



सामाजिक सुरक्षा संगठन  
Social Security  
Organisation

कोयला खान भविष्य निधि संगठन  
COAL MINES PROVIDENT FUND ORGANISATION  
(भारत सरकार कोयला मंत्रालय का एक सांविधिक निकाय)  
(A Statutory Organization under Ministry of Coal, Government of India)  
आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER

पुलिस लाईन, / POLICE LINE,  
धनबाद / DHANBAD  
पिन /PIN-826014  
(झारखण्ड)/(JHARKHAND)  
फोन नं०/Phone No.- 0326-2202114  
email : [commissioner@cmpfo.gov.in](mailto:commissioner@cmpfo.gov.in)  
Website:- [www.cmpfo.gov.in](http://www.cmpfo.gov.in)

F. No. CMPFO-11.0011.0/29/2024-PERSONNEL/816

Dated : 14<sup>th</sup> March, 2024


To

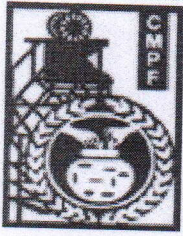
Shri Bijoy Samanta  
Deputy Secretary to the Govt of India,  
Ministry of Coal, CMPF Section,  
Shastri Bhawan, New Delhi-110 001

**Subject :-Vacancy Circular regarding filling up of the vacant posts on deputation basis in CMPFO – regarding.**

With reference to the subject cited above, I am directed to forward herewith a copy of Circular No. CMPFO-11.0011.0/29.2024-PERSONNEL/810 dated 14.03.2024 regarding filling up of the vacant posts on deputation basis in CMPFO for uploading the same in the Official website of Ministry of Coal.

Encls : As above.

  
(Kumar Ashutosh)  
Assistant Commissioner(Adm.)



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F. No. CMPFO-11.0011.0/29/2024-PERSONNEL/810

Dated : 15<sup>th</sup> March, 2024

### VACANCY CIRCULAR

The Coal Mines Provident Fund Organisation (CMPFO), a Statutory Body under the administrative control of Ministry of Coal, Government of India, New Delhi established under the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948 invites applications for filling up of vacancies which may increase or decrease, on deputation terms from Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations as specified in Annexure-I.

- The details of posts like scales of pay, requisite qualifications/qualifying service and experience etc. are given in **Annexure-I**.
- The general terms and conditions are as under :-

(i)	Apart from basic pay, the posts carry Dearness Allowance, HRA and Transport Allowance etc. at the rates applicable to Central Government officials from time to time.
(ii)	Fixation of pay/Deputation (Duty) Allowance shall be governed by the instructions issued by Department of Personnel and Training from time to time.
(iii)	Maximum age limit is 56 years as on 29.04.2024.
(iv)	Medical facilities are admissible as per CMPF (Staff & Conditions of Service) Regulations, 1964.
(v)	<b>The normal period of deputation is three years. The tenure may be extended or curtailed based on the performance/requirement as per extant rules/guidelines issued by DoP&amp;T from time to time.</b>
(vi)	Officials appointed to CMPFO shall be governed by the terms and of Department of Personnel and Training O.M. No. 6/8/2009-Estt (Pay-II) dated 17 <sup>th</sup> June, 2010.
(vii)	CMPFO reserves the right to keep any or all of the posts unfilled depending on the circumstances prevailing at the time of selection.
(viii)	CMPFO reserve the right to change the number of posts as may be required by the circumstances prevailing at the time of selection. The vacancy position shown is tentative.
(ix)	Mere fulfilling of eligibility criteria shall not bestow any right to appointment.
(x)	Relaxation of essential qualifications/experience can be considered by the Competent Authority in deserving cases.

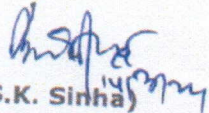
- Applications in the prescribe format as given in **Annexure-II** duly completed and signed along with attested photocopies of all relevant documents in support of age, educational qualifications, experience etc may be forwarded to the **Commissioner, Coal Mines Provident Fund Organisation, Police Line, Dhanbad (Jharkhand), PIN- 826 001 on or before 29.04.2024**

: 2 :

5. Applications received incomplete or after due date will not be accepted at all. CMPFO will not be responsible for non-receipt/late receipt of the application/any communication due to postal delay or any other reason.

6. The cut-off date for reckoning all parameters of eligibility will be 29.04.2024.

7. The applications must be routed "Through Proper Channel" and in the prescribed format. Applications not routed through proper channel and/or not in prescribed format will not be accepted at all. The sponsoring authorities are requested to forward the applications of eligible and interested candidates only after due verifications and whose services can be spared in the event of their selection. While forwarding applications, attested copies of Annual Confidential Report/Annual Performance Appraisal Reports of last five years, NOC of the Cadre Controlling Authority to the effect that in the case of his/her selection to the post of \_\_\_\_\_ in CMPFO on deputation basis, he/she will be relieved immediately to assume the appointment and up to date vigilance clearance certificate of the officials concerned may also be forwarded.

  
(S.K. Sinha)

Additional Commissioner/Adm

Encls : Annexure-I & II.

Distribution :-

1. Shri Bijoy Samanta, Deputy Secretary to the Government of India, PRIW-III, Ministry of Coal, Government of India, New Delhi - for information please.
2. All Ministries/Department of the Govt. of India/Autonomous/Statutory Bodies/ Subordinate Offices.
3. CSCMS Portal
4. The Comptroller & Auditor General of India, New Delhi-110002.
5. The Comptroller General of Accounts, Lok Nayak Bhawan, New Delhi-110003.
6. The Comptroller General of Defence Accounts, West Block, R.K. Puram, New Delhi.
7. The Accountant General, Central Revenue, New Delhi.
7. Director General, D.G.M.S. Office, Dhanbad.
8. Website of CMPFO.

**ANNEXURE-I**

Sl. No.	Name of the post	Level of pay	No. of Posts	Qualifications, Qualifying service, Nature of Experience and choice of posting
(i)	Additional Commissioner	Level-13 in Pay Matrix	02	<p>Officers under the Central/State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>(i) holding posts in Level-13 in pay matrix on regular basis in the parent cadre or department; or</p> <p>(ii) with five years of regular service in posts in Level-12 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 5 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidates may be posted at Dhanbad or Ranchi. The candidates may give preference of one location for posting. However, the posting of selected Officers will be on the discretion of Commissioner, CMPFO.</p>
(ii)	Financial Advisor	Level-13 in Pay Matrix	01	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>(a) (i) holding posts in Level-13 in pay matrix on regular basis in the parent cadre or department; or (ii) with five years regular service in posts in Level-12 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department; and</p> <p>(b) possessing the following educational qualifications and experience :-</p> <p><u>Essential</u> CA, ICWA, CFA, MBA (Finance) or equivalent from recognised University.</p> <p><u>Desirable</u> At least five years' experience in Finance and Accounts in Officers of Central Government/Central Autonomous Bodies.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 5 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidate may be posted at Dhanbad.</p>

(iii)	Regional Commissioner-I	Level-12 in Pay Matrix	16	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>(i) holding posts in Level-12 in pay matrix on regular basis in the parent cadre or department; or</p> <p>(ii) with five years of regular service in posts in Level-11 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 4 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidates may be posted at Dhanbad, Asansol, Ranchi, Sambalpur, Talcher, Nagpur, Godavarikhani, Kothagudem, Singrauli or Bilaspur. The candidates may give preference of two locations for posting. However, the posting of selected Officers will be on the discretion of Commissioner, CMPFO.</p>
(iv)	Senior Finance Officer	Level-11 in Pay Matrix	01	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>(a) (i) holding posts in Level-11 in pay matrix on regular basis in the parent cadre or department; or</p> <p>(ii) with five years of regular service in posts in Level- 10 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department; and</p> <p>(b) possessing the following educational qualifications and experience :-</p> <p><u>Essential</u> CA, ICWA, CFA, MBA (Finance) or equivalent from recognised University.</p> <p><u>Desirable</u> At least three years' experience in Finance and Accounts in Central Government/Autonomous Bodies.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application. The selected candidate may be posted at Dhanbad.</p>
(v)	Regional Commissioner-II	Level-11 of Pay Matrix	23	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p>

				<p>(i) holding posts in Level-11 in pay matrix on regular basis in the parent cadre or department; or</p> <p>(ii) with five years of regular service in posts in Level-10 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidates may be posted at Dhanbad, Asansol, Ranchi, Sambalpur, Talcher, Nagpur, Godavarikhani, Kothagudem, Singrauli, Jabalpur or Bilaspur. The candidates may give preference of two locations for posting. However, the posting of selected Officers will be on the discretion of Commissioner, CMPFO.</p>
(vi)	Finance Officer	Level-10 in Pay Matrix	02	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>(a) (i) holding posts in Level-10 in pay matrix on regular basis in the parent cadre or department; or (ii) with five years of regular service in posts in Level- 7 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department; and</p> <p>(b) possessing the following educational qualifications and experience :-</p> <p><u>Essential</u> CA, ICWA, CFA, MBA (Finance) or equivalent from recognised University.</p> <p><u>Desirable</u> At least three years' experience in Finance and Accounts in Central Government/Autonomous Bodies.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidate may be posted at Dhanbad.</p>
(vii)	Assistant Commissioner (IT)	Level-10 in Pay Matrix	01	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>(a) (i) holding posts in Level-10 in pay matrix on regular basis in the parent cadre or department; or (ii) with four years of regular service in posts in</p>

				<p>appointment thereto on regular basis in the parent cadre/department; and</p> <p>(b) possessing the following educational qualifications and experience :-</p> <p><u>Essential</u> Bachelor's Degree in Engineering with Computer Science or E&amp;C as a major subject.</p> <p><u>Desirable</u> (a) Master's Degree in Computer Science or equivalent from a recognised University.</p> <p>(b) Five or more years of IT work.</p> <p>(c) IT consultants or project managers who focus on technology-related projects.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidate may be posted at Dhanbad.</p>
(viii)	Assistant Commissioner	Level-10 in Pay Matrix	05	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>(i) holding posts in Level-10 in pay matrix on regular basis in the parent cadre or department; or</p> <p>(ii) with four years of regular service in posts in Level-8 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidates may be posted at Dhanbad, Asansol, Ranchi, Sambalpur or Talcher. The candidates may give preference of two locations for posting. However, the posting of selected Officers will be on the discretion of Commissioner, CMPFO.</p>

(ix)	Assistant Engineer (Civil)	Level-10 in Pay Matrix	01	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <p>(i) holding posts in Level-10 in pay matrix on regular basis in the parent cadre or department; or</p> <p>(ii) with four years of regular service in posts in level-8 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department; and</p> <p>(b) Possessing Bachelor's Degree in Civil Engineering from a recognised University.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidate may be posted at Dhanbad.</p>
(x)	Senior Hindi Translator	Level-7 in Pay matrix	01	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>a)</p> <p>(i) holding posts in Level-7 in pay matrix on regular basis in the parent cadre or department; or</p> <p>(ii) with five years of regular service in posts in level-6 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department; and</p> <p>(b) Possessing the following qualifications :-</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level (or)</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at degree level (or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English with English Medium and Hindi as a compulsory or elective subject or as the medium of examination at the Degree level (or).</p> <p>Master's degree of a recognised University in any other subject other than Hindi or English with Hindi Medium and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree level (and)</p>



				<p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidate may be posted at Dhanbad.</p>
(xi)	Stenographer Grade-II	Level-6 in Pay Matrix	08	<p>Officers under the Central/ State Government/UTs/ Universities/Recognised Research Institutions/PSUs/ Autonomous or Statutory Organisations:</p> <p>(a) (i) holding posts in Level-6 in pay matrix on regular basis in the parent cadre or department; or (ii) with ten years of regular service in posts in Level- 4 in pay matrix rendered after appointment thereto on regular basis in the parent cadre/department; and</p> <p>(b) possessing the following qualifications :-</p> <p><b>Essential qualification</b></p> <p>12<sup>th</sup> Class Intermediate or equivalent pass from recognized board and should possess a speed of 80 words per minute in short hand and 40 words per minute in typewriting,</p> <p><b>Desirable:</b> Graduate of a recognised University</p> <p>Note 1 : Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed 3 years.</p> <p>Note 2 : The maximum age limit for appointment on deputation is 56 years on the closing date of receipt of application.</p> <p>The selected candidates may be posted at Dhanbad, Asansol, Ranchi, Sambalpur, Talcher, Nagpur, Godavarikhani or Kothagudem. The candidates may give preference of two locations for posting. However, the posting of selected Officers will be on the discretion of Commissioner, CMPFO.</p>

**APPLICATION PROFORMA**

POST APPLIED FOR					
1.	a) Name of the candidate : b) Present designation : c) Full Office Address : d) Residential Address : e) Tele Ph. No./Fax No. : f) Mobile phone No. : g) E-mail Id : h) Name, Address and Designation of Head of Administration :				
2.	Date of birth (in Christian era)				
3.	Date of retirement (as per existing rules of the employer)				
4.	Educational Qualifications ( <i>photocopies of relevant certificates are to be attached</i> )				
5.	Whether Educational and other qualifications required for the post are satisfied (If any qualification been treated as equivalent to the one prescribed in the rules, state the authority for the same).				
Qualifications/Experience required		Qualifications/Experience possessed by the Officer			
Essential	1. 2. 3.				
6.	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 and basic pay (Pay in Level of Pay Matrix)	Nature of duties
				<b>(Use separate sheet if necessary)</b>	
7.	Nature of present employment, i.e. ad hoc or temporary or permanent or on deputation				
8.	In case the present employment is held on deputation, please state :- (a) The date of initial appointment (b) Period of appointment on deputation/ contract (c) Name of the parent/office/organization which you belong.				

9.	Additional details about present employment: - Please state whether working under (a) Central Government (c) Autonomous Organisation	
10.	Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
11.	Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space provided is insufficient).	
12.	Preference of posting	1. 2.

I do hereby certify that the information provided in the application is true to the best of my knowledge and belief and the I am fulfilling all the eligibility criteria stipulated in the advertisement.

Date :

(Signature of the Candidate)

Place :

**Certificate by the employer**

- a) The date of birth, qualifications and experience and other details furnished by Shri/Smt \_\_\_\_\_ indicated at Sl. No. 1 to 12 in bio-data proforma have been verified and found correct as per service records of the officer.
- b) The integrity of Shri/Smt \_\_\_\_\_ is beyond doubt.
- c) No vigilance or disciplinary case is pending nor contemplated against the officer concerned.
- d) CMPFO will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer after his/her application is forwarded.
- e) Up-to date ACRs/APARs dossiers of the concerned Officer for the last five years is enclosed.
- f) Shri ----- is fulfilling the prescribed eligibility criteria as per advertisement.

Date :

(\*Signature of the employer)

Place :

(\*To be signed by an officer not below the rank of Under Secretary to the Government of India verifying the facts and figures contained in the bio-data of the candidates).