniber.	
petency under the Mines Act, 1952.  The :Qualifications are re-				Member. Note:—The proceedings	
petency under the Mines Act, 1952.  te:Qualifications are re- axable at the discretion of if the Union Public Service				Member. Note:—The proceedings of the Departmental	
petency under the Mines Act, 1952.— te:—Qualifications are re- table at the discretion of if the Union Public Service Commission in case of can-				Member. Note:—The proceedings of the Departmental Promotion Committee relating to Confirma-	
petency under the Mines Act, 1952.  te:—Qualifications are re- standle at the discretion of of the Union Public Service Commission in case of can- idates otherwise well quali-				Member. Note:—The proceedings of the Departmental Promotion Committee relating to Confirma- tion shall be sent to the	
petency under the Mines Act, 1952.  te:—Qualifications are re- standle at the discretion of of the Union Public Service Commission in case of can- idates otherwise well quali-				Member. Note:—The proceedings of the Departmental Promotion Committee relating to Confirma- tion shall be sent tothe Commission for appro-	
petency under the Mines Act, 1952.  Le :Qualifications are re- taxable at the discretion of If the Union Public Service Commission in case of can- idates otherwise well quali-	,			Member. Note:—The proceedings of the Departmental Promotion Committee relating to Confirmation shall be sent to the Commission for approval. If, however, these	
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petency under the Mines Act, 1952.  The :				Member. Note:—The proceedings of the Departmental Promotion Committee relating to Confirmation shall be sent to the Commission for approval. If, however, these are not approved by	
petency under the Mines Act, 1952.  The :				Member.  Note:—The proceedings of the Departmental Promotion Committee relating to Confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Cummission a feesh meeting of the Departmental Promotion Commission Commission and Commissi	
petency under the Mines Act, 1952.  The :				Member.  Note:—The proceedings of the Departmental Promotion Committee relating to Confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a feesh meeting of the Departmental Promotion Committee to be presided	
petency under the Mines				Member.  Note:—The proceedings of the Departmental Promotion Committee relating to Conflemental tion shall be sent to the Commission for approval. If, however, these are not approved by the Cummission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chirman	
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petency under the Mines Act, 1952.  Le :Qualifications are re- taxable at the discretion of If the Union Public Service Commission in case of can- idates otherwise well quali-				Member.  Note:—The proceedings of the Departmental Promotion Committee relating to Confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Cummission a feesh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the	

4. Filling up the 08 posts of Assistant Coal Superintendent Grade-I (Group-A) in Level-11 of Pay Matrix (67700- 208700) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

Sl. No.	Item	Detailed Description	Remarks
01.	Name of post	Assistant Coal Superintendent Grade-I	
02.	Pay Level In Pay	L-11	
	Matrix		
03.	Number of Posts	Eight (08)	
04.	Method of recruitment	Transfer on Deputation (Including short term contract):- Officers under the Central /State Government, /Semi Government/Public Undertaking/Autonomous Bodies/Statutory Organisation  a. (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 700-1300 (Pre revised) now in Level L-10 [56100-177500]( revised as per 7th CPC) or equivalent or (iii) with 8 years regular service in posts in the scale of Rs. 650-1200 (pre revised) now in L-7 (44900-142400) and (a) Possessing the following education qualifications and experience:- (vii) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent (viii) First Cass Colliery Manager Certificate of competency under the Mines Act, 1952 (ix) 3years experience in Coal Mines	
05.	Period of Deputation	The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion.  (Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years)	
06.	Place of Posting and	Coal Controller Organisation at Delhi:-05	

No of Vacancy	Dhanbad-01
	Kolkata-01
	Kothegudem-01
	č

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelops superscribed "Applications for the post of Assistant Coal Superintendent (Grade-I) ", addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the Ministry of Coal positively within 60 days of issue of this O.M. in the Employment News. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

ANNEXURE 'A'

### BIO DATA PROFORMA

	DIO I	DATATROPORMA
1	Name and address in block letters	
2	Date of Birth (in Christian era)	
3	Date of retirement under	
	Central/State Govt. Rules	
4	Educational Qualifications	
5	Whether educational and other qualification required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
	Qualification/experience Required	Qualification/experience Possessed by the officer
10		
Esser	ntial (i)	
	(ii)	

Desired

	(ii)	
	(iii)	
	N	
6	Please state clearly whether in the	, and the second
	light of the entries made by you	
	above, you meet the requirements of	
	the post.	
7	Details of Employment, in	
	chronological order. Enclose a	
	separate sheet duly authenticated by	
	your signature, if the space below is	
	insufficient.	

Office/Instt/Orgn	Post held	From	То	Scale of pay	Nature of duties.
			·		

Contd.....2/-

		Conta2/-
8	Nature of present employment i.e. ad-	
	hoc or temporary or quasi permanent	
	or permanent	
9.	In case the present employment is held	
	on deputation basis please state:	
(a)	The date of initial appointment	
(b)	Period of appointment on deputation	
(c)	Name of the parent office/organization	
	to which you belong	
10.	Additional details about present	
	employment. Please state whether	
	working under	× ·
(a)	Central Government	
(b)	State government	
11.	Are you in revised Scale of Pay? If	
	yes, give date from which the revision	
	took place and also indicate the pre	
	revised scale.	4
12	Total emoluments per month now	,
	drawn	
13.	Additional information, if any, which	
	you would like to mention in support	
	of your suitability for the post. Enclose	
	a separate sheet if the above space is	
	insufficient.	
14.	Whether belong to SC/ST	
15.	Remarks	

		Signature of the Candidate
Date:	Address:	
		Countersigned(Employer)

# DUTIES AND RESPONSIBILITIES OF THE ASSISTANT COAL SUPERINTENDENT GRADE-I IN THE OFFICE OF THE COAL CONTROLLER, DELHI.

Generally, the following works are to be looked after/performed by the Assistant Coal Superintendent (Grade-I) of this Organisation –

### Statutory Act & Rules: -

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29 <sup>th</sup>May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- ii) Any other technical works as entrusted to CCO by MOC.
- iii) Inspection of Coal & Lignite Mines on routine manner for determination of Grading, Star Ratings of Coal mines and Disposal of Washery Rejects of coal. iv)Inspection of Mines under Mines closure activities as per standard parameters.

v)	Settlement	of disputes	and advi	isory to C	oal Contro	oller under	CBA Acts	1957.

ा II – वरर 3(i)] गार्थ का राज्यव : नजम्मर 15, 1980/गार्मिक 24, 1903

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R 9 10

Not applicable Not applicable Not applicable

By promotion failing which by transfer on deputation in cluding short-term contract.

11

Assistant Coal Superintendent Grade-1 with 5 years regular service in the grade and possessing the educational qualifications as mentioned at (b) (j) and (ii) below.

Transfer on deputation (including short-term contract):

Officers under Central/State Governments Public Sector Undertaking Autonomous Bodies Statutory Organisations:—

(a) (i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent and

(b) Possessing the following educational qualifications and experience:—
 (i) Degree or equivalent diploma in Mining

 Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University of equivalent.

 (ii) First Class Colliery Manger's certificate of competency under the Mines Act, 1952.
 (iii) 5 years' experience in Coal Mines.

The departmental officers in the feeder category who are to the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion

(Period of deputation including period of deputation in another ex-cadre post hold immediately preecting this appointment in the same organisation/ department shall ordinarily not exceed 3 years).

Group 'A' Departmental Promotion Committee Selection for appointment by transfer on (for promotion): deputation Chairman/Member, Union Public Service Commission Chairman (inclduing short-term contract) shall be 2. Joint Secretary, Department of Coal Member made in consultation with the Union Coal Controller Member Public Service Commission. Group 'A' Departmental Promotion Committee (for confirmation): 1. Joint Scoretary, Department of Coal Chairman 2. Director, Department of Coal Member Coal Controller NOTE: The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.

1 2 3 4 5

5. Assistant Coal 5\* Genoral Central Rs. 1100-50- Selection
Superinton- (1986) Service Group 1660.
AnnMinisterial,
Garetted

Subject to variation dependent on work-load.

Not exceeding 40 years. Yes
(Relaxable for Government setvants upto 5
years in accordance
with the instructions
or order issued by the
Central Government.).
Note: The crucial date
for determining the
age limit shall be the
closing date for receipt of applications
from candidates in India
tother than those in
Andema and Nicobar
Islands and Lekshadweep.

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	II. CAZETT	A THAT COMPANY OF THE				407:40	8) <u>-,</u>
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inger (ii) Ist C	be or equivale valent from a r liais Collicry the Mines M	ent diploma in Mining recognised University of Manager's Certificate Act. 1952.	r caulvalent.	qualificatione :	Year for direct recruit- mert.	which deputed short-	romotion failing the transfer of tipon (includic lerm contract) at by direct recruit
qualified. Note 2: The the discretion	qualiantianis of the Union	clanable at the dicretion in case of candidates of andidates of a and the experience is/ Public Service Commiss	are relaxable at				
if. at any stage	of selection, t	theduled Castes and Sch the Union Public Service	eduled Tribes				
. 3 Of Life opinio	n that suffici,	ent number of candidate equisite experience are	tas from these				
nvailable to All	up the vacant	cies reserved for them.	indenkery to be				
12	<i>[</i> **			13			14
PROMOTION			Group 'A' L	epartmental Pro	motion Committee		Commision sla
regular service	Superintender	nt Grade-II with 5 year	s' for consid	dering Promition	):	•	be consulta
Transferonder	outetion (inclu	dingshort-term contra	1. Chairm	an/Member, Unit			while makin
Omcers under	Contral/State	Governments/Semi (	Go- ? Yound Sec.		— Cha ntof Coal — Mer	aper History	and selecting a
veromnats/l'ul	nic Undertaki	ing/Autonomous Bodi	es, 3. CoalCo	ontroller	- Men		officer for app
Statutory Orga	malans"	SACRO SPRINKING BULLEY		E X S U			irtment, transfe
(ii) with 5	Aou Ly Le anjur a	sts on regular basis; or service in posts in the sc	Ble (for cent's	Departmental Fro	onetien Con mit e		on delinitatio
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Rs. 65	0-1200 or en	julvalent; and	2. Directo	Department of	Cual - Men		
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ro in the direct!	line of promot	tion will not be eligible f		unities rolating to	confirmatin shall proval if however	be sent	9
consideration fo	rappointmen	tondeputation Simila	rly, are not a	pproved by the C	emmissic na fresl	meeting	
deputationistss	hall not be ell	sile for consideration f	or of the D	eparimental Pro	metica Committ	er to te	
appointment by	promotion.	ludinath u. t	presided o	ovor by the Chair	man or a Member	ofthe	
ation in another	res-cadre nos	luding the period of depi thold immediately preci	J- Union Pi	iblic Service Co	mmission shall b	teht.	
ng his appointm	ont in the san	ne organisation/depart-	D.V				
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Secretary	(1986)	General Central Service Group 'A'	R.5, 1100-50- 1600	Selection	Not Applicable		No
i. Secretary			11.5				
		Non-Ministerial					
to Cost	*Subject to						
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to Cost							
to Cost	variation dependent						
to Cost	variation dependent on work-			10			
to Coal Controller	variation dependent on work-			10 Applicablo	By promotion		hich by transfer
to Coal Controller	variation dependent on work- load.	Gazetted.		Applicable		failing w	hich by transfer
Controller  8  Not Applicable	variation dependent on work-	Gazetted.  9  Not Applicable	: Not	Applicable 13	By promotion on deputation	failing w	
to Coal Controller  8 Not Applicable	variation dependent on work- load.	Gazetted.  9  Not Applicable	: Not	Applicable	By promotion on deputation	failing w	