



**cmpdi**  
A Mini Ratna Company



सेन्ट्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड  
(कोल इंडिया लिमिटेड की अनुसंधी कंपनी / भारत सरकार का एक सोन्क उपक्रम)  
गोन्दवाना घेस, कंके रोड, रांची - 834 031, झारखण्ड (भारत)  
**Central Mine Planning & Design Institute Limited**  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
**CORPORATE IDENTITY NUMBER - U14292JH1975G01001223**

Ref. No.: CMPDI/HQ/SE/Dep.Sel./2021-22/e406695/E-942432

Date: 24.02.2022

## CIRCULAR

Applications, through proper channel, are invited from the **departmental candidates only of Coal India Limited and its Subsidiary Companies** for selection to different posts, as given below, in the NCWA.X pay fulfilling following eligibility criteria as per Cadre Scheme :-

S. N.	Designation	Qualification	Experience as on 23.02.2022	Total Vacancy*	Remarks
a	b	c	d	e	f
1	Surveyor (M) T&S Gr. B	Matriculation with Survey Certificate of competency granted by DGMS. The date of issue of Survey Certificate of Competency granted by DGGMS should be on or before the cut-off date i.e. date of issue of notification.	1 year service	13	
2	Assistant Driller (T), T&S Gr. C	Matriculate with 03 yrs. Diploma or equivalent in. Mech. / Automobile Engineering preferably in drilling	1 year service	61	Incumbents after completion of one year training, they will be regularised in T&S Gr. B.
3	Asstt. Foreman (Mech.) (T), T&S Gr. C	Diploma in Mech. Engineering (Minimum 03 yrs. Course)	3 years experience of working in coal mining industry in any coal mining project.	7	Incumbents will be regularised as Asstt. Foreman (Mech.) T&S Gr. C after successful completion of 2 years training as Asstt. Foreman (Mech.) (T)
4	Overseer (Civil), T&S Gr. C	Matriculation or equivalent and possess a recognized Dip. in Civil Engg. (3 yrs. Course)	Any permanent employee of the company with 1 year service	5	
5	Staff Nurse T&S Gr. C	10+2 Plus 'A' Grade Nursing Diploma or certificate from a recognised Institute approved by the Govt.	--	1	Entry of Staff Nurse with 'A' Grade Nursing Diploma or certificate with 3 years course will be inducted as Staff Nurse and after successful completion of one year training will be placed in T&S Gr. C.
6	Jr. Sc. Asstt. Gr-II Gd- D	Graduate in Science with Chemistry as one of the subjects	Any permanent employee with 1 year service	5	

S. N.	Designation	Qualification	Experience as on 23.02.2022	Total Vacancy*	Remarks
a	b	c	d	e	f
7	Jr. Data Entry Operator (Trainee) T&S Gr. E	Matriculate or equivalent certificate.	Any permanent employee with 3 yrs. service	5	Trainee will be entitled for pay & allowance as admissible in T&S Gr. E during training period of 1 year. After successful completion of 1 yr. training period, they will be regularised in T&S Gr. D
8	Dresser Gr. II T&S Gr. E	Matric with one year training certificate from Company Hospital/Recognised Institute/Government Hospital etc.	Two years service in the company	1	Matriculate not having one year training certificate may also apply. However, in the event of selection, the incumbent will be sent for one year training in the existing grade/ category with same pay/capacity.
9	Clerk (OL) Gr. III, Clerical Gd-III	1. Matriculation or equivalent exam. from any recognised Board of Exam., with Hindi as one of the subject. OR 2. Matric with certificate in Hindi like Prabhakar, Praveshika etc.	3 yrs experience in the company	7	
10	Rigman Cat-II	Matriculate with ITI Trade Certificate or equivalent in Mech. / Automobile trade. <b>NB-</b> Those possessing higher qualification viz. Dip./Degree certificate in Mech./Automobile trade can also apply.	Any permanent employee of the company with 1 year service	56	To be regularised in Cat-III after 1 yr as Cat-II & further regularized in Gd-E after 1 yr as Cat-III.
11	Driver (T), Cat-II	1. Class VIII standard pass & 2. Must be in possession of valid Driving License for heavy vehicle.	Any permanent employee of the company with 1 year service	37	On successful completion of 1 yr. training as Driver (T) Cat-II, they will be considered for placement to the post of Driver Cat-V.
<b>TOTAL</b>				<b>198</b>	

\*Note : The category-wise break-up of the above vacancies will be notified shortly.

The eligible departmental candidates of CMPDI/other subsidiaries of CIL who fulfills requisite qualification and length of service as per provision of Cadre Scheme and as indicated above may apply in prescribed form and submit through proper channel. To avoid delay and smooth completion of job, following decisions have been taken:

1. **One employee may apply for one post only.**
2. The application should be in the prescribed format and through proper channel.

3. Departmental candidates in the same discipline of same or higher designation/grade of the above vacancy who are interested for transfer to CMPDI may also apply and on transfer they will be posted at CMPDI in their existing grade/capacity. **They are required to submit only Biodata Sheet enclosed, through proper channel.**
4. Last date of submission of application by applicant is **25.03.2022 (Friday)**. And last date of receipt of duly forwarded hardcopy of application at the office of GM (P&A), P&A Deptt., CMPDI (HQ), Ranchi – 834 031 by CIL & its subsidiaries/RIs of CMPDI is **31.03.2022 (Thursday)**.
5. Employees applying for same grade/category will be treated as a case of horizontal transfer/movement.
6. Employees who are currently in higher post may not be allowed to apply for post in lower grade/category.
7. Employees of CMPDI who recently recruited on purely technical post by way of outside direct recruitment may not be allowed to apply.
8. On selection, employees may be posted on selected post as per requirement only.
9. Cutoff date for determining eligibility of experience & qualification as per Cadre Scheme is **24.02.2022 (Thursday)**.
10. All applicants must send attested photocopies of all supporting documents (educational qualification / Caste / PH Certificate etc.) along with the application form. Incomplete applications and those applications received after due date will not be entertained.

*23/03/2022*  
 ( Sunita Mehta )  
 General Manager (P&A)

Encl.:

1. Application Form for selection
2. Biodata Sheet for transfer
3. Excel Sheet Format to be sent by Subsidiaries HQ & RIs of CMPDI

Distribution:

1. TS to Director (P&IR), CIL
2. General Manager (MP&IR), CIL, Kolkata : *With a request to circulate the vacancies to subsidiaries from his end also.*
3. The General Manager (P/MP&IR), BCCL / CCL / ECL / MCL / NCL / SECL / WCL
4. The General Manager, NEC
5. Secy. to Director (P), BCCL, CCL, ECL, MCL, NCL, SECL and WCL

Copy for information and necessary action to:

1. All RDs, CMPDI : *for wide circulation within RI (HQ), Camps, nearby subsidiary and its areas & sending the information in prescribed excel sheet format by email & eoffice & forwarding eligible applications in totality to the office of u/s by 31.03.2022 (Thursday).*
2. General Manager (ICT), CMPDI (HQ), Ranchi : *With a request to publish the same at cmpdi website and cmpdi intranet also.*
3. All HODs, CMPDI (HQ), Ranchi: *for wide circulation amongst the employees working under you & forwarding the application of eligible departmental candidates (in totality).*
4. Dy. Manager (Sectl.) to CMD, CMPDI: *for kind information of CMD, CMPDI*
5. Secy. to Director (T/CRD) : *for kind information of Dir (T/CRD), CMPDI*



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 वेब साईट/Website : [www.cmpdi.co.in](http://www.cmpdi.co.in)

Sl No.	Posting	Post Applied for	Name	Employee No.	Category(Gen / OBC/ SC / ST)	Date of Birth	Present Designation	Prsent Grade/Cate gory	Date of InitialAppoi ntment	Date of Entry in the present Grade (as mentioned in column i)	Qualification			Religion	Mobile No.	E-mail Id	Whether PH	ACR (20- 21)	Eligibility as per cadre scheme(Yes / No)	If Ineligible(re ason for ineligibility)	Remarks
											Requisite Qualification Name	Year of passing the req. qualification	Additional Qualificatio n Name (if any)								
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v

This is to certify that the above information has been checked and verified from the Service Records of the concerned employee and found to be correct.

SINGNATURE & SEAL OF THE HEAD OF DEPARTMENT (P&A) OF CONCERNED RI / GM (MP&IR) of subsidiary HQ.



**10 EMPLOYMENT DETAILS :**

DATE OF APPOINTMENT

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NEIS/PIS NO.

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PRESENT DESIGNATION

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PRESENT GRADE/CATEGORY

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PRESENT PLACE OF POSTING

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NAME OF SUBSIDIARY

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DATE OF JOINING IN PRESENT GRADE

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**11 EDUCATIONAL QUALIFICATION: (Enclose copy of all qualification certificate)**

	Exam Passed	Institute Name	Board/University	Year of Passing	% Marks	Div./Grade
a						
b						
c						
d						
e						
f						

**12 CONTACT DETAILS:**

10 DIGIT MOBILE NUMBER

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E-MAIL ID

--	--	--	--	--	--	--	--	--	--

COMMUNICATION ADDRESS  
(WITH PIN CODE)

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**DECLARATION :**

Certified that the information given above is correct to the best of my knowledge and belief. The copies of documents submitted has been signed by me. If any information/documents submitted by me is found incorrect or false, my candidature for the post may be cancelled and I will be liable for disciplinary action.

Signature of Applicant

**CERTIFICATE BY REPORTING AUTHORITY**

This is to certify that the candidate is employed in this department/Institute and details given the application form has been verified and found correct. His/her application is being forwarded for consideration.

Signature of GM/HOD

**General Manager (P/IR) of Subsidiary HQ :****General Manager (P&A), CMPDI (HQ) :**

## **BIO-DATA FORM FOR TRANSFER TO CMPDI**

*Departmental candidates of other subsidiary of CIL who are presently working in the same discipline of same or higher designation/grade of the notified vacancy*

1. Name : .....
2. Father's / Husband's Name : .....
3. Designation : .....
4. Category / Grade : .....
5. Employee No. : .....
6. Date of Birth : .....
7. Date of first appointment : .....
8. Date of joining to the present post : .....
9. CMPF No. : .....
10. Present place of posting : .....
11. Education qualification : .....
12. Permanent address : .....
13. Attendance for last three years : 

2019	2020	2021
14. ACR of last three years : 

2018-19	2019-20	2020-21
15. Description of disciplinary action, if any, of last three years : .....
16. Any other information which is required for the purpose : .....
17. Recommendation of Controlling Officer : .....

TO BE  
ATTESTED BY  
PERSONNEL  
OFFICER OF  
THE COMPANY

.....  
Signature of an Officer of  
Personnel Department of the  
project / Unit

General Manager (P/IR) of Subsidiary HQ