



# THE SINGARENI COLLIERIES COMPANY LIMITED

(A Government Company)

Kothagudem Collieries (P.O) – 507 101, Khammam Dist.

Telangana State

CIN: U10102AP1920SGC000571,

Phone:08744-249992

e-mail: [per\\_rct@scclmines.com](mailto:per_rct@scclmines.com); Website: [www.scclmines.com](http://www.scclmines.com)

Ref: No.CRP/PER/R/05/

Kothagudem Collieries,

Date: .03.2015.

## C I R C U L A R

### **All Mines & Departments**

Sub: Filling-up of vacancies under Executive and Non-Executive cadre posts through internal candidates - Reg.

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1. It has been approved to fill-up the following vacancies :
  - (1) **Programmer Trainee (IT), E-1 Grade.**
  - (2) **Overman, Tech. & Sup. Grade-B.**
  - (3) **E.P. Operator Trainee, Cat-V.**
  - (4) **Welder Trainee, Cat-I.**
2. To enable the internal qualified and eligible candidates to apply for the posts, this Circular is issued enclosing herewith the terms and conditions applicable for internal candidates.
3. You may arrange for wide publicity of the same to enable the eligible internal candidates to avail the opportunity. Internal candidates intend to apply for the above posts shall be advised to submit **ONLINE** application as the lines will be **open from 3.00 pm of 16.03.2015 to 23.03.2015 upto 5.00 pm** by opening Internet Explorer and type **<http://www.scclmines.com/internal>** and also to submit hardcopy of the application enclosing therewith true copies of all relevant/required enclosures through their Heads of the Departments.
4. The Heads of the Mines / Departments, while scrutinizing of the particulars furnished by the candidates, due care to be taken w.r.t. Age, Service Particulars, Educational Qualifications, Experience, Assessment Report etc., shall meet the Circular guidelines and after ensuring the same, eligible applications only to be forwarded to **General Manager (Personnel)/EE&RC, The Singareni Collieries Company Limited, Recruitment Cell, Kothagudem-507101, Telangana State, on or before 31.03.2015.**

5. In case, the applications received after due date will be summarily rejected and the candidates may be advised to submit the hard copy of online application with all required enclosures well in advance, to facilitate the HODs to forward the same in time. The method of selection will be as per the Recruitment Rules in force and as indicated in the Notification.
6. **There is no age bar for Internal Candidates.**
7. Candidates attending the test are eligible for TA & DA as per the existing TA Rules 2012.
8. For wide publicity please.

**GENERAL MANAGER (PERSONNEL)/EE&RC**

Encl.: As above.

cc: All Directors  
E.D.(Coal Movement)/HYD.  
GM (CDN.)/HYD.

General Secretary,  
Telangana Boggu Gani Karmika Sangham (TBGKS – Recognised Union).

CGM, KGM  
(Chief Liaison Officer for SCs)

Dy. G.M.(IT)  
(Chief Liaison Officer for STs)

General Secretary,  
The Singareni Collieries SC, ST Employees'  
Welfare Association, Ramagundam.I

General Secretary,  
The Singareni Collieries ST Employees'  
Welfare Association, Kothagudem.



**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**(A GOVERNMENT COMPANY)**  
 Kothagudem Collieries (P.O) – 507 101, Khammam Dist.  
 Telangana State.

CIN: U10102AP1920SGC000571,  
 Phone:08744-249992

e-mail: [per\\_rct@scclmines.com](mailto:per_rct@scclmines.com); Website: [www.scclmines.com](http://www.scclmines.com)

**INTERNAL CIRCULAR**

**" FOR INTERNAL CANDIDATES ONLY "**

**FOR THE FOLLOWING EXECUTIVE AND NON-EXECUTIVE CADRE POSTS, CANDIDATE HAS TO SUBMIT ONLINE APPLICATION AS WELL AS HARDCOPY OF THE SAME WITH REGISTRATION NUMBER OBTAINED THROUGH PROPER CHANNEL:**

SL. No	NAME OF THE POST/ VACANCIES	MINIMUM QUALIFICATION, EXPERIENCE & MAXIMUM AGE
<b>I</b>	<b>EXECUTIVE CADRE</b>	
<b>1</b>	<b>Programmer Trainee (IT).</b>  <b>E-1 Grade. Rs.16400-40500</b>  <b>TOTAL VACANCIES : 2</b>  [(UNRESERVED (OPEN TO ALL i.e. LOCAL & NON-LOCAL): 1 VACANCY. (SC-1)  LOCAL – 1 VACANCY: (OC-1).	<b><u>For E.D.P. Assistants :</u></b> E.D.P. Assistant having 5 years experience in Tech. & Sup. Grade-‘A’ or Tech. & Sup. Grade-B with any of the following qualifications.  BE/B.Tech.(Computer Science)/BE/B.Tech.(InformationTechnology)/MCS/MCA(Regular/ Approval of AICTE)  <b>OR</b>  Any Graduate with P.G. Diploma in Computer Science/Computer Applications (50% marks in case of others and 45% marks in case of SC/ST candidates in aggregate) from any Recognised University.  <b>For other than EDP Assistants :</b>  BE/ B.Tech(Computer Science)/ BE/B.Tech (Information Technology)/ME/ M. Tech. (Computer Science)/ ME/ M.Tech. (Information Technology) (Regular / Approval of AICTE) with 65% marks in aggregate  <b>NO AGE BAR</b>

SL. No	NAME OF THE POST/ VACANCIES	MINIMUM QUALIFICATION, EXPERIENCE & MAXIMUM AGE
<b>II</b>	<b>NON EXECUTIVE CADRE</b>	
1	<b>Overman</b> <b>Tech. &amp; Sup. Grade-B.</b> <b>(Men only)</b> <b>Rs.20,552.37ps.</b> <b>TOTAL VACANCIES : 91</b> <b>(48 Regular + 40*+3#</b> <b>*Carry forward vacancies,</b> <b>#Un-filled vacancies)</b> <b>[(UNRESERVED (OPEN TO</b> <b>ALL i.e. LOCAL&amp; NON-</b> <b>LOCAL): 9 VACANCIES,</b> <b>(OC-3; BCA-1;BCB-1; BCD-1;</b> <b>BCE-1;SC-2).</b> <b>LOCAL-39+40*+3# VACANCIES:</b> <b>(OC-20+3#; BCA-3+5*;</b> <b>BCB-4+8*; BCC-1*;</b> <b>BCD-2+6*; BCE-1+3*;</b> <b>SC-6+12*; ST-3+5*)</b> <b>*Carry forward vacancies.</b> <b>#Unfilled vacancies.</b>	Possessing valid Overman Certificate of Competency under CMR with valid Gas Testing and First-Aid Certificates.  NO AGE BAR
2	<b>E.P. Operator Trainee</b> <b>Category-V. (Men only)</b> <b>Rs.676.68ps</b> <b>TOTAL VACANCIES : 246</b> <b>(243 Regular + 3* Carry forward</b> <b>vacancies)</b> <b>[(UNRESERVED (OPEN TO</b> <b>ALL i.e. LOCAL&amp;NON-</b> <b>LOCAL): 48 VACANCIES,</b> <b>(OC-25; BCA-4; BCB-4;</b> <b>BCD-4, BCE-2; SC-6; ST-3)</b> <b>LOCAL – 195+3* VACANCIES:</b> <b>(OC-98; BCA-14; BCB-19;</b> <b>BCC-2; BCD-14; BCE-8;</b> <b>SC-29; ST-11+3*)</b> <b>*Carry forward vacancies</b>	1. The employee should have passed minimum VII Class. 2. The employee should have acquired valid Heavy Motor Vehicle Driving License issued on or before the date of this notification. 3. Mining Staff and Tradesmen are not eligible to apply for the post of E.P. Operator Trainee due to shortage in critical designations.  4. No Age Bar.
		<b><u>Mode of Selection :</u></b> a. Driving Proficiency Test : 60 Marks. b. Written / Literacy Test : 25 Marks. c. Assessment Report : 15 Marks. d. The candidates who secure minimum qualifying marks (30) in Driving Proficiency test will only be allowed for Written/Literacy Test.
3	<b>Welder Trainee (Men only)</b> <b>Rs.604.33; Cat-I</b> <b>Total Vacancies : 24</b> <b>[(UNRESERVED (OPEN TO</b> <b>ALL i.e. LOCAL&amp;NON-</b> <b>LOCAL): 4 VACANCIES,</b> <b>(OC-2; BCB-1; SC-1)</b> <b>LOCAL - 20 VACANCIES:</b> <b>( OC-10; BCA-2; BCB-1;</b> <b>BCD-2; BCE-1; SC-3, ST-1)</b>	SSC Pass, holder of National Trade Certificate (ITI) in Welder Trade and holder of National Apprentice Certificate in Welder Trade issued by National Council for Vocational Training.  <b>No Age Bar.</b>

**NOTE :**

1. Selected candidates will have to undergo training for one year under Company's Training Scheme in Cat.I as per the terms and conditions stipulated in their offer of appointment as Welder Trainee Cat.I.
2. On successful completion of one year training and on passing the Trade Test they will be placed in Cat.II and designated as Welder Trainee.
3. On completion of one year satisfactory service as Welder Trainee Cat. II, based on Assessment Report, they will be placed as Tradesmen Cat.IV, in the respective Trade.

- **Rule of Reservations (Communal Reservations) and the Spirit of The Presidential Order, 1975 will also be applicable for the above posts.**

**SCHEDULE FOR SUBMISSION OF APPLICATIONS:**

- a) **Online applications opening date : 16-03-2015 at 3.00 pm**
- b) **Online applications closing date : 23.03.2015 at 5.00 pm**
- c) **Last date for receiving Print applications at Recruitment Cell. : 31.03.2015 at 5.00 pm**

**Steps to be followed for submitting online application for the above posts:**

- (i) Open Internet Explorer.
- (ii) Type – <http://www.scclmines.com/internal>

Online application can be submitted up to **5.00 PM on 23.03.2015** (web site closure). Candidates have to take a print of the Online Application Form after successful submission of data. The printed form of the application signed by the candidate enclosing therewith copies of certificates in proof of age, qualification, marks memos, experience, caste, local candidature etc. should be sent through proper channel to reach **GENERAL MANAGER (PERSONNEL)/EE&RC, Recruitment Cell, SCCL, KOTHAGUDEM-507101, Telangana State, on or before 31.03.2015.**

**Applications without ONLINE registration number and received after due date will be rejected at the initial stage itself.**

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**NOTE:**

- (1) **Knowledge of Telugu is desirable.**
- (2) **The candidates belonging and claiming to be Backward Classes group 'E' may apply indicating their community as BC 'E' group. However, providing reservation under BCE category is subject to the final outcome of Civil Appeal Nos: 2628-2637 of 2010 pending in the Honourable Supreme court of India and amendment of the State and Subordinate**

**Service Rules. (BC-‘E’ sub group to be indicated in caste certificate invariably).**

- (3) Candidates of all other States including SCs/STs/OBCs, however, will be considered only against OC vacancies.**

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**GENERAL INFORMATION:**

1. Candidates are required to send the application **through proper channel**, as detailed below, duly completed in all respects enclosing therewith attested copies of relevant certificates in proof of age, qualification, marks memos, caste, local candidature certificate wherever applicable and two passport size photographs affixed to the application, to reach **The General Manager(Personnel)/EE&RC, THE S.C.CO.LTD, RECRUITMENT CELL, P.O. KOTHAGUDEM-507101, Telangana State, on or before 31.03.2015.**

a) Candidates should submit Online Application available at **<http://www.scclmines.com/internal>** and as well as the Print of the Online Application Form together with required enclosures within stipulated dates. **Late receipt of print of the Online Application will be rejected and no claim will be entertained.**

2. Applications received after last date i.e., **31.03.2015** OR in any other format than prescribed OR incomplete, will be summarily rejected. Delays in transit, and applications without relevant enclosures would be rejected without assigning any reason.

3. SCCL Management does not hold responsibility for any interference of web-site due to technical snag.

4. The relevant Pass/Provisional/Original Certificate of the qualifying examination should have been dated on or **before 01.03.2015** Wherever experience is prescribed as eligibility parameter, the same will be counted **as on 01.03.2015**.

5. Candidates claiming reservation may submit a copy of Permanent Caste Certificate.

6. Caste Certificate, Provisional/Original Certificate or any other Certificate sent separately on a later date after submission of Application will not be accepted for consideration of the candidature.

7. **The following guidelines will be followed to implement the Spirit of The Presidential Order 1975 in respect of the cadres indicated herein below.**

- a. **All the existing districts (i.e. Khammam, Adilabad, Karimnagar and Warangal) where coal mining operations are being carried on or the districts in which such operations shall be carried on in future, will be considered as one zone.**

- b. The spirit of Presidential Order 1975 as adapted by SCCL is applicable to all the above posts. The number of posts earmarked as Un-reserved (OPEN TO ALL i.e. LOCAL & NON-LOCAL) (40%) and local candidates (60%) are indicated against the executive cadre posts. The number of posts earmarked as unreserved (OPEN TO ALL i.e., Local and Non-Local) (20%) and Local candidates (80%) are indicated against the NCWA cadre posts. The posts earmarked to Open category will be filled from the combined merit list of the candidates (both local and non-local) based on their overall merit and communal roster. The posts earmarked to local candidates will be filled by local candidates only based on their merit and communal roster point.
- c. Once recruited the candidates are liable for transfer to any other district/state wherever required by SCCL.
- d. Candidates claiming to be local candidates who intend to avail the reservation provided will have to adduce adequate proof of such local candidature.

#### **RESERVATION TO LOCAL CANDIDATES:**

- Reservation to the local candidates is applicable as provided in the Rules amended from time-to-time as in force on the date of notification. The candidates claiming reservation as Local candidates should enclose the required Study certificates (from IV Class to X Class or SSC)

**OR**

- Residence Certificate in the Proforma (see the relevant enclosure) only for those candidates who have not studied in any Educational Institutions as the case may be. Subsequent production of the certificates will NOT be entertained under any circumstances.

#### **DEFINITION OF LOCAL CANDIDATE:**

- (i) "LOCAL CANDIDATE" means a candidate for direct recruitment to any post in relation to that Local areas where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she first appeared for S.S.C or its equivalent examination. If however, he/she has not studied in any educational institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his/her local area during the above said period.
- (ii) In case the candidate does not fall within the scope of the above it will be considered if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied for the maximum period out of the said

period of seven years AND where the period of his/her study in two or more local areas are equal such local area where he/she has studied last (in such local area) will be taken for determining the local candidature. Similarly, if he/she has not studied during the above said period in any Educational Institution(s) the place of residence during the above period will be taken into consideration and local candidature determined with reference to the maximum period of residence or in the case of equal period where he/she has resided last.

- (iii) If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 year period as prescribed in **Enclosure-I**. If, however, it is based on residence, a certificate should be submitted as prescribed in **Enclosure-II** obtained from an officer of the Revenue department not below the rank of a Mandal Revenue Officer in independent charge of a Mandal. Assessment Report as prescribed in **Annexure-III**.
- (iv) If, however, a candidate has resided in more than one Mandal during the relevant four/seven years period but within the same District or Zone as the case may be separate certificates from the Mandal Revenue Officers exercising jurisdiction have to be obtained in respect of different areas.

**NOTE:**

- SINGLE CERTIFICATE, WHETHER OF STUDY OR RESIDENCE WOULD SUFFICE FOR ENABLING THE CANDIDATE TO APPLY AS A "**LOCAL CANDIDATE**".
- RESIDENCE CERTIFICATE WILL NOT BE ACCEPTED, IF A CANDIDATE HAS STUDIED IN ANY EDUCATIONAL INSTITUTION UPTO S.S.C. OR EQUIVALENT EXAMINATION, SUCH CANDIDATES HAVE TO PRODUCE STUDY CERTIFICATES INVARIABLY.
- THE CANDIDATES, WHO ACQUIRED DEGREE FROM OPEN UNIVERSITIES WITHOUT STUDYING SSC/ MATRICULATION OR EQUIVALENT IN EDUCATIONAL INSTITUTIONS, HAVE TO SUBMIT RESIDENCE CERTIFICATE ONLY.

**8. METHOD OF SELECTION:**

**For the above Posts - WRITTEN TEST for 85% of marks +  
Assessment Report for 15% of marks.**

**MINIMUM QUALIFYING MARKS : 40% for OCs;  
FOR EXECUTIVE CADRE 35% for BCs and  
25% for SC/STs in the Written  
Test.**

**MINIMUM QUALIFYING MARKS : 30% for OCs;  
FOR NON-EXECUTIVE CADRE 25% for BCs and  
15% for SC/STs in the Written  
Test.**

**The selections made with this Notification will be kept in 'live rolls for a period of one year from the date of selection'.**



9. The management reserves the right to change any condition(s) stipulated in the notification without giving further notification. In all matters relating to eligibility, acceptance or rejection of the application etc., at any stage if it is found that there has been a wrong admission of facts or in processing the application, the decision of the management will be final and binding on the candidates and no enquiry or correspondence will be entertained.

10. Internal Candidates attending the test are eligible for TA & DA as per existing TA Rules 2012.

**CHAIRMAN & MANAGING DIRECTOR**

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**ENCLOSURE-I**

**SCHOOL STUDY CERTIFICATE**

Name of the Student :

Father's Name :

Class	Name and Place of School	District	Duration of Study giving month and year
IV			
V			
VI			
VII			
VIII			
IX			
X or			
SSC			

NOTE: Should be obtained from the Head of Educational Institution(s)

Name of the School (s):

Town/Village:

District:

STATION  
DATE:

Signature of the Head of the  
Educational Institute(s)

With Seal:

**ENCLOSURE-II**

I - Certificate of Residence

(Vide-Sub-Clause (ii) of Clause (a) of para 7 of the Presidential Order)

It is hereby certified -

(a) that Sri/Srimathi/Kumari

S/o, W/o, D/o \_\_\_\_\_ appeared for the first time for the Matriculation (S. S. C.) examination in \_\_\_\_\_(month) \_\_\_\_\_ (year);

(b) that he/she has not studied in any educational institution during the whole / a part of the 4 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination;

(c) that in the 4 years immediately preceding the commencement of the aforesaid examination, he/she resided in the following place / places namely.

Sl.No.	Village	Taluk	District	Period
1				
2				
3				
4				

Office Seal

Officer of the Revenue Department  
not below the rank of Tahsildar.

Station:

Date:

Strike off 'whole' 'a part', as the case may be.



## ANNEXURE-III

**THE SINGARENI COLLIERIES COMPANY LIMITED**  
**(A Government Company)**  
**Kothagudem Collieries (PO)–507101, Khammam Dist.**  
**Telangana State.**  
**CIN: U10102AP1920SGC000571**

**ASSESSMENT REPORT FOR THE POST OF: \_\_\_\_\_**

1. Name :
  2. Employee Code No. :
  3. Designation :
  4. Father's Name :
  5. a) Date of appointment :  
b) No of years of service in the Company as on 1.3.2015. :
  6. a) Present Grade/Category :  
b) Date of promotion to present Grade/Category. :
  7. Attendance details : 2012 2013 2014 Total  
(Attendance inclusive of authorised Leave) Average of last 3 years. \_\_\_\_\_
  8. Assessment Marks :

S.No.	Factor	Max. Marks	Marks Allotted
1.	Attendance	05	
2.	Experience	05	
3.	Conduct	05	
	Total	15	
  9. Adverse remarks, if any (If any charge sheets are issued during the service period, details to be given). :
  10. Other remarks :  

**Signature of HOD and Office Seal**
- Place :  
Date :

**GUIDELINES FOR AWARDING MARKS FOR ATTENDANCE & EXPERIENCE**

AVERAGE ATTENDANCE			EXPERIENCE IN THE COMPANY (NO.OF YEARS)	
Underground Employees	Surface Employees	Marks	Years	Marks
240 and above	280 and above	5	5	1
230-239	270-279	4.5	6	2
220-229	260-269	4	7	3
210-219	250-259	3.5	8	4
200-209	240-249	3	9 and above	5
190-199	230-239	2.5	--	--
180-189	220-229	2	--	--
170-179	210-219	1.5	--	--
160-169	200-209	1	--	--

**NOTE :** EXPERIENCE IN FRACTION OF YEARS 0.5 AND ABOVE BE TAKEN AS THE NEXT HIGHER YEAR AND LESS THAN 0.5 BE TAKEN AS THE LOWER YEAR.

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