

No.CCO-Gen/2/2024-ESTABLISHMENT  
Government of India  
(Ministry of Coal)

Shastri Bhawan, New Delhi  
Dated : August, 2024

19th

**OFFICE MEMORANDUM**

**Subject:** Selection of officers for appointment on Deputation (Including short term contract) basis to the posts in Coal Controller's Organisation (a subordinate office of Ministry of Coal)

The undersigned is directed to enclose herewith circular inviting applications through proper channel in the Proforma at **Annexure-A** from eligible officers for appointment to the post as mentioned in the table below:

Sl. No.	Name of the Post & Pay Level	No of Posts proposed to fill up	Initial Place of Posting	Proposed Method of Recruitment
01.	Dy. Coal Controller (L-13)	02	CCO Delhi-02	Transfer on Deputation basis (including short term contract)
02.	Coal Superintendent (L-12)	07	Delhi:- 02 Dhanbad- 01 Ranchi- 01 Nagpur- 01 Bilaspur- 01 Sambalpur-01	-do-
03.	Secretary to Coal Controller (L-11)	01	CCO Delhi-01	-do-
04.	Asstt. Coal Superintendent (Grade-I) (L-11)	08	Delhi:- 05 Dhanbad- 01 Kolkata- 01 Kothegudem- 01	-do-

2. These posts will be filled by Transfer on Deputation (including short term contract) basis at the offices of CCO Delhi as per details enclosed. These posts will be governed by the existing relevant rules and will be governed by the new recruitment rules once such rules are notified afresh.

3. It is requested that the vacancy be circulated widely among the officers under your jurisdiction and applications from the interested/willing and eligible officers forwarded to the office of the **Coal Controller's Organisation (CCO), Scope Minar, 5th Floor, Core-II,**

**Laxmi Nagar, Delhi-110092** along with their bio-data, vigilance clearance and photocopies of ACRs/APARs for the last five years duly attested by a Group A officer on or before 30.09.2024.

4. It is also requested that the application (in triplicate) in the enclosed proforma along with up-to-date ACR/APAR dossiers (duly attested on each page with seal) of the willing officers, who could be spared in the event of their selection, may be sent to the office of the CCO (address as indicated above) on or before 30.09.2024. Applications received after the last date or without upto date ACR dossiers or otherwise found incomplete will not be considered at all. While forwarding the applications, it may please be certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers along with the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (duly attested on each page with seal).

Encl: as above



(Rishan Ryntathiang)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Governments of India.
2. Chief Secretaries of All State Government and Union Territories.

Copy to for similar action:-

1. The Chairman Coal India Ltd
2. The CMDs of subsidiary coal companies of CIL.
3. The CMD, SCCL, NLCIL, IBM, NMDC, SAIL, NTPC

Copy to:

1. Technical Director, NIC Cell, Ministry of Coal for uploading the vacancy on the website of the Ministry.
2. Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092

Filling up the 02 posts of Dy. Coal Controller (Group-A) in Level-13 of Pay Matrix (123100- 215900) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum four (4) years.

Sl. No.	Item	Detailed Description	Remarks
01.	Name of post	Dy. Coal Controller	
02.	Pay Level In Pay Matrix	L-13	
03.	Number of Posts	02	
04.	Method of recruitment	<p>Officers under the Central /State Government, Semi-Government/Autonomous Bodies/Public Sector Undertakings:—</p> <p>(a) (i) holding analogous posts on regular basis or (ii)with 3 years regular service in posts in scale of Rs. 1500-1800 (Prerevised) now in Level L-12 (revised as per 7<sup>th</sup> CPC) or equivalent or (iii) with 5 years regular service in posts in the scale of Rs. 1100-1600 (pre revised) now in L-11 (revised as per 7<sup>th</sup> CPC) or equivalent and</p> <p>(b) Possessing the following education qualifications and experience:-</p> <p>(i) Degree or equivalent diploma in mining Engineering or equivalent from any recognized University or equivalent</p> <p>(ii) First Class Certificate or competency under the Mines Act, 1952</p> <p>(iii) 7 years experience in Coal Mines</p>	
05.	Period of Deputation	<p>The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation including period of deputation in another Ex-cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 4 years)</p>	
06.	Place of Posting and No of Vacancy	Coal Controller Organisation at Delhi:- 02	

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelops superscribed “**Applications for the post of Dy. Coal Controller**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with

duly attested copies of the upto date ACR/APAR for last five years (5) and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the Ministry of Coal positively on or before 30.092024. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of four (4) years..

**ANNEXURE ‘A’**

**BIO DATA PROFORMA**

1	Name and address in block letters	
2	Date of Birth (in Christian era)	
3	Date of retirement under Central/State Govt. Rules	
4	Educational Qualifications	
5	Whether educational and other qualification required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
	Qualification/experience Required	Qualification/experience Possessed by the officer

Essential	(i)	
	(ii)	
Desired	(i)	
	(ii)	
	(iii)	

6	Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post.	
7	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	



Office/Instt/Orgn	Post held	From	To	Scale of pay	Nature of duties.

Contd.....2/-

8.	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent	
9.	In case the present employment is held on deputation basis please state:	
(a)	The date of initial appointment	
(b)	Period of appointment on deputation	
(c)	Name of the parent office/organization to which you belong	
10.	Additional details about present employment. Please state whether working under	
(a)	Central Government	
(b)	State government	
11.	Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale.	
12.	Total emoluments per month now drawn	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient.	
14.	Whether belong to SC/ST	
15.	Remarks	

Signature of the Candidate

Address:

Date:

Countersigned-----  
(Employer)

Countersigned-----  
(Employer)

## **DUTIES AND RESPONSIBILITIES OF THE COAL SUPERINTENDENT IN THE OFFICE OF THE COAL CONTROLLER, DELHI.**

Generally, the following works are to be looked after/performed by the Coal Superintendent of this Organisation –

### **Statutory Act & Rules: -**

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29<sup>th</sup> May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i) Any other technical works as entrusted to CCO by MOC.
- j) Acts as over all in charge of Technical Officer in CCO and to act as coordinator with officers posted at field office of CCO in discharge of technical duties assigned to CCO.
- k) Advisory roles to Coal Controller in dealing with Technical matter including operative and policy matters.

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deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall not exceed 4 years.)

1	2	3	4	5	6	7
2. Deputy Coal Controller	1* (1986) *Subject to variation depend on workload.	General Central Service Group 'A' Non-Ministerial Gazetted.	Rs. 1800-100-2000.	Selection.	Not Applicable.	No

8	9	10	11
Not Applicable	Age : No Educational qualifications as mentioned in Column No. 12.	Not Applicable	By promotion falling which by transfer on deputation (including short-term contract)

12 13 14

Promotion :  
Coal Superintendent/Deputy Coal Superintendent with 3 years' regular service in the grade and possessing the educational qualifications as mentioned at (b)(i) and (ii) below:  
Transfer on deputation (including short-term contract):  
Officers under the Central/State Governments, Semi-Governments/Autonomous Bodies/Public Sector Under (skings):—

(a) (i) holding analogous posts on regular basis; or  
(ii) with 3 years' regular service in posts in the scale of Rs. 1500-1800 or equivalent; or  
(iii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent; and  
(b) possessing the following educational qualifications and experience:—  
(i) Degree or equivalent diploma in mining Engineering or equivalent from any recognised University or equivalent.  
(ii) First Class Certificate in competency under the Mines Act, 1952.  
(iii) 7 years' experience in Coal Mines.

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall not ordinarily exceed 4 years.)

Group 'A' Departmental Promotion Committee (for promotion):  
1. Chairman/Member, Union Public Service Commission —Chairman.  
2. Joint Secretary Department of Coal —Member  
3. Coal Controller —Member.  
Group 'A' Departmental Promotion Committee (for confirmation):  
1. Joint Secretary, Department of Coal —Chairman  
2. Director, Department of Coal —Member  
3. Coal Controller, —Member

Note : The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, they are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.

Selection for appointment by transfer on deputation (including short-term contract) shall be made in consultation with the Union Public Service Commission.

Filling up the 07 posts of Coal Superintendent (Group-A) in Level-12 of Pay Matrix (78800- 2092200) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

Sl. No.	Item	Detailed Description	Remarks
01.	Name of post	Coal Superintendent	
02.	Pay Level In Pay Matrix	L-12	
03.	Number of Posts	Seven (07)	
04.	Method of recruitment	Officers under the Central /State Government, Public Sector Undertakings/Autonomous Bodies/Statutory Organisation : (c) (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 1100-1600 (Pre revised) now in Level L-11( revised as per 7 <sup>th</sup> CPC) or equivalent and (d) Possessing the following education qualifications and experience:- (iv) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent (v) First Class Certificate or competency under the Mines Act, 1952 (vi) 5 years experience in Coal Mines	
05.	Period of Deputation	The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by Promotion. (Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years)	
06.	Place of Posting and No of Vacancy	Coal Controller Organisation at Delhi:-02 Dhanbad-01 Ranchi-01 Nagpur-01 Bilaspur-01 Sambalpur-01	

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Coal Superintendent**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the Ministry of Coal positively on or before 30.09.2024. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

**ANNEXURE ‘A’**

**BIO DATA PROFORMA**

1	Name and address in block letters	
2	Date of Birth (in Christian era)	
3	Date of retirement under Central/State Govt. Rules	
4	Educational Qualifications	
5	Whether educational and other qualification required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
	Qualification/experience Required	Qualification/experience Possessed by the officer

Essential	(i)	
	(ii)	
Desired	(i)	
	(ii)	
	(iii)	

6	Please state clearly whether in the light of the entries made by you above, you meet the requirements of	
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	the post.	
7	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office/Instt/Orgn	Post held	From	To	Scale of pay	Nature of duties.

Contd.....2/-

8	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent	
9.	In case the present employment is held on deputation basis please state:	
(a)	The date of initial appointment	
(b)	Period of appointment on deputation	
(c)	Name of the parent office/organization to which you belong	
10.	Additional details about present employment. Please state whether working under	
(a)	Central Government	
(b)	State government	
11.	Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale.	
12	Total emoluments per month now drawn	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient.	
14.	Whether belong to SC/ST	
15.	Remarks	

Signature of the Candidate

Address:

Date:

Signature of the Candidate

Address:

Date:

Countersigned-----  
(Employer)

**DUTIES AND RESPONSIBILITIES OF THE ASSISTANT COAL SUPERINTENDENT  
GRADE-I IN THE OFFICE OF THE COAL CONTROLLER, DELHI.**

Generally, the following works are to be looked after/performed by the Assistant Coal Superintendent (Grade-I) of this Organisation –

**Statutory Act & Rules: -**

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29<sup>th</sup> May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i) Any other technical works as entrusted to CCO by MOC.
- iii) Inspection of Coal & Lignite Mines on routine manner for determination of Grading, Star Ratings of Coal mines and Disposal of Washery Rejects of coal.
- iv) Inspection of Mines under Mines closure activities as per standard parameters.

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1	2	3	4	5	6	7
3. Joint Deputy Coal Controller (Coordination)	1* (1986) *Subject to variation dependent on workload.	General Central Service Group 'A' Non-Ministerial, Gazetted.	Rs. 1500-60-1800.	Not applicable	Not Applicable	No
8	9	10	11	12		

Not Applicable    Not Applicable    Not Applicable    By promotion/Transfer on deputation.    Promotion/transfer on deputation : Officers under the Central/State Governments:—

(a) (i) holding analogous posts on regular basis; or  
 (ii) with 3 years' regular service in posts in the scale of Rs. 1300-1700 or equivalent; or  
 (iii) with 5 years' regular service in post in the scale of Rs. 1100-1600 or equivalent; and

(b) possessing experience in Administration, Establishment, Accounts, Budget and Legal matters. Departmental Secretary to Coal Controller with 5 years' regular service in the grade shall also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion. The departmental officers in the same category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years.)

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Group 'A' Departmental Promotion Committee.

Selection shall be made in Consultation with the Union Public Service Commission

(for considering confirmation):

1. Joint Secretary, Department of Coal —Chairman.
2. Director, Department of Coal —Member.
3. Coal Controller, —Member.

Note :—The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.

1	2	3	4	5	6	7
4. (i) Coal Superintendent (1)	(1)	General Central Service Group 'A' Non-Ministerial Gazetted.	Rs. 1500-60-1800.	Selection	Not applicable	No
(ii) Deputy Coal Superintendent (1)						
*Subject to variation dependent on work-load.						

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Part II—Part 3(i)

गणतन्त्र का राजपत्र : नवम्बर 15, 1980/नॉर्मल 24, 1980

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8	9	10	11	12
Not applicable	Not applicable	Not applicable	By promotion failing which by transfer on deputation including short-term contract.	<p>Promotion : Assistant Coal Superintendent Grade-I with 5 years regular service in the grade and possessing the educational qualifications as mentioned at (b) (i) and (ii) below.</p> <p>Transfer on deputation (including short-term contract): Officers under Central/State Governments Public Sector Undertakings Autonomous Bodies Statutory Organisations:—</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent and</p> <p>(b) Possessing the following educational qualifications and experience:—</p> <p>(i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University or equivalent.</p> <p>(ii) First Class Colliery Manager's certificate of competency under the Mines Act, 1952.</p> <p>(iii) 5 years' experience in Coal Mines.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years).</p>

13		14	
Group 'A' Departmental Promotion Committee (for promotion):		Selection for appointment by transfer on deputation	
1. Chairman/Member, Union Public Service Commission	— Chairman	(including short-term contract) shall be made in consultation with the Union Public Service Commission.	
2. Joint Secretary, Department of Coal	— Member		
3. Coal Controller	— Member		
Group 'A' Departmental Promotion Committee (for confirmation):			
1. Joint Secretary, Department of Coal	— Chairman		
2. Director, Department of Coal	— Member		
3. Coal Controller	— Member		
NOTE : The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.			

1	2	3	4	5	6	7
5. Assistant Coal Superintendent Grade-I.	5* (1986)	General Central Service Group 'A' Non-Ministerial, Graded	Rs. 1100-50-1600.	Selection	Not exceeding 40 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government.)	Yes
Subject to variation dependent on work-load.						<p>Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep).</p>

3. Filling up the 01 post of Secretary to Coal Controller (Group-A) in Level-11 of Pay Matrix (67700-208700) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

Sl. No.	Item	Detailed Description	Remarks
01.	Name of post	Secretary to Coal Controller	
02.	Pay Level In Pay Matrix	L-11	
03.	Number of Posts	One (01)	
04.	Method of recruitment	Transfer on deputation (including short term contract) Officer under the Central /State Government :- a. (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 700-1300 (Pre revised) now in Level <b>L-10 [56100-177500]</b> ( revised as per 7 <sup>th</sup> CPC) or equivalent or (iii) with 8 years regular service in posts in the scale of Rs. 650-1200 (pre revised) now in L-7 (44900-142400) and b. Possessing the experience in Administration and Accounts matters.	
05.	Period of Deputation	The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by Promotion. (Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years)	
06.	Place of Posting and No of Vacancy	Coal Controller Organisation at Delhi:- 01	

The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Secretary to Coal Controller**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the Ministry of Coal



positively on or before 30.09.2024. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

**ANNEXURE ‘A’**

**BIO DATA PROFORMA**

1	Name and address in block letters	
2	Date of Birth (in Christian era)	
3	Date of retirement under Central/State Govt. Rules	
4	Educational Qualifications	
5	Whether educational and other qualification required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
	Qualification/experience Required	Qualification/experience Possessed by the officer

Essential	(i)	
	(ii)	
Desired	(i)	
	(ii)	
	(iii)	

6	Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post.	
7	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office/Instt/Orgn	Post held	From	To	Scale of pay	Nature of duties.
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Contd.....2/-

8	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent	
9.	In case the present employment is held on deputation basis please state:	
(a)	The date of initial appointment	
(b)	Period of appointment on deputation	
(c)	Name of the parent office/organization to which you belong	
10.	Additional details about present employment. Please state whether working under	
(a)	Central Government	
(b)	State government	
11.	Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale.	
12	Total emoluments per month now drawn	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient.	
14.	Whether belong to SC/ST	
15.	Remarks	

Signature of the Candidate

Address:

Date:

Countersigned-----  
(Employer)

**DUTIES AND RESPONSIBILITIES OF THE SECRETARY TO COAL CONTROLLER  
IN THE OFFICE OF THE COAL CONTROLLER, DELHI.**

Generally, the following work are to be looked after/performed by the Secy to Coal Controller of this Organisation -

- Overall incharge of Administration and Accounts section of CCO
- All type of Administrative and Establishment matters
- Residual work
- Overall work of Budget & Accounts & DDO
- CPIO(RTI Matters)
- Hindi Liaison Officer
- Liaison Officer for SC/ST/OBC/PWD
- Pension Matter
- Legal Works
- Purchase stationary items through GEM
- All Vigilance clearance matter.
- Any other works to be assigned as desired by Competent Authority.
- To act as Officer of overall Administrative and Accounts In charge in CCO.

Besides the above work, the Secy to Coal Controller may also be looked after the statutory work viz. (a) Collection of Coal data under the Statistics Act, 2008 (b) Coal Mines (Conservation & Development) Act,1974 and Coal Mines(Conservation & Development) Rules,1975 and amended the same in 2011 which cover Disbursement of Subsidy to Coal Companies , Opening of Mine Closure Escrow Account, Issue of Opening/re-opening permission of coal mines/seams (c) Coal Bearing Area (Acquisition and Development) Act, 1957 and (d) the Colliery Control Rule ,2004.

See  
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8	9	10	11			
<b>ESSENTIAL :</b>						
(i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University or equivalent.	Age: no educational qualifications: Yes.	1 Year for direct recruit-ment.	25% by promotion failing which by transfer on deputation (including short-term contract) and 75% by direct recruit-ment.			
(ii) 1st Class Colliery Manager's Certificate of competency under the Mines Act, 1952.						
(iii) Three years experience in Coal Mines						
<p>Note : Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.</p> <p>Note 2 : The qualification(s) and the experience is/are relaxable at the discretion of the Union Public Service Commission in case of candidates belonging to Scheduled Castes and Scheduled Tribes. If at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>						
12	13	14				
<b>PROMOTION :</b>						
Assistant Coal Superintendent Grade-II with 5 years' regular service in the grade.	Group 'A' Departmental Promotion Committee (for considering Promotion):		Commission shall be consulted while making direct recruitment and selecting an officer for appointment, transfer on deputation (including short-term contract).			
Transfer on deputation (including short-term contract): Officers under Central/State Governments/Semi Governments/Public Undertaking/Autonomous Bodies, Statutory Organisations:	1. Chairman/Member, Union Public Service Commission — Chairman 2. Joint Secretary, Department of Coal — Member 3. Coal Controller — Member					
(a) (i) holding analogous posts on regular basis; or (ii) with 5 years regular service in posts in the scale of Rs. 700-1300 or equivalent; or (iii) 8 years' regular service in posts in the scale of Rs. 650-1200 or equivalent; and (b) possessing the additional qualifications and experience prescribed for direct recruit under Column 8.	Group 'A' Departmental Promotion Committee (for confirmation):					
The departmental officers in the lower category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.	1. Joint Secretary Department of Coal — Chairman 2. Director Department of Coal — Member 3. Coal Controller — Member					
(Period of deputation including the period of deputation in another cadre post hold immediately preceding his appointment in the same organisation/department shall ordinarily not exceed 3 years).	Note : The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval if however these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.					
1	2	3	4	5	6	7
6. Secretary to Coal Controller	1* (1986)	General Central Service Group 'A' Non-Ministerial. Gazetted.	Rs. 1100-50-1600	Selection	Not Applicable	No
	*Subject to variation dependent on work-load.					
8	9	10	11			
Not Applicable	Not Applicable	Not Applicable	By promotion failing which by transfer on deputation.			
12	13	14				
Promotion : Deputy Assistant Coal Controller with 5 years' regular service in the grade.	Group 'A' Departmental Promotion Committee (for considering Promotion):					
Transfer on deputation :	1. Chairman/Member, Union Public Service					
		Selection for appointment by transfer on deputation shall be made in consultation with the Commission.				

12	13
Officers under the Central/State Governments :—	Commission—Chairman.
(a) (i) holding analogous posts on regular basis; or	2. Joint Secretary, Department of Coal.—Member.
(ii) with 5 years' regular service in posts in the scale of Rs. 700-1300 or equivalent; or	3. Coal Controller—Member.
(iii) with 8 years' regular service in posts in the scale of Rs. 650-1200 or equivalent; and	Group 'A' Departmental Promotion Committee.
(b) Possessing experience in Administration, Establishment and Accounts matters.	(for considering confirmation) :
The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.	1. Joint Secretary, Department of Coal—Chairman.
(Period of deputation including period of deputation in another cadre post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years).	2. Director, Department of Coal—Member.
	3. Coal Controller—Member.
	Note :—The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.

1	2	3	4	5	6	7
7. Assistant Coal Superintendi Grade-II	2* (1986) *Subject to variation dependent on workload.	General Central Service Group 'A' Non-Ministerial, Gazetted.	Rs. 700-40-900-EB-40-1100-50-1300.	Not Applicable.	Not exceeding 35 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Government). Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Island and Lakshadweep).	Yes.

8	9	10	11	12	13	14
ESSENTIAL :	Not Applicable.	1 year	By direct recruitment	Not Applicable	Group 'A' Departmental Promotion Committee (for confirmation) :	Selection shall be made in consultation with the Union Public Service Commission.
(i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised university or equivalent.					1. Joint Secretary, Department of Coal—Chairman.	
(ii) First Class Colliery Manager's Certificate of competency under the Mines Act, 1952.					2. Director, Department of Coal—Member.	
Note :—Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.					3. Coal Controller—Member.	
					Note :—The proceedings of the Departmental Promotion Committee relating to Confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.	



4. Filling up the 08 posts of Assistant Coal Superintendent Grade-I (Group-A) in Level-11 of Pay Matrix (67700- 208700) in the C.C.O, Delhi by Transfer on Deputation (Including short term contract) basis for the period of maximum three (03) years.

Sl. No.	Item	Detailed Description	Remarks
01.	Name of post	Assistant Coal Superintendent Grade-I	
02.	Pay Level In Pay Matrix	L-11	
03.	Number of Posts	Eight (08)	
04.	Method of recruitment	<p>Transfer on Deputation (Including short term contract):-  Officers under the Central /State Government, /Semi Government/Public Undertaking/Autonomous Bodies/Statutory Organisation</p> <p>a. (i) holding analogous posts on regular basis or (ii)with 5 years regular service in posts in scale of Rs. 700-1300 (Pre revised) now in Level <b>L-10 [56100-177500]</b>( revised as per 7<sup>th</sup> CPC) or equivalent or  (iii) with 8 years regular service in posts in the scale of Rs. 650-1200 (pre revised) now in L-7 (44900-142400)</p> <p>and</p> <p>(a) Possessing the following education qualifications and experience:-</p> <p>(vii) Degree or equivalent diploma in mining Engineering or equivalent from a recognized University or equivalent</p> <p>(viii) First Cass Colliery Manager Certificate of competency under the Mines Act, 1952</p> <p>(ix) 3years experience in Coal Mines</p>	
05.	Period of Deputation	<p>The department Officers in the feeder category who are in the direct line of promotion will not be eligible to consideration for appointment on deputation. Similarlydeputationists shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation including period of deputation in another Ex cadre posts hold immediately proceeding this appointment in the same organisations/department shall not ordinarily exceed 3 years)</p>	
06.	Place of Posting and	Coal Controller Organisation at Delhi:-05	

	No of Vacancy	Dhanbad-01 Kolkata-01 Kothegudem-01	
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The selected Officer will be entitled to deputation duty allowances at the rate prescribed by Government of India as amended from time to time.

Last date of receipt of applications – The applications routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed “**Applications for the post of Assistant Coal Superintendent (Grade-I)**”, addressed to Ms. Aarti Mahawar, Dy. Director, O/o Coal Controller, Scope Minar, 5th Floor, Core-II, Laxmi Nagar, Delhi-110092, under Registered cover, along with duly attested copies of the upto date ACR/APAR for last five years (5) and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the Ministry of Coal positively on or before 30.09.2024. Applications incomplete or received after the stipulated time shall not be considered.

Note 1 – The selection will be made in consultation with Ministry of Coal.

Note 2 – The period of deputation would initially be for one year but to be extended further maximum period of three (3) years..

#### ANNEXURE ‘A’

#### BIO DATA PROFORMA

1	Name and address in block letters	
2	Date of Birth (in Christian era)	
3	Date of retirement under Central/State Govt. Rules	
4	Educational Qualifications	
5	Whether educational and other qualification required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
	Qualification/experience Required	Qualification/experience Possessed by the officer

Essential	(i)	
	(ii)	
Desired	(i)	

	(ii)	
	(iii)	

6	Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post.	
7	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office/Instt/Orgn	Post held	From	To	Scale of pay	Nature of duties.

Contd.....2/-

8	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent	
9.	In case the present employment is held on deputation basis please state:	
(a)	The date of initial appointment	
(b)	Period of appointment on deputation	
(c)	Name of the parent office/organization to which you belong	
10.	Additional details about present employment. Please state whether working under	
(a)	Central Government	
(b)	State government	
11.	Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale.	
12	Total emoluments per month now drawn	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient.	
14.	Whether belong to SC/ST	
15.	Remarks	

## **DUTIES AND RESPONSIBILITIES OF THE DEPUTY COAL CONTROLLER IN THE OFFICE OF THE COAL CONTROLLER, DELHI.**

Generally, the following works under statutory acts and Rules are to be looked after/performed by the Dy. Coal Controller of this Organisation –

### **Statutory Act & Rules: -**

- a) Colliery Control Order- 2000 and subsequent Colliery Control Rule 2004 and subsequent amended to Colliery Control Rule, 2021
- b) Coal Conservation and Development Amendment Rule, 2011
- c) Collection of Statistical Act, 2008 and Rule thereunder.
- d) Coal Bearing (Areas and Acquisition) Act, 1957
- e) Coal Mines (Special Provision) Act, 2015 and rules there under.

In addition to this, there are some guidelines/Notifications under which CCO functions which are as follows: -

- a) Guidelines issued by Ministry of Coal dated 29<sup>th</sup> May, 2020 for Scrutiny and Approval of Mining Plan and Mine Closure Plan of Coal & Lignite Mines.
- b) Guidelines for preparation of Mine Closure Plan and Opening of Escrow Accounts.
- c) Functions of Coal Controller as erstwhile Commissioner of Payments.
- d) Assistance given to Ministry of Coal in various Court case matters.
- e) Quantification of Bridge/Tapering Linkage of coal as per recommendation of Standard Linkage Committee (LT).
- f) Regulation and disposal of Coal Washery and allied products
- g) Determination of Star Rating of Coal and Lignite Mines of India.
- h) Monitoring of Coal Production from captive coal blocks as per approved Mining Plan.
- i) Any other technical works as entrusted to CCO by MOC.
- j) Acts as over allincharge of Technical Officer in CCO and to act as coordinator with officers posted at field office of CCO in discharge of technical duties assigned to CCO.
- k) Advisory roles to Coal Controller in dealing with Technicalmatter including operative and policy matters.

v) Settlement of disputes and advisory to Coal Controller under CBA Acts 1957.



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श्री II—अनुच्छेद 3(i)]

भारत का राजपत्र : नवम्बर 15, 1986/कारिका 24, 1986

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8	9	10	11	12
Not applicable	Not applicable	Not applicable	By promotion failing which by transfer on deputation including short-term contract.	<p>Promotion : Assistant Coal Superintendent Grade-I with 5 years regular service in the grade and possessing the educational qualifications as mentioned at (b) (i) and (ii) below.</p> <p>Transfer on deputation (including short-term contract) : Officers under Central/State Government; Public Sector Undertakings; Autonomous Bodies; Statutory Organisations:—</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the scale of Rs. 1100-1600 or equivalent and</p> <p>(b) Possessing the following educational qualifications and experience:—</p> <p>(i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University of equivalent.</p> <p>(ii) First Class Colliery Manager's certificate of competency under the Mines Act, 1952.</p> <p>(iii) 5 years' experience in Coal Mines.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-officio post held immediately preceding this appointment in the same organisation/department shall ordinarily not exceed 3 years).</p>

13	14
<p>Group 'A' Departmental Promotion Committee (for promotion) :</p> <p>1. Chairman/Member, Union Public Service Commission</p> <p>2. Joint Secretary, Department of Coal</p> <p>3. Coal Controller</p> <p>Group 'A' Departmental Promotion Committee (for confirmation) :</p> <p>1. Joint Secretary, Department of Coal</p> <p>2. Director, Department of Coal</p> <p>3. Coal Controller</p>	<p>Selection for appointment by transfer on deputation (including short-term contract) shall be made in consultation with the Union Public Service Commission.</p>
<p>NOTE : The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.</p>	

1	2	3	4	5	6	7
5. Assistant Coal Superintendent Grade-I.	5* (1986)	General Central Service Group 'A' Non-Ministerial, Gazetted	Rs. 1100-50-1600.	Selection	Not exceeding 40 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or order issued by the Central Government.)	Yes
Subject to variation dependent on work-load.						<p>Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep).</p>

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8	9	10	11
<b>ESSENTIAL :</b> (i) Degree or equivalent diploma in Mining Engineering or equivalent from a recognised University or equivalent. (ii) 1st Class Colliery Manager's Certificate of competency under the Mines Act, 1952. (iii) Three years experience in Coal Mines.	Age: no educational qualifications: Yes.	1 Year for direct recruitment.	25% by promotion failing which by transfer on deputation (including short-term contract) and 75% by direct recruitment.

Note : Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2 : The qualification(s) and the experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

12	13	14
<b>PROMOTION :</b> Assistant Coal Superintendent Grade-II with 5 years' regular service in the grade. Transfer on deputation (including short-term contract): Officers under Central/State Governments/Semi Governments/Public Undertaking/Autonomous Bodies, Statutory Organizations. (a) (i) holding analogous posts on regular basis; or (ii) with 3 years' regular service in posts in the scale of Rs. 700-1300 or equivalent; or (iii) 8 years' regular service in posts in the scale of Rs. 650-1200 or equivalent; and (b) possessing the educational qualifications and experience prescribed for direct recruit under Column 8. The departmental officers in the lower category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding his appointment in the same organisation/depart-ment shall ordinarily not exceed 3 years).	Group 'A' Departmental Promotion Committee (for considering Promotion): 1. Chairman/Member, Union Public Service Commission — Chairman 2. Joint Secretary, Department of Coal — Member 3. Coal Controller — Member  Group 'A' Departmental Promotion Committee (for confirmation): 1. Joint Secretary Department of Coal — Chairman 2. Director Department of Coal — Member 3. Coal Controller — Member Note: The Proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Commission for approval if however these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.	Commission shall be consulted while making direct recruitment and selecting an officer for appointment, transfer on deputation (including short-term contract).

1	2	3	4	5	6	7
6. Secretary to Coal Controller	1* (1986)	General Central Service Group 'A' Non-Ministerial. Gazetted.	Rs. 1100-50-1600	Selection	Not Applicable	No
	*Subject to variation dependent on work-load.					

8	9	10	11
Not Applicable	Not Applicable	Not Applicable	By promotion failing which by transfer on deputation.

12	13	14
<b>Promotion :</b> Deputy Assistant Coal Controller with 5 years' regular service in the grade. <b>Transfer on deputation :</b>	Group 'A' Departmental Promotion Committee (for considering Promotion): 1. Chairman/Member, Union Public Service	Selection for appointment by transfer on deputation shall be made in consultation with the Commission.