



**ONE FAMILY.. ONE VISION.. ONE MISSION.. THE SPIRIT OF SINGARENI  
THE SINGARENI COLLIERIES COMPANY LIMITED**

(A Government Company)

**KOTHAGUDEM COLLIERIES-507 101, BHADRADRI KOTHAGUDEM DIST,  
TELANGANA STATE.**

**SCCL PROFILE :**

The Singareni Collieries Company Limited, the turnaround marvel of Indian Coal Mining Industry, is redefining excellence. This is the Golden Chance to prove your mettle as we move along meeting new challenges and seeking opportunities. Our tradition of strengths in having the finest Mining Technology at our **19 Opencast Mines and 24 Under Ground Mines** is being geared up by increased usage of IT and serviced by Workshops, Stores & Coal Handling Plants, adopting the best operational & maintenance systems. Our quest for excellence with emphasis on Safety, Quality & Highest Productivity continues. The Singareni Collieries Company Limited (SCCL) is also engaged in Power Generation and Consultancy works apart from Coal Mining.

**Coal Mining operations are spread in Godavari Valley Coal Field spread over 6 districts of Telangana State Viz. Komaram Bheem-Asifabad, Mancherial, Peddapalli, Prof. Jayashankar-Bhupalpalli, Bhadradi – Kothagudem and Khammam and further 2 Coal blocks (Naini and New Patrapara) are allotted to SCCL in Talcher Coal field in the Odisha State for which pre-mining operations are in progress.**

The Singareni Collieries Company Ltd, with a History of over 130 years is moving ahead to retain leadership by being proactive in order to meet the market challenges even while promoting better client relationships.

**SCCL is aiming to achieve 70MT in 2022-23 by adopting new technologies such as Continuous Miner, Long Wall, Bolter Miner in deep Underground mines.**

**Welcome and be a part of Singareni family.**

## **Present Pay scales wef: 01.07.2016**

<b>GRADE</b>
Grade-II- Rs.29460.30
Grade-I- Rs.31852.56
Special Grade - Rs.34391.65

⇒ **Scales are under Revision w.e.f. 01.07.2021.**

### **In addition:**

- ❖ Dearness Allowance is applicable on basic pay being revised quarterly from time to time.
- ❖ Special DA @1.795% on Basic pay
- ❖ Annual increment @ 3% Basic pay
- ❖ Attendance Bonus 10% on Basic pay
- ❖ Special Allowance @ 4% of Basic (Frozen) applicable
- ❖ Conveyance reimbursement or Transport Subsidy as applicable
- ❖ Additional Transport subsidy as applicable
- ❖ LTC (Hometown) and LLTC (BharathBhraman) as per eligibility
- ❖ Leave encashment facility every year and on superannuation
- ❖ Free LP Gas Cylinder
- ❖ Coal Mines Provident fund @ 12% (Basic + DA) and Coal Mines Pension facility.
- ❖ Bonus, Incentives
- ❖ Medical facilities, Education facilities, Recreational facilities, Clubs etc.
- ❖ Retirement Age on Superannuation is 61 years.

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**DATED: 17.06.2022.**

**EMPLOYMENT NOTIFICATION No. 02/2022.**

**APPLICATIONS ARE INVITED FROM THE ELIGIBLE CANDIDATES FOR  
RECRUITMENT OF THE FOLLOWING POST IN SCCL**

<b>S NO</b>	<b>NAME OF THE POST, GRADE, NO. OF VACANCIES, ROSTER DESCRIPTION</b>	<b>ELIGIBLE QUALIFICATION, EXPERIENCE &amp; MAXIMUM AGE</b>
01	<p><b><u>JUNIOR ASSISTANT GR-II</u></b> RS. 29460.30</p> <p><b>TOTAL : 177 VACANCIES</b> (Regular + Carry Forward Vacancies)</p> <p><b><u>UN-RESERVED (UR):08 VACANCIES</u></b> (OPEN TO ALL i.e., LOCAL + NON- LOCAL) (OC-3, OCW-1, EWS-1, BCD-2, SC-1). <b><u>LOCAL: 160+9* VACANCIES:</u></b> (OC-36, OCW-21+1*, EWS-11, EWSW- 5, PWD-5, PWDW-1, BCA-8, BCAW-3, BCB-10+1*, BCBW-7+1*, BCC-1, BCD- 8, BCDW-3, BCE-6+1*, BCEW-1, SC- 16+4*, SCW-9+1*, ST-6, STW-3)</p>	<p>Bachelor Degree in any discipline from a recognized University and 6 months certificate or Diploma or Degree Course in Computer Applications /Information Technology from the Institute Recognized by Government for those who have not studied computer/information technology as one of the subjects in their Bachelor Degree.</p> <p>AGE: 30 Years as on <b>01.01.2022.</b> <b>(5 Years age relaxation will be allowed to SC,ST,BC candidates)</b></p> <p>Internal candidate who wish to apply has to put in 190 musters in case of UG and 240 musters in case of surface in any calendar year after appointment.</p> <p><b>Age NO BAR for Internal candidates.</b></p>

\*Carry Forward Vacancies.

**Rule of Reservation for SC/ST/BC/EWS/PWD (with minimum 40% disability) and women reservation are applicable and the Spirit of Presidential Order, 2018 (Combined Local & Non-local -5% & Local -95%) as approved by the Board of Directors of SCCL will be applicable for the above post.**

## **I) HOW TO APPLY / UPLOAD THE APPLICATION FORM :**

Before uploading the details in the online application, the candidates are requested to go through the following guidelines and comply the instructions scrupulously:

- 1) The candidate should ensure the age criteria mentioned in the Notification and the date of birth of the candidate mentioned in the online application should tally with the date of birth recorded in the SSC.
- 2) The candidates have to **ensure uploading of signature and photo**. If Candidates fail to upload the specified size of photo and signature in the online application their candidature will not be considered.
- 3) To ascertain the Local/Non-Local Status, the candidate has to check the parameters mentioned in the Notification and ensure whether he/she belongs to Local or Non-Local.
- 4) Candidate has to furnish the Caste details basing on the Latest Caste Certificate obtained within 6 months prior to the date of Notification.
- 5) Candidate has to possess invariably the specified qualification mentioned against the post as on the date of Notification. Possessing higher qualification or any other qualification without the basic specified qualification for the post will not be considered.
- 6) Qualification must be from University/Institute recognized by appropriate statutory authority of India.

**Note:** Based on the information uploaded by the candidate in the online application, he/she will be issued Hall ticket. If the candidate fails to produce documentary proof for the information furnished / uploaded by him/her in the online application, at the time of verification of original certificates, the candidature of such candidates, even after issuing

provisional offer of appointment, will be rejected at any time at the discretion of the management and the claim of the candidate to consider his case, will not be entertained.

**Schedule:**

- i. **Submission of Online applications will start from 20.06.2022 at 10.00 AM onwards.**
- ii. **ONLINE Application can be submitted upto 5.00 PM on 10.07.2022 (website closure).**

**II) Steps to be followed for submitting online application:**

- i. Visit SCCL Website <http://www.scclmines.com>
- ii. Click on Careers → Recruitment → Notifications
- iii. Fill the application by following the instructions. Ensure all the fields of are filled before submission of Online Application
- iv. Candidates have to take a print of the ONLINE Application Form after successful submission of data and retain the same for future reference.
- v. Upload all details of the Candidates in the respective Columns of Online Application form. The details once entered, cannot be altered at a later date. Submission of any false or incorrect information or suppression of any factual information at any stage by the candidate is liable for disqualification of his/her candidature.
- vi. Candidates have to submit only one application for the post. More than one application received for same post will be rejected. Candidates are advised not to change their **Mobile Number** and **e-mail id** given in the online application form till completion of selection process.

**III) MODE OF PAYMENT.**

- i. **Application processing fee:** Each applicant must pay Rs.100/- (Rupees one hundred only) towards online application processing fee.
- ii. **Examination fee:** The applicants have to pay Rs.300/- (Rupees Three hundred only) towards examination fee.

Candidates belonging to SC/ST and Employees of SCCL are exempted from payment of examination fee. However they shall pay online application processing fee of Rs.100/-.

- iii. The candidate can pay the amount through any of the following modes.
  - i) Debit Card
  - ii) Credit Card
  - iii) Internet Banking
  - iv) UPI payment
- iv. Fee once paid shall not be refunded or adjusted under any circumstances. Failure to pay the applicable Fee will entail total rejection of the application.
- v. The SCCL will not be responsible for the Technical snag encountered during the process of payment of fee and will not take responsibility for remittance of the amount back to their accounts. The candidates shall consult their concerned bank in this regard.

#### **IV) GENERAL PROVISIONS:**

- 1. Applicants must compulsorily fill up all relevant columns of application and submit the application through website only. The particulars made available in the website shall be processed through Computer and the eligibility is decided in terms of notification only.
- 2. The Applications received online in the prescribed proforma available in the website and within the time shall only be considered and SCCL will not be held responsible for any kind of discrepancy.
- 3. Uploading of photograph and signature:
  - i. The candidate has to upload his/her latest colour photograph (taken in the month in which notification is issued) and Signature in the prescribed format by clicking on the browse button at the time of

submission of application form. Ensure that the size of the colour photo is not less than **10 KB and not more than 50 KB**.

- ii. The candidate has to upload his / her signature in .jpg format. Ensure that the size of the image is not less than **10 KB and not more than 30 KB**.
  - iii. If the size of the file is not within the limits as specified, then adjust the settings of the scanner such as the dpi resolution, no. of colors etc., during the process of scanning.
  - iv. **The candidate has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.**
  - v. **The signature must be done invariably by the candidate and not by any other person.**
  - vi. The signature uploaded by the candidate is used for different purposes and the same will be cross checked at the time of examination. If the candidate's signature does not match, the candidature will be disqualified.
4. The applicant should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.
  5. All the relevant certificates shall compulsorily be kept with the applicants to produce as and when required to do so. Failure to produce the required certificates on the day of Original Certificate verification will lead to disqualification.

6. **IMPORTANT**: The claim of the candidate with regard to the Date of Birth, Educational /Technical qualifications and community are accepted only provisionally on the information furnished by them in their online application form and is subject to the verification and satisfaction of SCCL. Mere admission to any test or inclusion of the name of a candidate in a Merit List will not confer on the candidate any right for appointment. The candidature is therefore provisional at all the stages and SCCL reserves the right to reject candidature at any stage of the selection even after the advice has been made.
7. SCCL is not responsible for any wrong entry of the data while submission of Online application. The applicants are therefore, advised to carefully and ensure that the information furnished in the online application is true.
8. Applicant must compulsorily fill-up all relevant fields of application and submit application through website only.
9. Incomplete/incorrect application form will be summarily rejected. If any information furnished by the candidate subsequently after submission of online application that will not be entertained by SCCL under any circumstances. Applicants should be careful in filling-up of the application form at the time of submission. **If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the -final stage of recruitment process or even at a later stage.**
10. Before payment of fee and submission of application form, the candidates should carefully ensure his/her eligibility for this notification. No relevant column of the application form should be left blank, otherwise application form will not be accepted.



11. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the SCCL will not be held responsible for any kind of discrepancy.
12. The candidates who possess requisite qualification only may apply On-line by satisfying themselves about the terms and conditions of this notification.
13. The qualifications submitted by the Candidates in compliance with the prescribed qualification mentioned in the Notification must be recognized by the Government.
14. The Guidelines for NOC in force are invariably applicable for the SCCL Internal candidates who acquired the requisite qualification through the distance mode after joining in the Company.
15. The vacancies advertised in the notification are tentative. SCCL reserves the right to reduce / enhance / alter / cancel the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto.
17. The schedule for downloading of Hall Tickets will be communicated by text message to the eligible candidates to their Cell Numbers given in the online application data sheet and also will be kept in SCCL website for information of the candidates.

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**Note:** (1) Knowledge of Telugu is desirable for the candidate applying for the post.

- (2) The candidates belonging and claiming to be Backward Classes group 'E' may apply indicating their community as BC 'E' group. However, providing reservation under BCE category is subject to the final outcome of Civil Appeal Nos:2628-2637 of 2010 pending in the Hon'ble Supreme court of India and amendment of the State and Subordinate Service Rules (BCE sub-group to be indicated in Caste Certificate invariably).

- (3) SC/ST/BC candidates shall have 5 years age relaxation in upper age limit as per Recruitment Rules of SCCL. The local reservation to implement the Spirit of Presidential Order 2018 is applicable to the above post.
- (4) Medical Examination: Before joining service, the selected candidates shall have to undergo Initial Medical Examination by the Company Medical Officer as per the Medical Attendance Rules of the Company and as per the provisions mentioned in The **Mines Act 1952 and in The Mines Rules 1955.**

**V) GENERAL INFORMATION:**

1. On selection, the selected candidate has to produce the following Original Certificates invariably during verification of Certificates :
  - i. Study Certificates from Class 1<sup>st</sup> TO 7<sup>th</sup> - to ascertain Local status
  - ii. SSC or Its equivalent qualification - for Proof of Date of Birth
  - iii. All Qualifying Certificates for the post (Memo of Marks + Provisional/Original Degree, Bonafide certificate from the College/University/Institution) and 6 months certificate or Diploma or Degree in Computer applications/IT.
  - iv. Valid Certificates issued by the Competent Authority in respect of candidates claiming reservation under EWS/PWD.
  - v. Latest Caste Certificate issued by the Competent Authority not earlier than six months from the date of Notification.
  - vi. Employment Registration Card (Optional).
  - vii. I.D. Proof mentioned in the online application.
  - viii. If employed in Govt. Services, Relieving Letter or NOC from the HOD of the respective Department
  - ix. Copy of signed online application data sheet and colour photograph uploaded at the time of submission of online application.

2. SCCL Management shall not hold responsibility for any interruption of website due to technical snag.
3. The relevant Pass/Provisional/Original Certificate of the qualifying examination should have been dated on **or** before Notification date.
4. Candidates who wish to claim reservation should invariably produce latest copy of Permanent Caste Certificate issued by Government of Telangana **or** the Caste Certificate recently issued by Revenue Officer not below the rank of Tahsildhar / Mandal Revenue Officer, date of issue of which should not be six months earlier to date of Notification.
5. Impersonation of the candidate or resorting to any other irregular or improper means in connection with his/her candidature by any means, for selection, such of the candidate may in addition to rendering himself/herself liable for criminal prosecution, will be debarred permanently from any exam or selection held by the SCCL.
6. The following guidelines will be followed to implement the Spirit of The Presidential Order 2018 as approved by Board of Directors, SCCL in respect of the cadres indicated herein below.

**NON - EXECUTIVE CADRE:**

LOCAL	:	THE ERSTWHILE FOUR DISTRICTS OF KHAMMAM, WARANGAL, KARIMNAGAR & ADILABAD (CURRENT 16 DISTRICTS IN THE STATE OF TELANGANA) NAMELY KOMARAMBHEEM-ASIFABAD, MANCHERIAL, PEDDAPALLI, JAYSHANKAR-BHOOPALAPALLY, MULUGU, ADILABAD, NIRMAL, JAGITYAL, KARIMNAGAR, RAJANNA SIRICILLA, BHADRADRI-KOTHAGUDEM, KHAMMAM, MAHABUBABAD, JANGAON, WARANGAL RURAL AND WARANGAL URBAN).
UNRESERVED (OPEN TO ALL)	:	CANDIDATES BELONGING TO REMAINING DISTRICTS OF TELANGANA ONLY

- **Eligible Candidates are requested to ensure their Local or Non-Local Status as detailed above before applying for the post to avoid rejection of their applications.**
- a. All the erstwhile four districts of Khammam, Warangal, Karimnagar & Adilabad (current 16 districts in the State of Telangana) namely Komarambheem-Asifabad, Mancherial, Peddapalli, Jayshankar-Bhoopalapally, Mulugu, Adilabad, Nirmal, Jagityal, Karimnagar, RajannaSiricilla, Bhadradri-Kothagudem, Khammam, Mahabubabad, Jangaon, Warangal Rural and Warangal Urban where coal mining operations are being carried on or the districts in which such operations shall be carried on in future, will be considered as one zone).
- b. The Spirit of Presidential Order 2018 as adapted by Board of Directors of SCCL is applicable to all the above posts. The number of posts earmarked as **Un-reserved (Open to all i.e. Local & Non-Local) (05%)** and **local candidates(95%)** are indicated against the post. The posts earmarked to Open category will be filled from the Telangana State only combined merit list of the candidates (both local and non-local) based on their overall merit and communal roster. The posts earmarked to local candidates will be filled by candidates of districts specified under local of Telangana State based on their merit and communal roster point.
- c. Once recruited the candidates are liable for transfer to any other district/state wherever required by SCCL.
- d. Candidates claiming to be local candidates who intend to avail the reservation provided will have to adduce adequate proof of such local candidature.

## **VI) RESERVATION TO LOCAL CANDIDATES:**

- Reservation to the local candidates is applicable as provided in the Rules amended from time-to-time as in force on the date of notification. The candidates claiming reservation as Local candidates should produce the required Study certificates (from 1<sup>st</sup> to 7<sup>th</sup> class).

**OR**

- Residence Certificate in the Proforma (see the relevant enclosure) only for those candidates who have not studied in any Educational Institutions as the case may be. Subsequent production of the certificates will NOT be entertained under any circumstances.

**DEFINITION OF PRESIDENTIAL ORDER 2018 (LOCAL CANDIDATE)**

- (i) "LOCAL CANDIDATE" means a candidate for direct recruitment to any post in relation to that Local areas where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she first appeared for **7<sup>th</sup> class** or its equivalent examination. If however, he/she has not studied in any educational institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his/her local area during the above said period and produce Residence Certificate issued by the Tahsildar.
- (ii) If he/she has not studied during the above said period in any Educational Institution(s) the place of residence during the above period will be taken into consideration and local candidature will be determined with reference to the maximum period of residence or in the case of equal period where he/she has resided last.
- (iii) If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 year period as prescribed in **Enclosure-I**. However, if it is based on residence, a certificate should be submitted as prescribed in **Enclosure-II** obtained from an officer of the Revenue department not below the rank of a Mandal Revenue Officer in independent charge of a Mandal.
- (iv) If a candidate has resided in more than one Mandal during the relevant four/seven years period but within the same District or Zone as the case

may be, separate certificates from the concerned Tahsildars/ Mandal Revenue Officers have to be obtained in respect of different areas.

**NOTE:**

- SINGLE CERTIFICATE, WHETHER OF STUDY OR RESIDENCE WOULD SUFFICE FOR ENABLING THE CANDIDATE TO APPLY AS A "**LOCAL CANDIDATE**".
- RESIDENCE CERTIFICATE WILL NOT BE ACCEPTED, IF A CANDIDATE HAS STUDIED IN EDUCATIONAL INSTITUTIONS UPTO **7<sup>th</sup> class**/ITS EQUIVALENT EXAMINATION, SUCH CANDIDATES HAVE TO **PRODUCE STUDY CERTIFICATES INVARIABLY.**

**METHOD OF SELECTION FOR THE ABOVE POSTS: OMR BASED WRITTEN TEST ONLY.**

120 (One Hundred and Twenty) Multiple Choice Questions each question carrying 1 mark will be framed from the prescribed syllabus as notified in the website. Further, one-fourth (1/4<sup>th</sup>) mark will be deducted for every wrong answer.

In case of tie in total marks secured then to decide relative ranking the performance of these subjects shall be considered in this sequence i.e., Arithmetic Aptitude & Logical Reasoning, Computer Basics, English Language Aptitude, Current Affairs. In case of candidates getting equal marks in each of the four subjects, then the Age of the candidate will be considered, the older candidate being given preference.

Duration of the examination: 02 Hours.

MINIMUM QUALIFYING MARKS in the Written Test FOR NON -EXECUTIVE CADRE	30% for OCs/EWS/PWD
	25% for BCs
	15% for SC/ST

**Examination centers:** It is proposed to conduct examination in the following centers: ADILABAD, MANCHERIAL, KARIMNAGAR, WARANGAL, KHAMMAM, KOTHAGUDEM and HYDERABAD. The allotment of the test center to the candidate is on a rolling (first come first serve), based on test centre capacity available. Hence the candidates are advised to apply as early as possible to secure your choice of centre.

**The selections made through this Notification will be kept in 'live rolls' for a period of one year from the date of selection'.**

**VII)** The decision of SCCL in all aspects pertaining to the application and its acceptance or rejection, as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final. SCCL reserves its right to alter number of vacancies and cancel the Notification fully/partly restrict/enhance without giving further notice and modify time and conditions laid down in the Notification for conducting the various stages up to selection, duly intimating details thereof through SCCL Website, as warranted by any unforeseen circumstances arising during the course of this process or as deemed necessary by SCCL at any stage and no enquiry or correspondence will be entertained.

**CHAIRMAN & MANAGING DIRECTOR.**

**SCHOOL STUDY CERTIFICATE**

Name of the Student :

Father's Name :

Class	Name and Place of School	District	Duration of Study giving month and year
I			
II			
III			
IV			
V			
VI			
VII			

NOTE: Should be obtained from the Head of Educational Institution(s)

Name of the School (s):

Town/Village:

District:

STATION

DATE:

Signature of the Head of the  
Educational Institute(s)

With Seal:



**I - CERTIFICATE OF RESIDENCE**

**(To be produced by such candidates who have not studied in any Educational institutions during the whole or any part\* of the relevant 4/7 years period)**

It is hereby certified -

(a) that Sri/Srimathi/Kumari

S/o, W/o, D/o \_\_\_\_\_ appeared for the first time for the **7<sup>th</sup> class** examination in \_\_\_\_\_(month) \_\_\_\_\_ (year);

(b) that he/she has not studied in any educational institution during the whole / a part of the **4/7 consecutive academic years** ending with the academic year in which he/she first appeared for the aforesaid examination;

(c) that in the **4/7 years** immediately preceding the commencement of the aforesaid examination, he/she resided in the following place / places namely.

<b>Sl.No</b>	<b>Village</b>	<b>Taluk/Mandal</b>	<b>District</b>	<b>Period</b>
1				
2				
3				
4				
5				
6				
7				

Office Seal

Officer of the Revenue Department  
not below the rank of Tahsildar or  
Deputy Tahsildar in independent  
charge of a Sub-Taluk/Mandal.

Station:

Date:

**\* Strike off 'whole' 'a part', as the case may be.**

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