

CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED

A Mini Ratna Company (Subsidiary of Coal India Limited)
GONDWANA PLACE, KANKE ROAD, RANCHI-834031, Jharkhand, India

EMPLOYMENT NOTICE

RECRUITMENT TO THE POST OF ACCOUNTANT, ASSISTANT DRILLER, SURVEYOR(CIVIL) & JUNIOR SCIENTIFIC ASSISTANT Gr. II

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:-

NO. OF VACANCIES

| SI. | Name of Post | Grade | Basic | Gen- | OBC | SC | ST | Total |
|-----|-------------------|-------|---------------|------|-----|----|----|-------|
| No. | | | | eral | | | | |
| 1 | Accountant | T&S | Rs. 11,784.52 | 03 | 03 | 02 | 01 | 9 |
| | | Gr.A | | | | | | |
| 2 | Assistant Driller | T&S | Rs. 10,935.02 | 04 | 06 | 06 | 03 | 19 |
| | | Gr.B | | | | | | |
| 3 | Surveyor(Civil) | T&S | Rs. 10,127.70 | 08 | 04 | 02 | 01 | 15 |
| | | Gr.C | | | | | | |
| 4 | Jr.Sc.Assistant | T&S | Rs. 9,367.07 | 07 | 05 | 02 | 02 | 16 |
| | Grade-II | Gr.D | | | | | | |

The above posts carry annual increment @ 3% of Basic Pay on progressive basis, SDA, VDA, Gratuity, Provident Fund and Pension as per company's rule and other fringe benefits like Free Medical Treatment, LTC/LLTC, Conveyance Reimbursement, House Rent Allowance in case Quarter is not provided as per company's norms. QUALIFICATION

- For the post of Accountant (i) Should have passed Intermediate Examination of ICWA or C.A.
- 2. For the post of Assistant Driller (i) Matriculate with 2/3 Yrs. Diploma in Mechanical/Automobile/Drilling Engg. or equivalent. (ii) On appointment they will be designated as Asst. Driller (Trainee). On successful completion of one yr. training, they will be designated as Asst. Driller.
- 3. For the post of Surveyor(Civil) (i)Should have passed Matric OR its equivalent. (ii) Should have completed a course in Civil Surveying from a recognized Technical Institute
- 4. For the post of Jr. Scientific Assistant Grade-II (i)Graduate in Science with Chemistry. Preference will be given to persons having relevant experience.

Note: One candidate can apply for one post only. If applied for more than one post, all the applications shall be rejected.

AGE LIMIT The minimum age should not be less than 18 yrs. and maximum age should not be more than the age indicated below on the Last Date of Submission of Application (20-06-2011): (i) 30 years for General candidate (ii) 33 years for OBC candidate (iii) 35 years for SC/ST candidate.

GENERAL INSTRUCTIONS:

1. Application Form along with employment notice can be down loade from CMPDI Website **www.cmpdi.co.in.** 2. Candidates fulfilling a the eligibility criteria should send properly filled-in application prescribed format to the Dy. General Manager(P&A), Central Min Planning & Design Institute Limited, Gondwana Place, Kank Road, Ranchi-834031 through Registered Post/Speed Post only Application will not be accepted by hand. 3. Application Form mu be accompanied with the following: i)Demand Draft in favour of CMPDI payable at Ranchi of the value mentioned below:- a)Fo General & OBC Candidates: Rs.100/= b)For SC/ST Candidate: N ii) Self signed legible photocopies of Educational Certificates includin Matriculation Certificate(in support of Date of Birth), Caste Certificate, if applicable and Experience Certificate duly attested b the Gazetted Officer/Head of the Institution last attended. iii)Two se addressed envelope of 27x12 cm. size. iv)Four nos. additional receip passport size colour photograph similar to photograph pasted on the application form with name clearly written on the front side duly attested by the Gazetted Officer/Head of the Institution last attended. v) "N Objection" Certificate from the present employer if working i Government, Semi-Government or Public Sector Undertaking. v Caste Certificate for SC/ST/OBC (non-creamy layer) candidate issue by any of the following authorities: a)District Magistrate/Additional District Magistrate/ Collector/ Dy.Commissioner /Addl. Dy Commissioner/ Dy. Collector /Ist Class Stipendary Magistrate/Cit Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executiv Magistrate/Extra Assistant Commissioner. b) Chief Presidenc Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate c)Revenue Officer not below the rank of Tahsildar. d) Sub-Divisiona Officer of the Area where the candidate and/or his family normal resides. e)Administrator/Secretary to Administrator/Development Officer (Lakshadwip and Minicoy Islands) Note: In case of nor submission of any document/information, the application will be liable to be rejected. 4. Name of the post applied for should be clearl mentioned on the envelope containing application form in BLOC LETTERS. 5. Last date of receipt of application is 20.06.201 6. Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn/damage application shall not be entertained. 7. Applicants fulfilling the eligibility criteria will be called for Written Examination. 8.Result of the eligibility criteria will be called for Written Examination. successful candidates in written examination will be published in CMPDI Website www.cmpdi.co.in. 9. Those who will qualify in the written examination will be required to appear in Personal Interview for which letter will be sent to them through Registered Post/ Spee Post, 10, SC/ST candidate called for interview will be paid to and fr second Class Train Fare by shortest route from the address of correspondence to Ranchi on production of Railway Ticket. 1 Candidates are advised to retain adequate number of similar photograp attached in the application form for future reference. 12. N correspondence shall be entertained related to eligibility, acceptance rejection of application, mode of selection, conduct of test and interview or any other matter related to recruitment. The decision of the management of CMDPI on the above matter shall be final and binding. 13. Any dispute shall have jurisdiction at Ranchi. 14. Canvassing in any form shall lead to disqualification/forfeiture of candidature.

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7. Experience certificate enclosed.

8. Two self addressed unstamped envelope of 25X12cm, enclosed.