

# ECL



**ईस्टर्न कोलफील्ड्स लिमिटेड**  
**Eastern Coalfields Limited**  
(कोल इंडिया की एक अनुषंगी)  
(A Subsidiary of Coal India Limited)  
(भारत सरकार का एक उपक्रम)  
(A Govt. of India Undertaking)

पंजीकृत कार्यालय Regd. Office: साकतोड़िया, पो- डिसेरगढ़, जिला: पश्चिम बर्द्धमान (प०ब०) पिन-713333 Sanctoria, P.O. Dishergarh, Dist. Paschim Bardwaman (W.B.) PIN 713333, g-mail: wageboardestbhq1@gmail.com & eclipersonneldept@gmail.com, सीआईएन/CIN: U10101WB1975GO1030295 वेबसाइट/ website: www.easterncoal.nic.in

Ref.No. ECL/CMD/C-6/WBE-5/1531

dtd:-31.10.2025

## **INTERNAL NOTIFICATION**

### **(ONLY FOR DEPARTMENTAL EMPLOYEES)**

Applications are invited from the permanent employees of ECL for selection to the post of **Amin**(Trainee) for deployment at Area/Estb . The selected trainees will obtain training in Mines for 2 years successfully to become eligible for regularization in Amin T&S Grade D. During the training period they will carry their original designation and salary/pay/grade. The total vacancy is 54 (Fifty Four). The break-up of vacancy is shown below:

UR SC ST

| Total | SC | ST | UR |
|-------|----|----|----|
| 54    | 11 | 5  | 38 |

\* As per provision of RpWD Act. 2016, the CIL has not identified the post of Amin suitable for person with benchmark disabilities. However, the vacancy under RpWD Act. 2016 in the instant notification will be dealt as per Govt guideline.

### **Qualification and Eligibility Criteria:**

1. Minimum qualification and eligibility criteria and mode of selection to the post of **Amin** in T&S Grade-D as per the Cadre is mentioned below:

| Post and Grade(s) | Minimum Qualification                                                                                  | Mode of selection |
|-------------------|--------------------------------------------------------------------------------------------------------|-------------------|
| Amin              | (i) Matriculate or Equivalent examination from any Board of Examination<br>(ii) And Amanat Examination | Selection/ Test   |

2. Employees in higher grade are not eligible to apply. However, employees in the same grade or below grade are eligible to apply against this internal notification subject to fulfilment of other eligibility criteria as per the Cadre Scheme.
3. Only regular and permanent employees of the Company are eligible to apply. Application of Trainees will be not be considered.
4. Candidate must have minimum "GOOD" ACR (Annual Confidential Report) rating during last three years or less as applicable.
5. Vigilance/ Departmental Clearance of candidates should be "Clear".
6. The cut-off date for the minimum qualification and eligibility as per cadre scheme will be 31.10.2025 as mentioned in the time line of Notification.
7. **Restricted Category: Management reserves the right not to consider the candidates working in statutory capacities & in essential capacities like Electrician (Complete Cadre). Such employees need not apply.**

### **How to apply:**

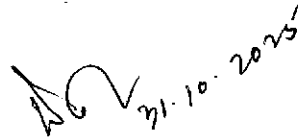
- I. The applicants possessing valid qualifying certificates as mentioned in the column of **Minimum Qualification** can make the application along-with self-attested copies of relevant documents (like qualification proof, identity card, caste certificate etc.) to the respective Area GMs/ Agent or HODs of the Establishments/ Workshops and in the case of Hq. to Sr Manager (HR/WBE), Personnel Dept., ECL, Sanctoria in the notified applications format (Enclosed).
- II. Further the HR Managers of units shall verify the submitted detail and documents from the service file and originals of the candidates and after certifying the documents shall submit to the Area Manager (HR).
- III. Thereafter the Area Manager (HR), of respective Area will forward the applications along-with the required data in prescribed format mentioning the remark as Eligible/ Not Eligible as per notified criteria to the HoD (WBE), ECL HQ within the notified time period (Excel format at the email: [wageboardestbhq1@gmail.com](mailto:wageboardestbhq1@gmail.com) as well as duly signed hard copy). All the applications will be forwarded along with the ACR for the year 2024-25. In case of trainees regularized on or before cutoff date ACR of 2025-26 will be considered. Similarly, the Vigilance/ Departmental Clearance of the applicants will also be forwarded along with the application.
- IV. Thereafter the committee at HQ level will scrutinize the applications and recommend finally eligible candidates for Selection Test.

### **Important Dates:**

| Sl. No. | Activity                                                                                           | Date       |
|---------|----------------------------------------------------------------------------------------------------|------------|
| A       | Opening date for submission of the application                                                     | 03.11.2025 |
| B       | Last date for submission of application                                                            | 18.11.2025 |
| C       | Cut-off date for the minimum qualification and eligibility                                         | 31.10.2025 |
| D       | Last date for submission the application & documents duly forwarded by the AM (HR) & HR(IC) to HQ. | 28.11.2025 |

### Selection Criteria:

- a) The selection of the candidates shall be based on the relative performance of the candidate in the Written Examination to be conducted for selection to the post.
- b) The selection tests will be of 50 (fifty) marks (50 Questions each of 01 Mark).  
30 Questions/ marks- Subject related Questions  
10 Questions/ marks- Questions related to the Company  
10- Questions/ marks- Questions General Awareness.
- c) The Each question will have 04 (Four) Multiple Choice of answers with 01 (One) correct answer.
- d) There shall be no Negative marking for incorrect answer.
- e) In case of any wrong questions/ wrong options, the respective questions will not be considered for final evaluation i.e. total marks will be reduced accordingly.
- f) The duration of the Written examination shall be 60 (Sixty) minutes.
- g) The Qualifying/Pass Marks for General Category employees will be 20 (Twenty) marks and for SC/ST Category employees will be 15 (Fifteen) marks.
- h) Merit Lists will be prepared on the basis of Total Marks obtained by the candidates in Written Tests.
- i) If same marks are obtained by more than one candidate in the written test, their merit shall be decided by seniority based on the date of appointment and subsequently on the date of birth.
- j) The merit panel will remain alive for 06 months from the date of recommendation by selection committee.
- k) The selected candidates will be posted anywhere in ECL as per requirement and shall be given one month's time to join the duty failing which his/her selection shall stand cancelled and the next person in the merit list will be selected.
- l) The Selection Test centre will be finalized depending upon the number of applicants and will be notified later on.

  
Dy.GM(HR)/HoD(WBE)

### Distribution:

01. TS to CMD, ECL HQ
02. GM, LRE ECL HQ.
03. GM of all Areas/J. K. Ropeways/ HRD/MRS.
04. TS to D(HR), TS to D(F), TS to D(T) OP, ECL HQ
05. All HoD's of ECL HQs.
06. CMO I/C, CH Kalla
07. AM (HR)/HR (IC) of all Area/Workshop/Hospital.
08. Sr. Manager(HR/WBE), HR Dept., ECL, Hq.
09. Notice Board of Recruitment Dept. and all Area/unit/Estb. through concerned Personnel I/C.