

No.A-12024/1/95-Admn/Estt.(Vol.II)  
Government of India  
Ministry of Coal

...  
New Delhi, the 25<sup>th</sup> June, 2013.

To

All Ministries/Departments of Government of India  
Office of the Coal Controller, Kolkata.

Subject : Recruitment to the post of Technical Assistant in Ministry of  
Coal on deputation basis - reg.

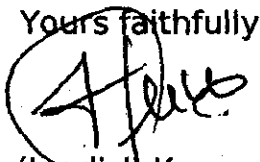
...  
Sir,

I am directed to say that services of a suitable official are required for appointment as Technical Assistant in Ministry of Coal on deputation basis. The scale of pay and qualifications/experience needed for the post are indicated in Annexure-I.

2. It is requested that the vacancy may be widely circulated amongst the eligible persons and particulars of suitable officials forwarded, in duplicate, to this Ministry in proforma at Annexure-II, alongwith their up-to-date CR dossiers as well as certificate of vigilance clearance, so as to reach the undersigned within a period of 45 days from the issue of this letter. While forwarding the applications, it may also be certified that the particulars furnished by the applicant are correct.

2. The applications received without CR dossiers and vigilance clearance or after the due date will not be entertained. Selected person will not be allowed to withdraw.

Yours faithfully,

  
(Jagdish Kumar)

Deputy Secretary to the Government of India

Encl :: As above.

Copy alongwith enclosures to :-

1. All Sections in the Ministry of Coal.
2. NIC/Coal for uploading on the Ministry's Website.

**ANNEXURE - I**

Statement showing the scale of pay, qualification and experience, method of recruitment for the post of Technical Assistant in Ministry of Coal, New Delhi

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1.	Name of the Post	Technical Assistant
2.	Number of Posts	Two (2)
3.	Classification	General Central Service, Group 'C', Non-Gazetted, Non-ministerial
4.	Scale of Pay	Pay Band ₹ 5200-20,200 plus Grade Pay of ₹ 2800/- in PB-1
5.	Eligibility	Officials working in the Central Govt. Department/Attached offices-  i) Holding analogous posts on regular basis; ii) UDCs or equivalent with 5 years' Regular service in the grade; or iii) LDCs with 10 years regular service in the grade.
6.	Education Qualification	<b>ESSENTIAL</b> – Bachelor's degree with Statistics or Mathematics or Economics as one of the subjects  <b>DESIRABLE</b> – Two years experience in Collection and tabulation of statistical data.
7.	Period of Deputation	3 years in the first instance.

PROFORMA

1. Name
2. Date of Birth
3. Educational Qualification
4. Present Post held, date from which held,  
Scale of pay and pay drawn
5. Nature of duties attended
6. Details of service
  - a. Name of the Post and Employer
  - b. From \_\_\_\_\_ To \_\_\_\_\_
  - c. Scale of Pay
  - d. Nature of appointment i.e.  
Whether regular or ad-hoc
  - e. Nature of duties performed
7. Whether belongs to SC/ST/OBC
8. Date of return from last ex-cadre post

Remarks, if any

Signature of applicant

CERTIFICATE

1. Certified that the particulars of the officer have been verified and found to be correct.
2. It is certified that no disciplinary proceedings are either pending or contemplated against the officer.
3. Integrity of the officer is also certified.

Signature of the Head of Department  
with STAMP