

**NOTICE / ADVERTISEMENT (EOI) FOR HIRING OF SERVICES OF  
REVENUE PERSONNEL FOR A PERIOD OF ONE YEAR**

Subhadra Area, Mahanadi Coalfields Limited, invites applications for **hiring of services on fixed consolidated remuneration basis for a period of One year** from eligible citizens of India for the following **Revenue related Assignments**. The candidates fulfilling the eligibility criteria may submit their applications in the Office of the undersigned.

Sl. No.	Description	Consolidated Remuneration/Month	No of Persons Required
1	Revenue Inspector	₹ 20,000.00 PM	05
2	Amin	₹ 15,000.00 PM	05

**MINIMUM QUALIFICATION & EXPERIENCE REQUIRED:****1. Revenue Inspector**

- Certificate of Competency** for Carrying out **Revenue Inspector jobs** issued by Govt. Recognized Institute OR **Work Experience Certificate** from State Govt.
- Minimum Twenty (20) years of experience** in Revenue related works such as Verification of ROR, Survey Measurement work, Demarcation of Land, Revenue and Mining Map Study, Identification of Plots. Etc.

**2. AMIN**

- Certificate of Competency** for Carrying out **AMIN jobs** issued by Govt. Recognized Institute OR **Work Experience Certificate** from State Govt.
- Minimum Twenty (20) years of experience** in Revenue related works such as Verification of ROR, Survey Measurement work, Demarcation of Land, Revenue and Mining Map Study, Identification of Plots. Etc.

**AGE LIMIT (as on 05/06/2025):**

Candidates must not be below **18 years** and above **69 years of age** as on **05/06/2025**.

(NB:- Date of birth as recorded in the **Matriculation/SSC/High School or Equivalent Examination certificates only will be treated as final.** )

- Subject to above Age Criteria, **Retired Revenue Personnel** are also eligible to apply.
- Subject to above Age Criteria, **Other Revenue Personnel** are also eligible to apply with Production of NOC from the present/last employer.

**SELECTION PROCESS**

- Eligible Candidates, will be called for personal interview subject to fulfillment of eligibility criteria such as Age, Educational Qualification, Competency Certificate, Work Experience Certificate, NOC etc as laid down in this notification/advertisement.
- Verification of original documents in respect of **eligible candidates (only)** will be done on the date of Interview.
- The eligible candidates whose original documents have been found in order as per requirement, will only be called for **Personal Interview**. The date of interview will be displayed on Notice Boards of all Areas



of MCL & MCL website ([www.mahanadicoal.in](http://www.mahanadicoal.in)) in due course and will also be communicated over candidate's Telephone/Mobile/Email.

4. **Selection Criteria:** - The selection **Merit list** will be drawn on the basis of Qualification, Experience, Computer Knowledge and Personnel Interview.
5. The Merit List of the successful candidates will be published on Notice Boards of all Areas of MCL & MCL website ([www.mahanadicoal.in](http://www.mahanadicoal.in)).
6. Provisional offer of Engagement will be issued to the successful candidates based on their position in the merit list.
7. In case of non-joining/acceptance of "**Offer of Engagement**" within **15 days** of publication of the merit list, it will be presumed that the candidate/s concerned is/are not interested and the "**Offer of Engagement/s**" shall stand cancelled without any further reference. And next candidate/s from the Merit list will be considered for "**Offer of Engagement**".
8. If it is found during the Scrutiny or even during the period of engagement, that the candidate is not fulfilling the criteria of eligibility in any respect, his candidature/Engagement will be cancelled.

**Note:-** All the candidates are requested to remain updated by visiting our all Area Notice Boards of MCL or website <http://www.mahanadicoal.in>. Any query pertaining to selection may be addressed to **so-per-subhadra.mcl@coalindia.in/ apm.samcl@gmail.com** .

#### **HEALTH/MEDICAL FITNESS:-**

Offer of Engagement will be provisional subject to production of **Certificate of Medical Fitness** from a **Registered Medical Practitioner** by the candidate before the commencement of his Engagement.

#### **GENERAL INSTRUCTIONS FOR CANDIDATES:**

1. Besides Consolidated Remuneration, **no any other financial benefits or Company Facilities** will be admissible. However, Income Tax will be deducted from the monthly consolidated remuneration as applicable.
2. Application in sealed envelope super-scribing "Application for Hiring of Services for Revenue Personnel- Revenue Inspector/Amin" should reach at the central dispatch/receipt section in the Office of General Manager, Subhadra Area, Near Biju Maidan, Po/ Dist.- Angul, Odisha- 759122.
3. **Other Revenue Personnel** must produce **NOC from the present/last employer** at the time of Interview.
4. The candidates should ensure while applying that they fulfill the eligibility criteria and other requirements prescribed for the assignment for which they are applying and that the particulars furnished by them are correct in all respects. He may cross check the information such as date of birth, Experience/Service Certificates, contact details etc. furnished in the application form before finally submitting the application, as no correction would be possible later. Management will not be held responsible for the same.
5. In case, it is detected at any stage of selection process that the candidates do not fulfill the eligibility criteria and /or do not comply with other criteria and /or he has furnished any incorrect / false information or has suppressed any relevant information / material fact(s) and/or resorting to any irregular means in connection to his candidature during selection process and/or using undue influence for his candidature by any means and/or Impersonating or procuring impersonation by person, his candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after selection, his engagement will be void & would be liable for termination without notice and prosecution as per law of land.
6. Mere Call for Selection to a candidate will not imply that his candidature has been finally accepted by MCL, Subhadra Area. The candidature shall remain provisional till such time MCL verifies the eligibility conditions with reference to original documents after the candidate qualifies in the selection process and confirms engagement.
7. Candidates must be in possession of requisite eligibility criteria mentioned above as on the cut-off date.

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8. The Company reserves the right to reject any application without assigning any reason whatsoever.
9. The decision of MCL, Subhadra Area Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidates etc. No enquiry /correspondence will be entertained in this regard.
10. The Management reserves the right to Revise/Reschedule/Cancel/ Suspend the Selection process, if the need so arises, without assigning further notice or reason thereof, the decision of the management shall be final and no appeal shall be entertained.
11. Applications which are not complete in all respect or without any of the required information/documents or received after the last date of submission of application shall be rejected and no correspondence in this regard will be entertained.
12. The candidature of the applicant would be purely provisional subject to scrutiny/verification of original certificates /testimonials on a later date.
13. The application form should accompany the self-attested copies of all supporting documents in legible form. If any of the information furnished by the candidate in his application form is not corroborated due to the illegibility of supporting documents, his candidature shall be summarily rejected.
14. No TA/DA shall be paid for appearing in the selection.
15. Candidates are required to submit **ONLY ONE** application for a specific assignment and advised to apply much before the closing date for submission of Application. MCL, Subhadra Area will not take any responsibility for the candidates not being able to submit their applications within the prescribed last date on account of any reasons beyond the control of MCL.
16. **JOB Conditions:**
  - i) Person to be deployed shall not claim for CMPF, Gratuity and other retirement benefits.
  - ii) He shall not claim for permanent job and his services shall be terminated automatically after completion of one year or as and when required by the management without any prior notice.
  - iii) Person to be deployed cannot claim accommodation, rent for accommodation, conveyance, medical benefits etc.
  - iv) The working hour is 8 hours per day, which is inclusive of office as well as field job as will be decided by the controlling officer. He has to sign in a Muster roll regularly for his attendance, which will be kept with the controlling officer. He will be provided with one weekly day of rest. Salary will be deducted for other days of absence. However, prior permission from the controlling officer is required for any absence, which will be operated as 'Leave without Pay'.
  - v) The person to be deployed has to maintain absolute integrity and loyalty in his job assignment; otherwise his job will be ceased immediately without any prior notice to him subject to recovery of the company's loss as per law.
17. For all purpose the cutoff date will be taken as **05/06/2025**.
18. Helpline No. **9437562280/8093829249** between 10.00 AM to 05.00 PM on working days (Monday to Friday) and from 10.00 AM to 1.30 PM on Saturday.
19. Any dispute shall have jurisdiction of **Angul Court** only.




## **HOW TO APPLY**

- a. The candidates must fill the Application Format as per **Annexure-I & Annexure-II** and attach the requisite documents with it.
- b. All documents must be **self-attested** by the candidate himself.
- c. All above documents to be **properly sealed** in a Covering Envelop.
- d. The Application along with enclosures in sealed envelope super scribing “**Application for Hiring of Services for Revenue Personnel-Revenue Inspector**” for the candidates applying for Revenue Inspector and “**Application for Hiring of Services for Revenue Personnel - AMIN**” for the candidates applying for AMIN, should be submitted/received at central dispatch/receipt section in the **Office of General Manager, Subhadra Area, Near Biju Maidan, Po./Dist.-Angul, Odisha-759122** off line or through registered post/Speed post.

*(NB:- Before applying, the candidates are advised to ensure their eligibility for the assignment for which they intend to apply.)*

## **IMPORTANT DATES:**

Starting Date of issuance and downloading of Application	<b>20/ 05/ 2025</b>
Cut Off date/Last Date of receipt of Application at MCL, Subhadra Area directly or through registered post/speed post	<b>05/ 06/ 2025</b>
Tentative Date of Selection	Will be notified in the website /Area Notice Board along with intimation to the Eligible Shortlisted Candidates.
Tentative date of declaration of results	Will be notified in the website /Area Notice Board along with intimation to the Selected Candidates.

  
16-05-2025  
**Area HR Manager**  
**MCL, Subhadra Area**

**ANNEXURE- I**  
**APPLICATION FORMAT**

Passport  
Photo to be  
pasted

**APPLICATION FOR OFFERING SERVICES FOR: - Revenue Inspector**  
(Only 01 post per Application)

Reference No. & Date Against Advt. No:- \_\_\_\_\_ Dt: \_\_\_\_\_

Sl No.	Particulars	To be filled by the Applicant	Self attested Copies to be enclosed.
1.	Name of the Applicant/Father's Name (in Capitals)		
2.	Date of Birth of the applicant ( in DD/MM/YYYY )	____ / ____ / ____	Matriculation/SSC/High School or Equivalent Examination certificates
3.	Address of the applicant for Communication		Copy of Residential Proof (Voter-ID /AADHAR /Telephone or Electricity Bill/Bank Pass Book etc.)
4.	Mobile/Telephone Number of the applicant.		
5.	Email ID		
6.	Educational Qualification	01. _____ 02. _____ 03. _____ 04. _____ 05. _____	Copies of all Educational, Professional and Technical Certificates etc.
7.	Certificate of Competency for carrying out RI jobs from Govt. recognized institution <b>OR</b> Work Experience Certificate from State Govt. as RI.		Copy of Certificates  Copy of documents pertaining to such Experience.
8.	Experience (in completed Years only)	_____ Years	Copy of documents pertaining to all Service Experiences.

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

Signature of the Applicant

**Declaration by Applicant**

All the above declarations & documents as submitted by me are true and correct to the best of my knowledge. In case, any of the information/documents are found wrong/false, my candidature will be rejected by MCL.



Signature of the Applicant

**ANNEXURE- II**  
**APPLICATION FORMAT**

Passport  
Photo to be  
pasted

**APPLICATION FOR OFFERING SERVICES FOR: - AMIN**  
(Only 01 post per Application)

Reference No. & Date Against Advt. No:- \_\_\_\_\_ Dt: \_\_\_\_\_

SI No.	Particulars	To be filled by the Applicant	Self attested Copies to be enclosed.
1.	Name of the Applicant /Father's Name (in Capitals)		
2.	Date of Birth of the applicant ( in DD/MM/YYYY )	____ / ____ / ____	Matriculation/SSC/High School or Equivalent Examination certificates
3.	Address of the applicant for Communication		Copy of Residential Proof (Voter-ID /AADHAR /Telephone or Elect.Bill/Bank Pass Book etc.)
4.	Mobile/Telephone Number of the applicant.		
5.	Email ID		
6.	Educational Qualification	01. _____ 02. _____ 03. _____ 04. _____ 05. _____	Copies of all Educational, Professional and Technical Certificates etc.
7.	Certificate of Competency for carrying out Amin jobs from Govt. recognized institution <b>OR</b> Work Experience Certificate from State Govt. as Amin.		Copy of Certificates  Copy of documents pertaining to such Experience.
8.	Experience (in completed Years only)	_____ Years	Copy of documents pertaining to all Service Experiences.

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

Signature of the Applicant

**Declaration by Applicant**

All the above declarations & documents as submitted by me are true and correct to the best of my knowledge. In case, any of the information/documents are found wrong/false, my candidature will be rejected by MCL.



Signature of the Applicant