



# कोयला खान भविष्य निधि आयुक्त का कार्यालय

(भारत सरकार, कोयला मंत्रालय का एक सांविधिक निकाय)

OFFICE OF THE COMMISSIONER

COAL MINES PROVIDENT FUND ORGANISATION

(A STATUTORY ORGANIZATION UNDER MINISTRY OF COAL, GOVERNMENT OF INDIA)

मुख्यालय/HEADQUARTERS

पुलिस लाइन / POLICE LINE

धनबाद / DHANBAD

पिन - 826014 / PIN-826014

(झारखण्ड) / (JHARKHAND)

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F. No. CMPFO/5/Adm./H.Q./AC & RC-II/Deputation/2022/76

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 existing vacancies which may increase or decrease, on deputation terms from the officials of Central, Autonomous Bodies etc.

2. The details of posts like scales of pay, requisite qualifications/qualifying service and experience etc. are given in Annexure-I.

3. 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 on the last date of receipt of the applications.
(iv)	Medical facilities are admissible as per CMPF (Staff & Conditions of Service) Regulations, 1964.
(v)	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&T from time to time.
(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 17th 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 case.

4. Applications in the prescribed 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 Assistant Commissioner-I (Admn), CMPFO, Police Line, Dhanbad (Jharkhand)- 826014 by 06 July, 2022.

5. The selected candidates may be posted at Asansol, Kolkata, Deoghar, Margherita, Deoghar, Bhubaneswar, Chhindwara, Sambalpur and Godavari khani. The candidates may give preference of locations. However, the posting of selected Officers will be on the discretion of Commissioner, CMPFO.

6. The applications must be routed "Through Proper Channel" and the applications which are not in the prescribed format shall not be accepted. The sponsoring authorities are requested to forward the applications of eligible and interested candidates 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 and up to date vigilance clearance certificate of the officials concerned may also be forwarded.

(A.K. Keshava)

Regional Commissioner-I (SG)/Adm

ANNEXURE-I

Sl. No.	Name of the post	Level of pay	No. of Posts	Qualifications, Qualifying service and Nature of Experience
(i)	Regional Commissioner-II	Level-11 of Pay Matrix	Nine (09)	<p><b>Qualification :</b> Bachelor's degree or equivalent in any discipline from a recognised University.</p> <p><b>Qualifying Service:-</b> Officers under the Central/Autonomous Bodies :- i) holding analogous posts on regular basis or; ii) With five years' regular service in Level 10 of Pay Matrix.</p> <p><b>Nature of Job :-</b> Implementation of provisions of the CMPF &amp; MP Act, 1948 and Schemes, supervision and control of Regional Office for regular and timely sanction and payment of PF and settlement of Pension, submission of reports to controlling Regional Commissioner-I, Additional Commissioner, HQs Office and to other authorities as required from time to time.</p>
		Level-11 of Pay Matrix .	One (01)-IT	<p><b>Essential qualification:</b> Bachelor's Degree or equivalent from a recognized University.</p> <p><b>Qualifying Service:-</b> Officers under the Central/Autonomous Bodies:- i) holding analogous posts on regular basis or; ii) With five years' regular service in Level 10 of Pay Matrix.</p> <p><b>Nature of Job :-</b> To assist Commissioner or other Officer in computerisation of CMPF Account of members and ancillary work related to maintenance of IT infrastructure.</p>

Sl. No.	Name of the post	Level of pay	No. of Posts	Qualifications, Qualifying service and Nature of Experience
				<p><b>Desirable :</b> Three years or more experience in IT related works. Preference will be given to candidates having experience of implementation of e-office and web portal etc. Preferable place of posting will be at Hyderabad/ Bhubaneswar/ Ranchi/Dhanbad.</p>
(ii)	Assistant Commissioner	Level-10 of Pay Matrix	Eight (08)	<p><b>Qualification :</b> Bachelor's degree or equivalent in any discipline from a recognised University.</p> <p><b>Qualifying Service:-</b> Officers under the Central/Autonomous Bodies:- i) holding analogous posts on regular basis or; ii) having the experience of 4 years' regular service in Level 8 or 9 of Pay Matrix.</p> <p><b>Nature of Job :-</b> To assist Regional Commissioner or other Officer in managing the PF account of the members and other related works etc.</p>
		Level-10 of Pay Matrix	One (01)-IT	<p><b>Essential qualification :</b> Bachelor's Degree or equivalent from a recognized University.</p> <p><b>Qualifying Service:-</b> Officers under the Central/Autonomous Bodies:- i) holding analogous posts on regular basis or; ii) having the experience of 4 years' regular service in Level 8 or 9 of Pay Matrix.</p> <p><b>Nature of Job :-</b> To assist Commissioner or other Officer in computerisation of CMPF Account of members and ancillary job related to maintenance of IT infrastructure.</p> <p><b>Desirable :</b> Three or more years of experience in IT Work. Preference will be given to candidates having experience of maintenance of server, implementation of e-office and web portal etc. Preferable place of posting will be at Hyderabad/ Bhubaneswar/Ranchi/Dhanbad.</p>
		Level-10 of Pay Matrix	One (01) Finance	<p><b>Essential qualification :</b> Bachelor's Degree or equivalent from a recognized University.</p> <p><b>Qualifying Service:-</b> Officers under the Central/Autonomous Bodies :- i) holding analogous posts on regular basis or; ii) having the experience of 4 years' regular service in Level 8 or 9 of Pay Matrix.</p> <p><b>Nature of Job :-</b> To assist Commissioner or other Officer in timely preparation of Account, investment, related issues and other financial matters.</p> <p><b>Desirable :</b> Three or more years of experience in finance related work, PF and Insurance matters etc.</p>

ANNEXURE-II

## BIO-DATA 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 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 has 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	
<b>Essential</b>	1. 2. 3.

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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
					(Use separate sheet if necessary)	
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.

Date : \_\_\_\_\_ (Signature of the Candidate)

**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 either pending or 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.

\_\_\_\_\_  
(\*Signature of the employer)

(\*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).

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