**सेन्ट्रल माईन प्लानिंग एण्ड डिजाईन इन्सटीच्यूट लिमिटेड**
**CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED**
**(A Subsidiary of Coal India Ltd.)**
Gondwana Place, Kanke Road Ranchi - 834031, Jharkhand

No: CMPDI/HQ/SE/R/19-20/E-445469          Dated: 11.02.2020

## EMPLOYMENT NOTICE

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 | UR | SC | ST | OBC (NCL) | EWS | Total* | ESM | Categories of Disabled suitable* | Physical Requirement* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | **Current Vacancies** | |
| 1 | Dy. Surveyor (Mines) | T & S Gr. C | Rs. 31,852.56 | 7 | 2 | 1 | 4 | 0 | 14 | 2 | OH (OA only) | S.ST.W.L. MF.SE. RW.C. |
| | | | | | | | | | | | **Backlog Vacancies** | |
| 2 | Stenographer (Eng.) | T & S Gr. C | Rs. 31,852.56 | 0 | 1 | 2 | 0 | 0 | 3 | 0 | OA. OL. BL. OAL. B. LV. | S.ST.W. L.MF.SE. RW.H.C. |
| | | | **TOTAL** | 7 | 3 | 3 | 4 | 0 | 17 | 2 | | |

### ABBREVIATIONS USED:

UR = Unreserved, SC - Scheduled Caste, ST - Scheduled Tribe, OBC – Other Backward Classes (Non Creamy layer), EWS – Economically Weaker Section, ESM - Ex-Serviceman.

OH= Orthopedically Handicapped, OA=One Arm, OL=One Leg, BL=Both Leg, OAL= One Arm & One Leg, B=Blind, LV=Low Vision, S=Sitting, ST=Standing, W=Walking, L=Lifting, MF=Manipulation by Fingers, SE=Seeing, RW=Reading & Writing, C=Communication, H=Hearing.

### Note:

The number of vacancies may increase or decrease at the discretion of CMPDI management. The above posts are identified for PwD and only the category of PH as given in above are suitable to apply. However, there is no post reserved for PwD. SC/ST/OBC/EWS vacancy reservations are applied vertically and ESM vacancy reservations are applied horizontally as per Govt. of India rules. *Total numbers of vacancies are inclusive of number of vacancies of ESM.

The cut-off date for determination of eligibility/suitability of a candidate shall be the date of notification i.e. 29/02/2020.

The total emolument of the above post 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, Home Town & Bharat Bhraman, Gratuity, PF, Pension etc. The above posts also carry annual increment @ 3% of Basic Pay on progressive basis.

### 2.0 QUALIFICATION

As on **29/02/2020**, the applicant should have **passed** the minimum qualification as given below.

| S.N | Name of Post | Minimum Qualification |
|---|---|---|
| i) | Dy. Surveyor (Mines) | Matriculate with Survey Certificate of Competency granted by DGMS [The date of issue of Survey Certificate of Competency granted by DGMS should be on or before the cut-off date i.e. 29/02/2020.] |
| ii) | Stenographer (English) | a. Matriculation **OR** equivalent examination & b. Should have speed of 80 w.p.m. in Shorthand & 40 w.p.m. in typing |

### 3.0 AGE LIMIT

As on **29/02/2020**, the applicant must have completed minimum age of 18 years and not exceed:
- 30 years for General candidate
- 33 years for OBC candidate
- 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. However, they shall ensure that their application form is forwarded through proper channel and/or they are in possession of "No Objection Certificate" from the Competent Authority at the time of Document verification.

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.

iii) Candidates availing age relaxation/declaring to belong to SC/ST/OBC (NCL)/ ESM or asking for special assistance for candidates belonging to PH category should submit respective valid/recent Caste Certificate/ Ex-Servicemen (Discharge Certificate) or Disability Certificate issued by the competent authority in the prescribed performa/format, without which they would be treated as candidate of Unreserved Category. For certificate format and competent authority to issue the said certificate, Annexure-II (available at CMPDI website) may be referred.

iv) Caste Certificate for SC/ST/OBC (NCL) candidate should be issued by any of the following authorities. Certificates issued by other authority or not in prescribed format, will be rejected.

a. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner

b. Chief Presidency Magistrate/Addl. Chief Presidency/ Presidency Magistrate.

c. Revenue Officer not below the rank of Tehsildar.

d. Sub-Divisional Officer of the Area where the candidate and/or his family normally resides.

v) The Date of Birth as recorded in the Matriculation/ SSC/ High School or Equivalent Examination certificates only will be accepted. No subsequent request for change in Date of Birth will be entertained.

### 4.0 RESERVATION AND RELAXATION

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

### 5.0 HOW TO APPLY

5.1 All candidates including departmental applicants, fulfilling all the eligibility criteria can apply through **ONLINE** mode only by logging into CMPDI website www.cmpdi.co.in > Recruitment > 'Online Recruitment' button between 01/03/2020, 9:30 am to 30/03/2020 12:00 pm.

However, employees of CMPDI/CIL or other subsidiaries of CIL applying against advertisement should also apply online and forward his/her application (i.e. ON-LINE Application Form generated through our website) **through proper channel only.**

5.2 Advertisement is available in both English and Hindi. Candidates may select either of them at their convenience.

5.3 Candidates are advised to go through the advertisement carefully for assessing his/her eligibility in accordance with the qualifications and other norms like age, caste etc.

5.4 Candidates belonging to SC/ ST/ OBC (NCL)/ Ex-Servicemen should submit self-attested copies of certificates issued by the Competent Authority to that effect along with the application. OBC (NCL) candidates are required to produce latest Other Backward Class (Non-Creamy Layer) Certificate in the prescribed format. For Prescribed format refer Annexure-II available at CMPDI website.

5.5 Candidates belonging to categories other than SC/ST/Ex Servicemen/PwD & Departmental categories are required to pay a non-refundable application fee of Rs 500/- (Five Hundred Rupees only) only through the online facility of 'SB Collect'.

5.6 If a candidate has gone through the advertisement properly and they fulfill the eligibility criteria, they have to follow the following steps for applying against vacancy:
Step 1: Registration
Step 2: Fee Payment
Step 3: Apply Online
Step 4: Final Step (Generation of Hard copy & sending it to CMPDI)

### 5.7 Step 1 : REGISTRATION

5.7.1 Please enter First Name, an email id, mobile number & post applied for registration. Email id and password as provided during registration will be your login id and password.

5.7.2 The name, e-mail id & mobile number 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 (10th) Certificate. The email id and mobile number provided should be in use. Mobile number will verified through OTP.

5.7.3 Password Policy : Password should have minimum six characters with at least one alphabet, one numeric character and one of the following characters ! @ # $ % ^ * _ : } { ; = ( ) + | ?

5.7.4 Before proceeding for Registration, please read the Terms and Conditions and accept.

5.7.5 Once registered successfully, note down the **'Registration Number'**. The **Registration Number** will be sent through SMS/available at 'Instruction to the Candidates' page at S.N. 2. This will be used during fee payment.

### 5.8 Step 2 : FEE PAYMENT

5.8.1 Ensure that pop-ups are not blocked in browser settings; if it is blocked please ensure to allow pop up for this site.

5.8.2 SC/ST/ESM/PwD/Departmental candidates may directly proceed to fill the Application form online since they are exempted from payment of Application Fee.

5.8.3 After successful Registration, click on the 'Login' Button and enter an Email id and password as used during registration in the pop window box.

5.8.4 After successfully logging in to the online recruitment portal, the site will display the name of post for which you have applied/selected during Registration. Click on 'Apply Now' button. Before fee payment, ensure that the eligibility criteria for the post is met.

5.8.5 'Instruction to the Candidates' page will appear. Click on the link for fee payment which is available at S.N. 3 of the 'Instruction to the Candidates' page. Clicking the link will directly open SB Collect window. In Terms Used page, Tick the box, I have read and accepted the terms and conditions stated above. (Click Check Box to proceed for payment.), a new page will open titled Select State and Type of Corporate / Institution, in the column State of Corporate / Institution * > Select JHARKHAND from drop down box and in Type of Corporate / Institution * column > select PSU (Public Sector Undertaking in) from drop down box then press GO button, on opening new page > select CMPDI Ltd from Drop Down List under tab 'PSU - PUBLIC SECTOR UNDERTAKING Name ' tab press submit, Select > Recruitment Fee from payment category drop down box (Please follow step by step process appearing on the screen of SB Collect).

5.8.6 Candidates are requested to read the instruction and accept the terms and conditions for making payment through SB Collect.

5.8.7 Each candidate is required to enter details of applicant like Name, Fathers' Name, Caste, Post Applied for, Date of Birth, Registration Number, Mobile Number & email id for making payment. Write the email id which was used for registration for filling online form.

5.8.8 Candidates have to follow the instructions on the SB Collect and after completing the process of fee payment, a Payment Acknowledgement Receipt of Application Fee 'or' Challan bearing the "SB Collect Reference Number" starting with DUC will be generated, which will be required while filling the application form in Step 3.

5.8.9 Print a copy of the Payment Acknowledgement Receipt of Application Fee 'or' Remittance Form bearing the "SB Collect Reference Number. This will be required to be sent along with hardcopy of application to CMPDI.

**Note:**
- No other mode of payment will be accepted.
- Fee is required to be paid during 01/03/2020 to 29/03/2020 only.
- Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.

**5.9    Step 3 : APPLY ONLINE**

5.9.1 Before applying online, each applicant has to ensure that following details/documents are available:

a.    Payment Receipt of Application Fee or Challan bearing the "SB Collect Reference Number" starting with DUC.

b.    All educational, technical & professional marks sheet and percentages of marks.

c.    Scanned recent color passport size photograph & scanned signature.

| Particulars | Format | Size | Remarks |
|---|---|---|---|
| Color Passport Photo taken against white background (of not more than three months old) | .JPG or .JPEG | upto 50 KB | Retain adequate number of similar photographs for future reference. |
| Signature with Black Ink against white background | .JPG or .JPEG | upto 50 KB | - |

5.9.2 After successful payment of fee, candidates are required to login with the email id and password and go to the "Instruction to the Candidates' page.

5.9.3 Accept 'I have gone through the Advertisement and paid requisite application fee (if applicable)' box and click on 'I am ready to Apply' button.

5.9.4 Start filling the application with Name (as per Matriculation Certificate), Father/Husband's Name, Mother's Name, Category, Gender, Religion, whether Ex-Serviceman (Y/N), whether Physically Handicapped (Y/N), type of PH, % of PH, date of birth, marital status, select the minimum required qualification/Statutory Certificate/technical qualifications (if any) from the drop box and select 'Yes' or 'No' for compliance, Address (communication & permanent), Mobile Number, Employment Exchange Registration details (if registered), Fee Payment Details, read & click on the declaration box and click on 'Save and Next'.

5.9.5 Enter qualification details – Examination passed, Steam, year of passing, name of School/College, Board, Course duration, nature of course and percentage of marks. Add new row/s for new qualification details. After entry of all qualification details, read and click on the declaration and click Next. NB: Wherever CGPA/OGPA/SGPA/DGPA etc is awarded, equivalent percentage of marks must be indicated in the application form as per the norms adopted by Board/University.

5.9.6 The details so entered by the candidate will appear in the next window. Before proceeding further, check the entries carefully. If any changes are required, click Back and make the necessary correction. Else, click Confirm and proceed.

5.9.7 Colour Passport Photograph and signature are to be uploaded as per Step:3(5.9.1)(c). Care should be taken that the photo & signature so uploaded is clear/visible and identifiable and as per specification of Step:3(5.9.1)(c). Once uploaded, no change in photo or signature will be allowed. Read and click on the declaration and click 'Submit' to proceed.

5.9.8 Once completed, one SMS with application no. will be sent to the registered mobile number.

**5.10   Step 4 : FINAL STEP**

5.10.1 Once the application form is successfully submitted, 'Online Application Form' will be generated having unique Registration Number & Application No. Click on 'View Application' button to view the form so submitted.

5.10.2 Then click on the 'Print Application' button to generate pdf format of Application Form. Candidates are advised to take print of pdf Application Form for sending it to CMPDI along with other enclosures on A4 size paper.

5.10.3 A copy of the printed 'Online Application Form' along with following documents is also required to be sent to CMPDI at the address given below by Registered/Speed Post only. No application will be accepted by hand.

| Mailing Address | Documents to be enclosed (Refer Check-list given at Annexure-I) |
|---|---|
| The General Manager (P&A), Recruitment Cell, P&A Department, 6th Floor CMPDI Main Building, CMPDI (HQ), Kanke Road, Ranchi – 834031 (Jharkhand) | 1. Print of 'Online Application Form' <br> 2. Self-attested legible photocopy of Matriculation (10th) or equivalent certificate (in support of DOB) <br> 3. Self-attested copies of mark sheet of all educational certificate (Matriculation onwards) so entered in the online application form. <br> 4. For Dy. Surveyor (Mines), self-attested copy of Survey Certificate of competency granted by DGMS. <br> 5. Self-attested valid/recent Caste Certificate issued by Competent Authority (if applicable). <br> 6. Self-Attested copies of Ex-Servicemen certificate or Disability Certificate issued by Medical Board duly constituted by Central or State Government in the prescribed format (if applicable). |

7. Print of SBI Acknowledgement Receipt / Remittance Form bearing the SB Collect Reference Number.
8. Four (04) passport size colour photograph with name & Application No. written on the back side. (The passport photograph should be similar to photograph uploaded on the application form)
9. Application for any special assistance required for the Written Test/ Stenography Test for PwD candidates only (if required).
10. Two self-addressed unstamped good quality envelope of 27 cm x 12 cm size.

5.10.4 No other mode of application will be accepted under any circumstances.

5.10.5 The last date for receiving the hard copy of the application form along with all the relevant documents/application for special assistance, if any, is 15/04/2020

5.10.6 Name of the post applied & Application No. as given in Online Form should be clearly mentioned on the envelope containing Application Form in BLOCK LETTERS.

For example:
**DY. SURVEYOR (MINES) – 3006101**
**or**
**STENOGRAPHER (ENG.) – 4008101**

5.10.7 Applicants working currently at CMPDI/CIL or other subsidiaries of CIL should forward the Online Application Form through proper channel along with the hardcopy of the application or submit "No Objection Certificate" from the Competent Authority at the time of document verification.

**6.0   MEDICAL FITNESS**

Appointment to the above posts will be subject to the candidate being medically fit in accordance with the standards of medical fitness as laid down by the company. 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 the Medical Fitness Certificate so issued by company's Authorized Medical Board only.

**7.0   IMPORTANT DATES**

| Particulars | Date |
|---|---|
| Date of commencement of Registration & filling up the Online Application Form  at cmpdi's website | 01/03/2020 at 9:30 am |
| Date during which fee payment will be accepted through SB Collect | 01/03/2020 to 29/03/2020 |
| Last date of filling up the ON-LINE Form | 30/03/2020 12:00 pm |
| Last date for receiving the hardcopy of the Online Application Form along with other enclosures at CMPDI through Registered Post / Speed Post only | 15/04/2020 |
| Download of online Admit Card | Will be notified in cmpdi website |

**8.0   SELECTION PROCESS**

8.1 Applicants fulfilling all the eligibility criteria as on the cut-off date will be called for Written Test. For the post of Stenographer (Eng.) only, applicant who qualify in the written test will be called for Stenography Test. The selection will be based on a candidate's relative performance in the written test/Stenography test only.

| Post Name | Selection Process |
|---|---|
| Dy. Surveyor (Mines) | Written Test > Document verification |
| Stenographer (Eng.) | Written Test > Stenography test > Document verification |

8.2 Candidates will be allowed to appear in the written test merely on the basis of their declaration regarding their eligibility as declared/submitted in the application form. Scrutiny / Verification of the applications and documents submitted by candidates will be done post declaration of result of the written test and it will be done only for those candidates who could qualify the written test / Stenography Test [for Stenographer (Eng.) only] as per the laid down cut-off marks. During the scrutiny/verification of documents after prescribed test, if the particulars in the application and the attached documents are found not in conformity with the eligibility criteria and parameters mentioned in this advertisement, the candidature of such applicants shall stand disqualified regardless of the marks scored in the written test.

8.3 For the post of Dy. Surveyor (Mines):

8.3.1 Written test will be done through OMR based & will consists of Multiple Choice Type Questions (MCQ). It will consist of 2 papers, in bilingual format (Hindi/ English); one technical paper and one general paper for assessment of mental ability, quantitative ability, logical & reasoning skills. The details are given below:

| S.N. | Paper | Total Marks | Time | Questions | Weightage in the selection |
|---|---|---|---|---|---|
| 1 | Paper I - Technical | 100 | 2 Hours | 100 MCQ of one mark each | 70% weightage of the written test |
| 2 | Paper II – General | 50 | 2 Hours | 50 MCQ of one mark each | 30% weightage of the written test |

8.3.2 The General candidate has to score a minimum 50% marks in each paper to qualify. In case of SC/ST/OBC, the minimum marks required for qualification is 40% in each paper.

8.4 For the post of Stenographer (Eng.):

8.4.1 Written test will be done through OMR based & will consists of Multiple Choice Type Questions (MCQ). It will consist of Written test of Paper-I followed by Stenography Test.

8.4.2 Written test of 1 paper will be in bilingual format (Hindi/English). The details are given below:

| S.N. | Particulars | Total Marks | Time | Questions | Remarks |
|---|---|---|---|---|---|
| 1 | Paper I | 100 | 2 Hours | 100 MCQ of one mark each | Only qualifying in nature. And candidates will be called for Stenography Test in ratio 1:20 i.e. in lot size of 20 SC & 40 ST candidates each. |

8.4.3 Stenography Test modalities: Candidates according to marks obtained in written test will be called for Stenography Test i.e. candidates with more/higher marks in Written Test will be called prior to candidates who obtained less marks.

8.4.4 For Stenography Test, an English passage of 400 words will be dictated in 05 minutes at the speed of 80 words per minute (w.p.m). Five (05) minutes time will be given for going through the passage noted and further 30 minutes time will be given to transcribe the passage on Personal Computer (PC) only. The permissible mistake will be 50 (for SC/ST Category Candidates) out of 400 words. Merit panel will be prepared based on the performance in Stenography Test.

8.5 The candidate not conversant with PC may appear for Stenography Test with their own typewriter. No laptop will be allowed. Regarding Stenography Test for Blind candidates, they are advised to come with Brail Shorthand Machine with paper roll and they will be provided with English Typewriter for transcription of passage.

8.6 Merit panel will be prepared based on the performance in Written Test [for Dy. Surveyor (Mines)] & Stenography Test {for Stenographer (Eng.)}. In case of tie, it will be resolved as per Pt. 8.9.

8.7 Instructions will be communicated to the eligible applicants in the Admit Card and information about syllabus/date/venue/time etc will also be given at CMPDI's website.

8.8 Model Question Paper for written test will also be published in CMPDI's website.

8.9 In case of tie on the aggregate marks scored in Written Test/mistakes in Stenography test, the tie will be resolved by applying the following criteria in its order as given below:
   a) by marks scored in written exam of Paper I.
   b) by year of passing (earlier) the basic qualification
   c) by percentage mark scored in the minimum educational qualification
   d) by date of birth (earlier)

8.10 The result of written test will be published in CMPDI Website **www.cmpdi.co.in**. Names of successful candidates will be notified for appearance for scrutiny/verification of their testimonials. The candidates have to appear along with all original certificates/documents as per eligibility criteria notified in this advertisement for scrutiny/verification. The date and venue for scrutiny/ verification shall be notified at CMPDI's website and the candidates shall have to report accordingly.

8.11 The provisional merit panel will be published at CMPDI Website only. Provisional offer of appointment will be issued to the successful candidates in accordance with their relative merit position and with due consideration of the reservation of posts to the reserved category candidates and against vacancies.

8.12 The Written Test Centers will be held at any one of the test centers at **Ranchi only.**

## 9.0 SPECIAL ASSISTANCE (if any)

9.1 For any special assistance / Scribe required in the Written Test with regard to the candidate's area of disability with disabilities of 40% (Forty percent) or above, such request should be made in advance and submitted along with the hard copy of the application form before last date **30/03/2020**. Assistance/ compensatory time etc for PwD will be provided as per extant GoI guidelines. Question Papers and Answer Sheets will not be provided in Braille.

## 10.0 GENERAL INSTRUCTIONS

10.1 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.

10.2 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.

10.3 Candidates should ensure that they fulfill the eligibility criteria prescribed for the post for which they have applied. In case it is found at any stage of the selection process or even after the appointment that the candidate has submitted false or incorrect information and suppressed any relevant information/ material facts or does not fulfill the eligibility criteria, his candidature/ service is liable for rejection/ termination without notice.

10.4 No modifications are allowed after submission of the Online Application Form. Hence, before submitting the application, all candidate must ensure that he/she fulfills all the eligibility and other norms mentioned in the advertisement and also cross check the information such as date of birth, caste, contact details, qualification details etc. furnished in the application form before finally submitting the same online.

10.5 The decision of CMPDI Management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding on all candidates. Mere fulfilling of minimum qualification and job requirements will not vest any right on candidates for being called for written test / document verification. No correspondence will be entertained from the candidates found ineligible and not called for written test / documents verification.

10.6 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 document verification, his/her candidature will be rejected.

10.7 No relaxation in the educational qualification, as given at Pt. 2.0, is admissible for any category of candidate.

10.8 Wherever CGPA/OGPA/SGPA/DGPA etc is awarded, equivalent percentage of marks must be indicated in the application form as per the norms adopted by Board/University.

10.9 Ex-servicemen must be discharged from his services up to the last date prescribed for submission of Online Application.

10.10 All documents (Caste Certificate, Educational Qualification etc.) as per applicability and as provided by the candidate will be verified from the issuing authority and candidature will be cancelled if the certificates are not found satisfactory/genuine at any subsequent stage of written test/document verification/employment.

10.11 At any stage of recruitment or later, if a candidate is found guilty of any misconduct such as:
   a. Impersonating or procuring impersonation by person; or
   b. Resorting to any irregular means in connection to his/ her candidature during selection process; or
   c. Using undue influence for his/ her candidature by any means; or
   d. Submitting false certificates/ documents or suppressing any information at any stage; or
   e. Giving wrong information regarding his/her category (SC/ ST/ OBC/ EWS/Ex-Serviceman/PH), while appearing in the examination or thereafter; his/ her candidature will be summarily rejected and will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.

10.12 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.

10.13 Any modification/amendments/corrigendum/addendum etc. in the advertisement will be published in CMPDI website only www.cmpdi.co.in. No intimation shall be given in any newspaper/any other media.

10.14 All candidates 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/ network congestion. In no case, late applicants and any correspondence in this regard will be entertained.

10.15 In case of any ambiguity/dispute arising on the account of interpretation in versions other than English, English version will prevail.

10.16 Result of shortlisted candidates for written test and successful candidates in the Personal Interview will be published in CMPDI Website www.cmpdi.co.in. Hence, all the candidates are requested to frequently visit our website.

10.17 **"No Objection Certificate"** from the present employer if working in Government, Semi-Government or Public Sector Undertaking **including CIL or its subsidiaries** / Autonomous Bodies, to be submitted at the time of document verification.

10.18 SC/ST candidate called for document verification will be paid to and fro second Class Train (Non-AC) Fare by **shortest route** from the address of correspondence to Ranchi on production of Ticket.

10.19 No TA/ DA will be paid for appearing in the written test, scrutiny/ verification of certificates and documents or for joining on being selected except otherwise as provided in this advertisement.

10.20 Candidates are advised to retain adequate number of similar photographs as uploaded in the online application form for future reference.

10.21 Selected candidates could be posted at any Regional Institutes (RI)/HQ of CMPDI and are liable to be transferred to other subsidiaries of Coal India Limited any time during their service as may be required.

10.22 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.

10.23 Applicants can send their recruitment related query to email id **recruitment.cmpdi@coalindia.in** or contact helpline **0651-279-2222** during office hours on working days (Mon-Friday) only.

10.24 Any dispute shall have jurisdiction at Ranchi.

**Annexure-I**

Checklist for the candidate: Documents to be enclosed and sent to CMPDI

| # | | |
|---|---|---|
| 1 | Print of 'Online Application Form' | ☐ |
| 2 | Self-attested legible photocopy of Matriculation (10$^{th}$) or equivalent certificate (in support of DOB) | ☐ |
| 3 | Self-attested copies of mark sheet of all educational certificate (Matriculation onwards) so entered in the online application form. | ☐ |
| 4 | For Dy. Surveyor (Mines), self-attested copy of Survey Certificate of competency granted by DGMS | ☐ |
| 5 | Self-attested valid/recent Caste Certificate issued by Competent Authority (if applicable). | ☐ |
| 6 | Self-Attested copies of Ex-Servicemen certificate or Disability Certificate issued by Medical Board duly constituted by Central or State Government in the prescribed format (if applicable). | ☐ |
| 7 | Print of SBI Acknowledgement Receipt / Remittance Form bearing the SB Collect Reference Number. | ☐ |
| 8 | Four (04) passport size colour photograph with name & Application No. written on the back side. (The passport photograph should be similar to photograph uploaded on the application form) | ☐ |
| 9 | Application for any special assistance required for the Written Test/ Stenography Test for PwD candidates only (if required). | ☐ |
| 10 | Two self-addressed unstamped good quality envelope of 27 cm x 12 cm size | ☐ |

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| PASTE IDENTICAL PASSPORT SIZE COLOURED PHOTOGRAPH HERE (Do not staple. Do not get the Photograph attested) (Of not more than three months old) | PASTE IDENTICAL PASSPORT SIZE COLOURED PHOTOGRAPH HERE (Do not staple. Do not get the Photograph attested) (Of not more than three months old) | PASTE IDENTICAL PASSPORT SIZE COLOURED PHOTOGRAPH HERE (Do not staple. Do not get the Photograph attested) (Of not more than three months old) | PASTE IDENTICAL PASSPORT SIZE COLOURED PHOTOGRAPH HERE (Do not staple. Do not get the Photograph attested) (Of not more than three months old) |