



Government of India  
Coal Controller's Organization, Kolkata-700001.

### RECRUITMENT NOTICE

The Coal Controller's Organization hereby invites applications for filling up the vacancy of one staff car driver on direct recruitment basis. The details are as follows:

POST	PAY SCALE	Category	MODE OF RECRUITMENT	ESSENTIAL QUALIFICATIONS	NO. OF VACANCY
Staff Car Driver	Rs 19900-63200 in Level 2 as per 7 <sup>th</sup> CPC	UR	Direct Recruitment	(i) Matriculation or equivalent from a recognized board, (ii) should possess a valid driving license (LMV)	1

The candidates who are willing to apply should send their applications only in the proforma as per **Annexure I** (For information please see website [www.coalcontroller.gov.in](http://www.coalcontroller.gov.in)) at the given address **within 21 days from the date of publication of advertisement in Employment News.**

1. The candidates employed in Government Service should apply through proper channel.
2. The applications should be addressed to Sajjad Hasan Masood, Deputy Assistant Coal Controller, Office of the Coal Controller, Government of India, 1, Council House Street, Kolkata-700001.
3. No TA/DA shall be payable to the applicants. Call letters shall be sent to the applicants eligible for the post for further examination.

The competent authority reserves the right to reject any application that do not match up to the standards as set up by the organization.

(Sajjad Hasan Masood)  
Deputy Assistant Coal Controller (Admin.)

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**Name of the post** : Staff Car Driver (Ordinary Grade)

Pay Scale : Level-2, 19900-63200 (as per 7<sup>th</sup> CPC) No of post : 1 (UR).

Eligibility Conditions :

**Essential :**

- (i) Possession of a valid driving license for motor cars;
  - (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle);
  - (iii) Experience of driving motor car for at least three years;
- and
- (iv) Pass in 10<sup>th</sup> standard from recognized Board.

**Desirable :**

Three years service as Home Guard or Civil Volunteers.

**Age Limit :**

Between 18 and 25 years (relaxable for Government servants up to forty years in accordance with the instructions or orders issued by the Central Government).

Note 1: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub division of Chamba District of Himachal Pradesh, Anadaman and Nicobar Islands or Lakshadweep).

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## ANNEXURE-I

## PROFORMA

Affix recent  
passport size self  
attested  
photograph.

## PART A

NAME IN FULL	
FATHER'S/ HUSBAND'S NAME	
DATE OF BIRTH	
AGE AS ON THE CLOSING DATE OF APPLICATION	_____ Years _____ Months _____ days
SEX	
MARITAL STATUS	
NATIONALITY	
ADDRESS FOR CORRESPONDENCE	
PERMANENT ADDRESS	
TELEPHONE/MOBILE NO.	
EMAIL ID	
CATEGORY (ST/SC/OBC/UR)	
EDUCATIONAL QUALIFICATION (COPY OF SELF ATTESTED CERTIFICATES/ MARKSHEETS TO BE ENCLOSED)	
TYPE OF DRIVING LICENSE WITH ITS SELF ATTESTED COPY.	
DETAILS OF DRIVING EXPERIENCE (ENCLOSE EXPERIENCE CERTIFICATE)	

Contd.....

KNOWLEDGE OF MOTOR MECHANISM. IF YES, PLEASE GIVE DETAILS WITH A CERTIFICATE IN SUPPORT					
DETAILS OF PRESENT EMPLOYMENT, IF ANY.	Name of employer	Post held	Period of Employment from to	Whether permanent/officiating/temporary/Casual Labourer.	Reasons for leaving
DO YOU POSSESS ATLEAST THREE YEARS SERVICE EXPERIENCE AS HOME GUARD OR CIVIL VOLUNTEERS?	Yes <input type="checkbox"/> No <input type="checkbox"/>				

**PART B**

**DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. At any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation. That I am well acquainted with the fact that the appointing authority has all the rights either to reject/ accept my application and I shall not have any claim over it.

**Signature of the Candidate**

Date:

Place: