



CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED
(A Subsidiary of Coal India Limited)
A MINI RATNA COMPANY
GONDWANA PLACE, KANKE ROAD, RANCHI-834 031



No : CMPDI/HQ/SE/R/15-16/4452

Dated 01.10.2015

EMPLOYMENT NOTICE FOR SPECIAL RECRUITMENT DRIVE FOR PHYSICALLY HANDICAPPED PERSONS

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 under Special Recruitment Drive for Physically Handicapped, which may increase/decrease at the discretion of Management : -

1.0 NO. OF VACANCIES

Sl. No.	Name of Post	Grade	Basic Pay	No. of vacancy	Caste@	Category of PH#	Categories of Disabled suitable#	Physical Requirement#
1	Accountant	T&S Gr. A	Rs. 22,149.01	01	ST	OH, HH	OA.OL.OAL.BL.HH	S.BN.SE.RW.MF.H.C
2	Surveyor (Civil)	T&S Gr. C	Rs. 19,035.02	01	UR	OH	OA. OL	S.ST.W.L.MF.SE.RW.C
3	Overseer (Civil)	T&S Gr. C	Rs. 19,035.02	01	UR	OH, HH	OA.OL.BL.HH	S.ST.W.BN.MF.SE.RW.H.C.
4	Stenographer (English)	T&S Gr. C	Rs. 19,035.02	01	UR	OH. VH	OA.OL.BL.OAL.B.LV	S.ST.W.L.MF.SE.RW.H.C.
5	Assistant Foreman (Mech.)	T&S Gr. C	Rs. 19,035.02	01	UR	OH.HH	OA.OL.HH	SE.RW.W.ST.MF
TOTAL				05				

ABBREVIATIONS USED:

@ST= Scheduled Tribe; UR = Unreserved

PH=Physically Handicapped, OH= Orthopedically Handicapped, VH= Visually Handicapped, HH= Hearing Handicapped

OA=One Arm, OAL=One Arm and One Leg, OL=One Leg, BL=Both Leg, B=Blind, LV=Low Vision

S=Sitting, ST=Standing, W=Walking, BN=Bending, RW=Reading & Writing, MF=Manipulation by Fingers, SE=Seeing, C=Communication, H=Hearing, L=Lifting

Note :

- ñ **All posts are reserved for Physically Handicapped (PH) candidates with 40% or more disability only.**
- ñ For all posts except Accountant, PH candidates with any category of caste (General/OBC/SC/ST) may apply. *For the post of Accountant, only ST candidates of the categories of disabled suitable as given above are only eligible to apply.*
- ñ The total emolument of the above five posts comprises of Basic pay, VDA, SDA, Attendance Bonus, allowances viz. Special Allowance, Transport subsidy/conveyance reimbursement, Fuel Allowance, House Rent Allowance in case Quarter is not provided as per company's norms and other benefits like Free Medical Treatment, LTC/LLTC, Gratuity, PF, Pension etc. The above posts also carry annual increment @ 3% of Basic Pay on progressive basis.

2.0 QUALIFICATION

As on **14.11.2015** the applicant should have **passed** the minimum qualification as given below.

1. For the post of Accountant

i)	Intermediate Examination of ICWA or CA
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2. For the post of **Surveyor (Civil)**

i)	Matriculate OR equivalent
ii)	Should have completed a course in Civil Surveying from a recognized Technical Institute
	Preference may be given to those candidates having the above mentioned essential qualification with one year or more training / experience in Surveying job.

3. For the post of **Overseer (Civil)**

i)	Matriculate OR equivalent
ii)	Should have completed Diploma in Civil Engineering (3 yrs. Course)
	a. Preference may be given to those candidates having above essential qualification with one year or more training / experience in civil construction. b. Preference may be given to those candidates having relevant higher qualification from a Recognised Institute.

4. For the post of **Stenographer (English)**

i)	Matriculate OR equivalent examination
ii)	Should have speed of 80 w.p.m. in Shorthand & 40 w.p.m. in typing

5. For the post of **Assistant Foreman (Mech.)**

i)	Matriculate with 03 years Diploma or equivalent in Mech./Automobile Engineering from a recognized Technical Institute
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Note:

All candidates are advised to apply for only one post since date of written test/skill test for these advertised post can coincide on the same day. No such request to change the date of examination will be entertained under any circumstance.

3.0 AGE LIMIT

As on **14.11.2015**, the age should not be less than 18 yrs. and not exceed


- i) For the post of Accountant : 45 years
- ii) For remaining posts namely Surveyor (Civil), Overseer (Civil), Stenographer (English) and Assistant Foreman (Mech.) : 40 years for all category of candidates

Note:

- i) Employees of CMPDI/CIL or other subsidiaries of CIL applying against advertisement will be as per rule of the company i.e. no age limit. However, they shall ensure that their application form is forwarded through proper channel and/or they are in possession of "No Objection Certificate" from the Competent Authority at the time of Interview/Skill Test.
- ii) Age relaxation is applicable for ex-servicemen category candidates who has put in at least six months continuous service in the Armed Forces of the Union as per Govt. of India guidelines.
- iii) ST candidates availing age relaxation should submit Schedule Tribe Caste Certificate in the Prescribed Performa without which they would be treated as PH candidates of Unreserved Category.

4.0 HOW TO APPLY

All candidates including Departmental applicants, fulfilling all the eligibility criteria can apply either through ON-LINE or OFF-LINE mode. However, employees of CMPDI/CIL or other subsidiaries of CIL applying against advertisement should forward his/her application (i.e. ON-LINE Application Form generated through our website or filled-in OFF-LINE form) through proper channel only.

Candidate who wish to apply ON-LINE, need to visit CMPDI website www.cmpdi.co.in and click on 'Online Recruitment' button  for applying. Detailed instructions on the application process are listed in **Annexure-I**.

For OFF-LINE applicants, Application Form along with employment notice can be downloaded from www.cmpdi.co.in Instructions are given below each field in the OFF-LINE Application Form, which may be read carefully and followed strictly. Detailed instructions on OFF-LINE application process are listed in **Annexure-II**.

No other mode of application will be accepted under any circumstances.

5.0 LIST OF ENCLOSURES

Application Form must be accompanied with the following: (A check-list is provided in **Annexure-III**)

- (i) Signed copy of Online Application Form downloaded from CMPDI website or duly filled-in OFF-LINE Application Form
- (ii) Self-attested legible photocopy of Matriculation Certificate (in support of Date of Birth)
- (iii) Self-attested copies of mark sheets and educational certificates (from Matriculation onwards) including that of requisite qualification of the post applied
- (iv) Self-attested photocopy of Disability Certificate issued by Medical Board duly constituted by Central or State Government in the prescribed format. Please refer to Annexure-IV available at CMPDI website.
- (v) Self-attested copy of relevant post qualification Experience Certificate if any.
- (vi) Two self addressed unstamped good quality envelope of 27 cm x 12 cm. size.
- (vii) Filled-in Annexure-III along with four nos. additional recent passport size colour photograph with name clearly written on the back side to be pasted in the space provided. (The passport photograph should be similar to photograph uploaded/pasted on the application form)
- (viii) Caste Certificate for SC/ST/OBC candidate issued by any of the following authorities and in the proper format (Please refer Annexure-IV available at CMPDI website www.cmpdi.co.in):
 - a. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector /1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (**Not below the rank of 1st Class Stipendary Magistrate**)
 - b. Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/ Presidency Magistrate.
 - c. Chief Revenue Officer not below the rank of Tehsildar.
 - d. Sub-Divisional Officer of the Area where the candidate and/or his/her family normally resides.
- (ix) Application for any special assistance required for the Written Test/ Skill Test

6.0 SUBMISSION OF APPLICATION

- 6.1 Candidates fulfilling all the eligibility criteria should send PDF Application Form generated ON-LINE or duly filled OFF-LINE Application Form along with relevant enclosures to the **Dy. General Manager (P&A), Central Mine Planning & Design Institute Limited, Gondwana Place, Kanke Road, Ranchi - 834 031** through Registered Post / Speed Post only. Application will not be accepted by hand.
- 6.2 The last date for receiving the hard copy of the duly filled-in application with all the relevant documents/application for special assistance, if any, is **14.11.2015**.
- 6.3 Name of the post applied for, Caste, PH Category & Mode of Application should be clearly mentioned on the envelope containing Application Form in BLOCK LETTERS. In case of ON-LINE applicant, the Ref. No. as given in the ON-LINE form should also be mentioned.

For example:
ACCOUNTANT – ST – OH – OFFLINE
or
ACCOUNTANT – ST – OH – ONLINE (Ref No. 75632)
- 6.4 Applicants working currently at CMPDI/CIL or other subsidiaries of CIL should forward the ON-LINE Application Form generated from our website or duly filled in OFF-LINE Application Form through proper channel along with the hardcopy of the application or submit “No Objection Certificate” from the Competent Authority at the time of Interview/Skill Test.

7.0 MEDICAL FITNESS

Appointment to the above posts will be subject to the candidate being medically fit in accordance with the standards of medical fitness as prescribed by the Government for each identified post. The selected candidates will have to undergo medical examination by the company's Authorized Medical Board & the final Appointment / Joining will be subject to the Medical Fitness Certificate so issued by company's Authorized Medical Board only.

8.0 IMPORTANT DATES

OFF-LINE APPLICATION		ON-LINE APPLICATION	
Particulars	Date	Particulars	Date
Date of commencement of downloading Offline Application Form from cmpdi's website	24.10.2015	Date of commencement of filling up the Online Application Form at cmpdi's website	24.10.2015
Last date of downloading the OFF-LINE Form	10.11.2015	Last date of filling up the ON-LINE Form	10.11.2015
Last date for receiving the hard copy of the OFF-LINE Application Form/Application for special assistance along with other enclosures at CMPDI through Registered Post / Speed Post only	14.11.2015	Last date for receiving the hard copy of the Online Application Form/Application for special assistance along with other enclosures at CMPDI through Registered Post / Speed Post only	14.11.2015

9.0 SELECTION PROCESS

- 9.1 For the post of Stenographer (English), applicants fulfilling all the eligibility criteria will only be called for Stenography Test. The specific modality of the same will be communicated to the eligible applicants and information will also be given at CMPDI's website.
- 9.2 For the remaining four posts viz. Accountant, Surveyor (Civil), Overseer (Civil) and Asst. Foreman (Mech.), applicants fulfilling all the eligibility criteria will be called for Written Examination.
- 9.3 Instructions with regard to Admit Card of the shortlisted candidates for both Written Examination and Stenography Test will be available at www.cmpdi.co.in
- 9.4 On the basis of the performance in the Written Examination/Stenography Test, top ten candidates (which may increase) for each designation/post will be shortlisted and will be called for Personal Interview. The result of successful candidates will be published in CMPDI Website www.cmpdi.co.in.
- 9.5 The Written Examination/Stenography Skill Test will be held at any one of the test centers at Ranchi. The specific modality and exact schedule of the Written Examination/Skill test will be communicated to the eligible candidates through Admit Card and/or given at cmpdi website.

10.0 SPECIAL ASSISTANCE (if any)

- 10.1 For any special assistance required in the Skill Test/Written Examination with regard to the candidate's area of disability, such request should be made in advance and submitted along with the hard copy of the application form before last date **14.11.2015**.
- 10.2 Visually Handicapped (VH - B, LV) candidates with visual disabilities of 40% (Forty percent) or above can avail the assistance of a Scribe in the Written Test. Question Papers and Answer Sheets will not be provided in Braille. Compensatory time shall also be provided to the VH as well as Locomotor Impaired candidates as per extant instructions. The said assistance shall be provided subject to such request being made in the Application Form.
- 10.3 No attendant of VH / Cerebral Palsy candidates will be allowed inside the examination premises. Persons with visual Disability of less than 40% (Forty percent) will not be considered as visually handicapped persons and will not be eligible for assistance of a Scribe.

10.4 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write / indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass.

11.0 GENERAL INSTRUCTIONS

- 11.1 ON-LINE Mode through www.cmpdi.co.in or OFF-LINE Mode of application will be accepted.
- 11.2 Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn / damaged application shall not be entertained.
- 11.3 Candidates should ensure before applying that they fulfill the essential eligibility criteria and other requirements prescribed for the post they are applying and the particulars furnished by them are correct in all respects. If any information provided by the candidate is found to be false/incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 11.4 No modifications are allowed after submission of the Online Application Form or submitting the OFF-LINE Application Form. If any discrepancies are found between the information provided in the application form and information from the photocopy/original copy of the certificates/data furnished at the time of interview, his/her candidature will be rejected.
- 11.5 CMPDI reserves the right to change the number of vacancies and cancel/modify/alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- 11.6 CMPDI reserves the right to shortlist candidates for written test/skill test or alter any of the advertised conditions depending upon the circumstances and the candidates are bound by the same.
- 11.7 Any modification/amendments/corrigendum/addendum etc. in the advertisement will be published in CMPDI website only www.cmpdi.co.in. No intimation shall be given in any newspaper/any other media.
- 11.8 All candidates who wish to apply ON-LINE are advised in their own interest to apply much before the closing date and not to wait till last date to avoid the possibility of server failure/jam. In no case, late applicants and any correspondence in this regard will be entertained.
- 11.9 In case of any ambiguity/dispute arising on the account of interpretation in versions other than English, English version will prevail.
- 11.10 Result of shortlisted candidates for written test and successful candidates in the Personal Interview will be published in CMPDI Website www.cmpdi.co.in. Hence, all the candidates are requested to frequently visit our website.
- 11.11 "No Objection Certificate" from the present employer if working in Government, Semi-Government or Public Sector Undertaking including CIL or its subsidiaries, to be submitted at the time of Personal Interview.
- 11.12 SC/ST candidates called for interview will be paid to and fro second Class Train Fare by **shortest route** from the address of correspondence to Ranchi on production of Ticket.
- 11.13 Candidates are advised to retain adequate number of similar photographs as uploaded/pasted in the application form for future reference.
- 11.14 No correspondence shall be entertained relating to eligibility, acceptance or rejection of application, mode of selection, conduct of test and interview or any other matter related to recruitment. The decision of the management of CMPDI on the above matter shall be final and binding.
- 11.15 Applicants can send their Recruitment Related Query to email id se@cmpdi.co.in or contact helpline 0651-279-2222 during office hours on working days.
- 11.16 Any dispute shall have jurisdiction at Ranchi.

12.0 ON-LINE Application Process:

12.1 For **ONLINE** application, please read the instructions given below and visit CMPDI website www.cmpdi.co.in for applying.

(i) Registration

- a. Please enter an email address for registration. Email id and password as provided during registration will be your log-in id and password.
- b. The name and e-mail id provided during registration cannot be changed / corrected later and will appear on the application form. The e-mail id should be kept active till the entire recruitment process gets completed. Please ensure to fill in the correct name as per your Matriculation Certificate.
- c. **Password Policy:** Password should have minimum six characters with atleast one alphabet, one numeric character and one of the following characters! @ # \$ % ^ * _ : } { ; = () + | ?
- d. Before proceeding for Registration, please read the Terms and Conditions and **accept**.

After registration, a message will be displayed and on clicking ‘ok’, the Log In page will open where the candidate will be asked to log-in for the online application process using the email id and password given at the time of registration.

(ii) Login

- a. Please ensure that pop ups are not blocked in browser setting, if it is blocked please ensure to allow pop up from this site.
- b. Click on Login Button and enter the Email id and password as used during registration in the pop-up window box.
- c. After successfully logging in to the online recruitment portal, the site will display the current openings and posts applied so far.
- d. Click on Current Opening on left side and check for the advertisement and the posts against the advertisement.
- e. The applicant must ensure that he/she meets all the eligibility criteria against the post.

(iii) How to fill the online application

- a. Before filling the online application form, please ensure the following documents are ready.

- Valid E-Mail ID and Mobile Number.
- All educational, technical & professional mark sheets and percentages of marks.
- Scanned color passport photo. Photo to be uploaded in the space earmarked in the Online Application Form. The required specifications are:

Particulars	Format	Size	Pixel	Remarks
Recent Color Passport Photo taken against white background (of not more than three months old)	.JPG or .JPEG or .GIF	Less than 20 KB	140 pixels height x 110 pixels width	Retain adequate number of similar photographs for future reference.

- b. Please click on the relevant post for which you are going to apply.
- c. Start filling the application with Name, Father/Husband’s Name, Mother’s Name, Category, gender, religion, whether Ex-Serviceman (Y/N), whether Physically handicapped (Y/N), type of PH, % of PH, date of birth, marital status, select the minimum required qualification & professional qualifications from the drop box and select ‘Yes’ or ‘No’ for compliance, Address (communication & permanent), Mobile Number, Employment Exchange Registration details (if registered) and click on the declaration and enter Submit.

Note :

- Since the sub-category of PH (i.e. OA/OAL/OL/BL/B/LV) are not available in the online system, PH Candidate of the specific ‘Category of disabled suitable’ which has been identified suitable for each of the post advertised (as given at Table 1.0 No. of Vacancies in Column 8) should only apply against that particular post only.

- d. Enter qualification details – Examination passed, Stream, year of passing, name of School/College, Board, Course duration, division and percentage of marks and click **Accept**.
- e. Before proceeding further, check the entries carefully. If any changes are required, click **Back** and make the necessary correction. Else click **Confirm** and proceed.
- f. Photograph is to be uploaded as per instructions given on the website/employment notice. The image file of Photograph should be in .GIF or .JPG or .JPEG format.
- g. The candidate is advised to see that, his/her uploaded photograph should be clearly visible / identifiable.
- h. **Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph as specified.**

(iv) Final Step

- a. Once the application form is filled, 'Online Application Form' will be generated having unique Ref. No. Note the Ref. No. for future reference. Candidates are advised to take a print of the 'Online Application Form' for their records and future reference on separate A-4 size paper and signed in the space provided for signature. A copy of the printed 'Online Application Form' along with other documents is also required to be sent to CMPDI at the address given at point No. 6.1. For list of documents to be enclosed, please see Sl. No. 5.0 (i) to (ix).
 - b. An email confirmation along with the copy of the online form submitted may be sent to the registered mail id. If not received, candidates should log in to their respective account in our website and print the Online Application Form by clicking at the Ref. No. of the applied post. *Any claim of not receiving the email from CMPDI will NOT be entertained.*
 - c. For any updates on Admit Card and Examination dates etc, candidate should check CMPDI website frequently.
- 12.2 For other important instructions, please refer to Instructions given at Sl. No. 1.0 to No. 11.16.
NB: Important Dates for ON-LINE application please refer Sl. No. 8.0.
- 12.3 Helpline Telephone No. for ON-LINE Application: 0651-2792222 between 9:30 AM to 5:30 PM on working days.

13.0 OFF-LINE Application Process:

- 13.1 The OFF-LINE Application Form and Annexure-III can be downloaded/printed from www.cmpdi.co.in. This facility will be available from **24.10.2015** to **10.11.2015** only.
- 13.2 Start filling the OFF-LINE Application Form. **Instructions are given at each field in the form, which may be read carefully and followed strictly.**
- 13.3 Enclose filled-in OFF-LINE Application Form and all other relevant documents and send it to the address given in Sl.No.6.1. For list of documents to be enclosed, please see Sl. No. 5.0 (i) to (ix).
- 13.4 For other important instructions, please refer to Instructions given at Sl. No. 1.0 to No. 11.16.
NB: Important dates for OFF-LINE application, please refer Sl. No.8.0.

Checklist for the candidate:

Put a Tick Mark () in the applicable box against the item enclosed/complied and send the filled-in Annexure-III to CMPDI along with the application form.

- 1 Signed copy of Online Application Form downloaded from cmpdi website or duly filled-in OFF-LINE Application Form
- 2 Self-attested legible photocopy of Matriculation Certificate (in support of Date of Birth)
- 3 Self-attested copy of mark sheet and educational certificates (from Matriculation onwards) including that of requisite qualification of the post applied
- 4 Self-attested photocopy of Disability Certificate issued by Medical Board duly constituted by Central or State Government in the prescribed format. Please refer to Annexure-IV available at CMPDI website.
- 5 Caste Certificate (for SC/ST/OBC candidates) enclosed (If applicable) [Format should be the same as given in Annexure-IV available at CMPDI Website www.cmpdi.co.in]
- 6 Self-attested copy of relevant post qualification Experience Certificate if any.
- 7 Two self-addressed unstamped good quality envelope of 27 cm x 12 cm size
- 8 Four additional recent (of not more than three months old) colour passport photographs (similar to the one uploaded/pasted in the application form) with name clearly written on the back side to be pasted in the space provided.
- 9 Application for any special assistance required for the Written Test/ Skill Test

1

PASTE IDENTICAL
PASSPORT SIZE COLOUR
PHOTOGRAPH HERE

(Do not staple. Do not get the
Photograph attested)

(Of not more than three
months old)

2

PASTE IDENTICAL
PASSPORT SIZE COLOUR
PHOTOGRAPH HERE

(Do not staple. Do not get the
Photograph attested)

(Of not more than three
months old)

3

PASTE IDENTICAL
PASSPORT SIZE COLOUR
PHOTOGRAPH HERE

(Do not staple. Do not get the
Photograph attested)

(Of not more than three
months old)

4

PASTE IDENTICAL
PASSPORT SIZE COLOUR
PHOTOGRAPH HERE

(Do not staple. Do not get the
Photograph attested)

(Of not more than three
months old)