



**CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED**  
(A Subsidiary of Coal India Limited)  
**A MINI RATNA COMPANY**  
GONDWANA PLACE, KANKE ROAD, RANCHI-834 031



**EMPLOYMENT NOTICE**

No : CMPDI/HQ/SE/R/14-15/3377

Dated 04.08.2014

**RECRUITMENT OF ASSISTANT DRILLER (T), RIGMAN AND ASSISTANT FOREMAN (MECH.)**

**Central Mine Planning & Design Institute Limited**, a Mini Ratna Company and one of the profit making CPSUs in energy sector of the country invites application from Indian citizens for filling up the vacancies in the following posts, which may increase/decrease at the discretion of Management : -

**1.0 NO. OF VACANCIES**

Sl. No.	Name of Post	Grade	Basic Pay	General	OBC (Non-Creamy Layer)	SC	ST	Total
1	Assistant Driller (T)	T&S Gr. C	Rs. 19,035.02	25	06	-	-	31
2	Rigman	Cat-II	Rs. 617.94 (per day)	16	11	-	-	27
3	Assistant Foreman (Mech.)	T&S Gr. C	Rs. 19,035.02	01	04	01	-	06
	<b>TOTAL</b>			<b>42</b>	<b>21</b>	<b>01</b>	<b>-</b>	<b>64</b>

The total emolument of the above three posts comprises of Basic pay, VDA, SDA, Attendance Bonus, allowances viz. Special Allowance, Transport subsidy/conveyance reimbursement, Fuel Allowance, House Rent Allowance in case Quarter is not provided as per company's norms and other benefits like Free Medical Treatment, LTC/LLTC, Gratuity, PF, Pension etc. The above posts also carry annual increment @ 3% of Basic Pay on progressive basis.

**Note :**

- **Physically handicapped candidates are not eligible to apply.**
- **For the post at Sl.No. 1**, the candidate will be recruited in T&S Gr. C and after completion of 01 year training, they will be regularized in T&S Gr. B.
- **For the post at Sl.No. 2**, the candidate will be recruited as Cat-II for 01 year. After completion of 01 year training, such trainee will be regularized in Cat-III and after completion of 01 year in Cat-III, they will be regularized as Rigman Gr.II in T&S Gr. E.

**2.0 QUALIFICATION**

As on **30.08.2014** the applicant should have **passed** the minimum qualification as given below.

1. For the post of **Assistant Driller (T)**

i)	Matriculate with 03 years Diploma or equivalent in Mech./Automobile Engineering preferably in drilling from a recognized Technical Institute
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2. For the post of **Rigman**

i)	Matriculate with ITI trade certificate or equivalent in Mech./Automobile Trade from a recognized Technical Institute
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3. For the post of **Assistant Foreman (Mech.)**

i)	Matriculation with 03 years Diploma or equivalent in Mech./Automobile Engineering from a recognized Technical Institute
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**Note:**

**One candidate can apply for only one post. If applied for more than one post, all the applications shall be rejected.**

**3.0 AGE LIMIT**

As on **30.08.2014**, the age should not be less than 18 yrs. and not exceed

- i) 30 years for General candidate
- ii) 33 years for OBC candidate
- iii) 35 years for SC/ST candidate

**Note:**

- i) Employees of CMPDI/CIL or other subsidiaries of CIL applying against advertisement will be as per rule of the company i.e. no age limit provided the application is forwarded through proper channel in the OFFLINE mode only.
- ii) Age relaxation is applicable for ex-servicemen category candidates who has put in at least six months continuous service in the Armed Forces of the Union as per Govt. of India guidelines.

**4.0 RESERVATION AND RELAXATION**

Reservation and relaxation for SC/ST/OBC (Non-Creamy Layer) will be provided as per guidelines of Government of India.

**5.0 MODE OF PAYMENT**


State Bank of India (SBI) has been authorized to collect the application fee, in a specially opened **CMPDI Recruitment Account (Power Jyoti Account No. 33596488594)** on behalf of CMPDI. Candidates *not belonging to SC / ST / Ex-Servicemen category* are required to pay application fee of the amount given below through **Bank Challan** generated through CMPDI's website by remitting the total application fee in nearest / any branch of SBI by cash.

SBI will accept the fee payment only from **01.09.2014 to 20.09.2014**. All the applicants are advised to bring the exact amount of total application fee for depositing at the Bank.

**5.1 Application Fee (Non-Refundable):** Application fee for each post will be as under:

Category of applicant	Application Fee	Banking charges etc.	Total
For SC/ ST/ Ex-Servicemen / employees working at CIL or its subsidiary	NIL	NIL	NIL
For all others	Rs. 100/-	Rs. 50/-	Rs. 150/-

**5.2 How to generate SBI Challan:**

- i) Go to CMPDI's website [www.cmpdi.co.in](http://www.cmpdi.co.in)
- ii) Click on the Online Recruitment Icon 
- iii) Click on the 'Download SBI Challan' button
- iv) Print the SBI Challan so downloaded in landscape layout.
- v) Fill in the details i.e. Post applying for, Candidate's Name (as recorded in Matriculation certificate), Father's Name, Date of Birth (dd/mm/yyyy) and the details of the SBI Branch (i.e. Branch Name & Branch Code) where the candidate intends to deposit the application fee. Sign in the space provided and submit the total application fee at the SBI Branch whose details have been indicated in the challan.
- vi) Once the fee is deposited, Bank will retain the Bank's copy of the challan. Applicants should retain the Applicant's and CMPDI's copy of the challan (to be sent later to CMPDI along with the Application Form and other enclosures). Note down the **Journal Number** given by the Bank.

**Note:**

- i) No other mode of payment will be accepted.
- ii) Employees of CMPDI/CIL or other subsidiaries of CIL applying against advertisement are exempted from payment of application fee provided the application is forwarded through proper channel in the OFFLINE mode only.
- iii) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- iv) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.

**6.0 HOW TO APPLY**

Candidates fulfilling all the eligibility criteria can apply either through ON-LINE or OFF-LINE mode. However, employees of CMPDI/CIL or other subsidiaries of CIL applying against advertisement should apply only through OFF-LINE mode and their application should be forwarded through proper channel only.

Candidate who wish to apply ON-LINE, need to visit CMPDI website [www.cmpdi.co.in](http://www.cmpdi.co.in) and click on 'Online Recruitment' button for applying. Detailed instruction on the application process is listed in **Annexure-I**.

For OFF-LINE applicants, Bank Challan, Application Form along with employment notice can be downloaded from [www.cmpdi.co.in](http://www.cmpdi.co.in) Instructions are given below each field in the OFF-LINE Application Form, which may be read carefully and followed strictly. Detailed instruction on OFF-LINE application process is listed in **Annexure-II**.

**7.0 LIST OF ENCLOSURES**

Application Form must be accompanied with the following: (A check-list is provided in **Annexure-III**)

- (i) CMPDI's copy of the Bank Challan
- (ii) Self attested legible photocopies of Educational Certificates including Matriculation Certificate (in support of Date of Birth), Caste Certificate if applicable and relevant post qualification Experience Certificate if any.
- (iii) Two self addressed unstamped good quality envelope of 27 cm x 12 cm. size.
- (iv) Filled-in Annexure-III along with four nos. additional recent passport size colour photograph pasted in the space provided. (The passport photograph should be similar to photograph pasted/uploaded on the application form)
- (v) Caste Certificate for SC/ST/OBC candidate issued by any of the following authorities and in the proper format (Please refer Annexure-IV available at CMPDI website [www.cmpdi.co.in](http://www.cmpdi.co.in)):
  - a. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector /1<sup>st</sup> Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (**Not below the rank of 1<sup>st</sup> Class Stipendary Magistrate**)
  - b. Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/ Presidency Magistrate.
  - c. Chief Revenue Officer not below the rank of Tehsildar.
  - d. Sub-Divisional Officer of the Area where the candidate and/or his/her family normally resides.

**8.0 SUBMISSION OF APPLICATION**

8.1 Candidates fulfilling all the eligibility criteria should send properly filled-in OFF-LINE application form in prescribed format or PDF Application Form generated online along with relevant enclosures to the **Dy. General Manager (P&A), Central Mine Planning & Design Institute Limited, Gondwana Place, Kanke Road, Ranchi - 834 031** through Registered Post / Speed Post only. Application will not be accepted by hand.

8.2 The last date for receiving the hard copy of the duly filled-in application with all the relevant documents is **30.09.2014 (for both ON-LINE & OFF-LINE applications)**.

8.3 Name of the post applied for & the mode of Application should be clearly mentioned on the envelope containing application form in BLOCK LETTERS. In case of ON-LINE applicant, the Ref. No. as given in the ON-LINE form should also be mentioned.

For example:

**ASSISTANT DRILLER (T) – OFFLINE**

or

**ASSISTANT DRILLER (T) – ONLINE (Ref No.)**

8.4 Applicants working currently at CMPDI/CIL or other subsidiaries of CIL should send the properly filled-in OFF-LINE form through proper channel only.

## **9.0 IMPORTANT DATES**

<b>OFF-LINE APPLICATION</b>		<b>ON-LINE APPLICATION</b>	
<b>Particulars</b>	<b>Date</b>	<b>Particulars</b>	<b>Date</b>
Date of commencement of downloading Offline application form & generate challan from cmpdi's website & depositing the required fee at SBI Branch	01.09.2014	Date of commencement of generating Challan and filling up the Online Application Form at cmpdi's website & depositing the required fee at SBI Branch	01.09.2014
Last date of generating the Challan & depositing the application fee at SBI Bank	20.09.2014	Last date of generating the Challan & depositing the application fee at SBI Bank	20.09.2014
Last date of downloading the OFF-LINE Form	23.09.2014	Last date of filling up the ON-LINE Form	23.09.2014
Last date for receiving the hard copy of the Offline Application Form along with enclosures at CMPDI through Registered Post / Speed Post only	30.09.2014	Last date for receiving the hard copy of the Online Application Form along with enclosures at CMPDI through Registered Post / Speed Post only	30.09.2014

## **10.0 SELECTION PROCESS**

10.1 The selection process will comprise of written Examination and Personal Interview. The applicants fulfilling all the eligibility criteria will be called for Written Examination. Short listed applicants in the written examination shall only be eligible to appear for Personal Interview.

10.2 The Written Examination will be held at any one of the test centers at Ranchi. The specific modality and exact schedule of the Written Examination will be communicated to the eligible applicants in the Admit Card.

10.3 The Admit Card of the shortlisted candidates for Written Examination will be sent to them through Registered Post/ Speed Post.

10.4 The schedule of the Written Examination/Personal Interview, specific modality of the written test, short listed applicant list for Written Examination and the final result of successful candidates will be published in CMPDI Website [www.cmpdi.co.in](http://www.cmpdi.co.in).

## **11.0 GENERAL INSTRUCTIONS**

11.1 Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn / damaged application shall not be entertained.

11.2 Candidates should ensure before applying that they fulfill the essential eligibility criteria and other requirements prescribed for the post they are applying and the particulars furnished by them are correct in all respects. If any information provided by the candidate is found to be false/incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.

- 11.3 No modifications are allowed after submission of the application form (both ON-LINE and OFF-LINE). If any discrepancies are found between the information provided in the application form and information from the photocopy/original copy of the certificates/data furnished at the time of interview, his/her candidature will be rejected.
- 11.4 CMPDI reserves the right to change the number of vacancies and cancel/modify/alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- 11.5 CMPDI reserves the right to shortlist candidates for written test or alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
- 11.6 Any modifications/amendments in the advertisement will be given in the CMPDI website only [www.cmpdi.co.in](http://www.cmpdi.co.in)
- 11.7 All candidates applying through ON-LINE mode are advised in their own interest to apply much before the closing date and not to wait till last date to avoid the possibility of server failure/jam. In no case, late applicants and any correspondence in this regard will be entertained.
- 11.8 In case of any ambiguity/dispute arising on the account of interpretation in versions other than English, English version will prevail.
- 11.9 Result of shortlisted candidates for written test and successful candidates in the Personal Interview will be published in CMPDI Website [www.cmpdi.co.in](http://www.cmpdi.co.in). Hence, all the candidates are requested to frequently visit our cmpdi's website.
- 11.10 "No Objection Certificate" from the present employer if working in Government, Semi-Government or Public Sector Undertaking to be submitted at the time of Personal Interview, without which he/she will not be allowed to appear for the interview.
- 11.11 SC/ST candidate called for interview will be paid to and fro second Class Train Fare by **shortest route** from the address of correspondence to Ranchi on production of Railway Ticket.
- 11.12 Candidates are advised to retain adequate number of similar photographs attached in the application form for future reference.
- 11.13 No correspondence shall be entertained relating to eligibility, acceptance or rejection of application, mode of selection, conduct of test and interview or any other matter related to recruitment. The decision of the management of CMPDI on the above matter shall be final and binding.
- 11.14 Canvassing in any form or bringing extraneous pressure shall lead to disqualification/forfeiture of candidature.
- 11.15 Any dispute shall have jurisdiction at Ranchi.

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**12.0 ON-LINE Application Process:**

12.1 For **ONLINE** application, please read the instructions given below and visit CMPDI website [www.cmpdi.co.in](http://www.cmpdi.co.in) for applying.

**(i) Registration**

- a. Please enter an email address for registration and for future correspondence if required. Email id and password as provided during registration will be your log-in id and password.
- b. The name and e-mail id provided during registration cannot be changed / corrected later and will appear on the application form. Please ensure to fill in the correct name as per your matriculation certificate.
- c. Password Policy: Password should have minimum six characters with atleast one alphabet, one numeric character and one of the following characters! @ # \$ % ^ \* \_ : } { ; = ( ) + | ?
- d. Before proceeding for Registration, please read the Terms and Conditions and accept.

After registration, a message will be displayed and on clicking 'ok', the Log In page will open where the candidate will be asked to log-in for the online application process using the email id and password given at the time of registration.

**(ii) Login**

- a. Please ensure that pop ups are not blocked in browser setting, if it is blocked please ensure to allow pop up from this site.
- b. Click on login Button and enter the Email id and password as used during registration in the pop-up window box.
- c. After successfully logging in to the online recruitment portal, the site will display the current openings and posts applied so far. Note: One can apply only one time against the post.
- d. Click on Current Opening on left side and check for the advertisement and the posts against the advertisement.
- e. Please ensure that applicant is meeting the eligibility criteria against the post.

**(iii) How to fill the online application**

- a. Before filling the online application form, please ensure the following documents are ready.
  - SBI Challan containing the Journal Number provided by the Bank, if applicable (Please see Sl. No. 5.2 on 'How to pay the application fee through SBI Challan')
  - All educational, technical & professional marks sheet and percentages of marks.
  - Scanned color passport photo. The required specifications are:

Particulars	Format	Size	Pixel
Recent Color Passport photo	.JPG format	3 KB to 40 KB	140 pixels height x 110 pixels width

- b. Please click on the relevant post for which you are going to apply.
- c. Start filling the application with Name, Father's Name / Husband's Name, Mother's Name, Address (present & permanent), date of birth, sex etc., select the minimum required educational, technical & professional qualifications from the drop box and select 'Yes' or 'No' for compliance. **Instructions are given below each field, which may be read carefully and followed strictly.**
- d. **Filling the Payment Details (for General and OBC Candidates only):** General and OBC candidates not belonging to Ex-Servicemen category are required to fill in the eight digit Journal Number as recorded by SBI Bank in the Challan. **Applications without the Journal Number will be treated as invalid and summarily rejected.**
- e. Once the application form is filled, the system generates the Ref. No. Note the Ref. No. for future reference. ON-LINE application window for filling up the application form will be available from **01.09.2014** to **23.09.2014** only.

**(iv) Final Step**

a. Take the printout of ON-LINE Application Form and Annexure-III on separate A-4 size paper. Sign in the space provided in the ON-LINE application form, enclose all other relevant documents and send it to the address given in Sl.No. 8.1.

b. For list of documents to be enclosed, please see Sl. No. 7.0 (i) to (v)

12.2 For other important instructions, please refer to Instructions given at Sl. No. 1.0 to No. 11.15.

**NB:** Important Dates for ON-LINE application please refer Sl. No.9.0.

12.3 Helpline Telephone No. for ON-LINE Application: 0651-2792222 between 9:30 AM to 5:30 PM on working days. Helpline will be available till **30.09.2014**.

**13.0 OFF-LINE Application Process:**

- 13.1 For General & OBC candidates (excepting Ex-Servicemen/employees of CMPDI or CIL or its subsidiaries): Generate the SBI Challan from [www.cmpdi.co.in](http://www.cmpdi.co.in) by following the steps listed at Sl. No. 5.2 on 'How to pay the application fee through SBI Challan'. Note down the Journal Number provided by the Bank.
- 13.2 The OFF-LINE Application Form and Annexure-III can be downloaded/printed from [www.cmpdi.co.in](http://www.cmpdi.co.in) This facility will be available from **01.09.2014** to **23.09.2014** only.
- 13.3 Start filling the OFF-LINE Application Form. **Instructions are given at each field in the form, which may be read carefully and followed strictly.**
- 13.4 ***For candidates who are required to pay application fee, any application without the Journal Number & payment details in the OFF-LINE Form will be treated as invalid and summarily rejected.***
- 13.5 Enclose filled-in OFF-LINE Application Form and all other relevant documents and send it to the address given in Sl.No.8.1. For list of documents to be enclosed, please see Sl. No. 7.0 (i) to (v).
- 13.6 For other important instructions, please refer to Instructions given at Sl. No. 1.0 to No. 11.15.  
**NB:** Important dates for OFF-LINE application, please refer Sl. No.9.0.



**Checklist for the candidate:**

**Put a Tick Mark (√) in the applicable box against the item enclosed/complied and send the filled-in Annexure-III to CMPDI along with the application form.**

- 1 Application duly completed and signed
- 2 For OFF-LINE applicants only: One colour recent passport photograph self signed affixed in the space provided in the OFF-LINE application form
- 3 Matriculation Certificate / equivalent Board Certificate enclosed
- 4 Certificate of valid Technical / minimum essential Qualification
- 5 Caste Certificate (for SC / ST / OBC candidates) enclosed (If any) [Format should be the same as given in Annexure-IV available at CMPDI Website [www.cmpdi.co.in](http://www.cmpdi.co.in) ]
- 6 CMPDI's Copy Challan enclosed (If applicable)
- 7 Experience Certificate enclosed
- 8 Two self addressed unstamped good quality envelope of 25 cm x 12 cm enclosed
- 9 **For Candidates currently working at CIL or its subsidiaries only:** Whether the OFF-LINE application form has been forwarded through proper channel.
- 10 Four additional colour passport photographs (similar to the one pasted/uploaded in the application form) to be pasted below in the space provided

1

PASTE IDENTICAL  
PASSPORT SIZE  
COLOURED  
PHOTOGRAPH HERE

(Do not staple. Do not get the  
Photograph attested)

2

PASTE IDENTICAL  
PASSPORT SIZE  
COLOURED  
PHOTOGRAPH HERE

(Do not staple. Do not get the  
Photograph attested)

3

PASTE IDENTICAL  
PASSPORT SIZE  
COLOURED  
PHOTOGRAPH HERE

(Do not staple. Do not get the  
Photograph attested)

4

PASTE IDENTICAL  
PASSPORT SIZE  
COLOURED  
PHOTOGRAPH HERE

(Do not staple. Do not get the  
Photograph attested)