

RECRUITMENT NOTICE

The Office of the Coal Controller hereby invites applications for filling up the vacancy of one Staff Car driver on direct recruitment basis. The details are as follows:

POST	PAY SCALE/LEVEL	Category	MODE OF RECRUITMENT	ESSENTIAL QUALIFICATION	NO. OF VACANCY
Staff Car Driver(Ordinary Grade)	Level -2 (Rs.19900-63200)	OBC	Direct Recruitment	(i)Possessing a valid driving license for motor cars (ii) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicle) (iii) Experience of driving motor car for at least three years; (iv) Pass in 10 th standard form recognized board Desirable : 3 (Three) year service as Home Guard or Civil Volunteers. Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled castes or Scheduled tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up vacancy reserved for them.	1 (One)

Age limit: Between 18 and 25 years (relaxable for Government servants up to forty years in accordance with the instruction or orders issued by the Central Government).

Note 2: The Crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakhsadweep).

The Candidates who are willing to apply should send their applications only in the Proforma as per **Annexure I** at the given address **within 30 days from the date of publication of advertisement in Employment News.**

1. The candidates already employed in Government Service should apply through proper channel.
2. The application should be addressed to Shri Sadananda Mukherjee, Deputy Assistant Coal Controller, Office of the Coal Controller, Government of India, 1, Council House Street, Kolkata-700001.
3. No TA/DA shall be payable to the applicants. Call letters shall be sent to the applicants eligible for the post for appearing at examinations to be conducted later on.

The competent authority reserves the right to reject any application that does not match up to the standards as set up by the Organization.

(Sadananda Mukherjee)
Deputy Assistant Coal Controller (Admin.)

PROFORMA

ANNEXURE-I

Affix recent
Passport size self attested
photograph (5cmsX6cms)

PART A

NAME IN FULL	
FATHER'S/ HUSBAND'S NAME	
DATE OF BIRTH	
AGE AS ON THE CLOSING DATE OF APPLICATION	____Years____Months____Days
SEX	
MARITAL STATUS	
NATIONALITY	
ADDRESS FOR CORRESPONDENCE	
PERMANENT ADDRESS	
TELEPHONE/MOBILE NO.	
EMAIL ID	
CATEGORY(ST/SC/OBC/UR)	
EDUCATIONAL QUALIFICATION (COPY OF SELF ATTESTED CERTIFICATES/ MARKSSHEETS TO BE ENCLOSED)	
TYPE OF DRIVING LICENCE WITH ITS SELF ATTESTED COPY	
DETAILS OF DRIVING EXPERIENCE (ENCLOSE EXPERIENCE CERTIFICATE)	
KNOWLEDGE IN MOTOR MECHANISM. IF YES, PLEASE GIVE DETAILS WITH A CERTIFICATE IN SUPPORT	

DETAILS OF PRESENT EMPLOYMENT, IF ANY.	Name of employer	Post held	Period of employment from to	Whether permanent/officiating/ Temporary/Casual Labourer.	Reasons For leaving
DO YOU POSSESS ATLEAST THREE YEARS SERVICE EXPERIENCE AS HOME GUARD OR CIVIL VOLUNTEERS ?					
Yes <input type="text"/> No <input type="text"/>					

PART B

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. At any time if I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation. That I am well acquainted with the fact that the appointing authority has all the rights either to reject/accept my application and I shall not have any claim over it.

Signature of the candidate

Date:

Place: