


# GENERAL INSTRUCTIONS TO FILL APPLICATION FORM FOR CBT

## **1. APPLICANT'S NAME:**

- I) **NAME OF APPLICANT SHALL BE AS MENTIONED IN THE SSC/MATRICULATION/XTH PASS CERTIFICATE.**
- II) **FATHER'S/HUSBAND'S NAME SHALL BE AS MENTIONED IN THE SSC/MATRICULATION/XTH PASS CERTIFICATE.**
- III) **IT IS MANDATORY THAT ALL DOCUMENTS SUBMITTED WITH THE APPLICATION FORM SHALL HAVE THE NAME AND FATHER'S/HUSBAND'S NAME AS MENTIONED IN THE MATRICULATION/SSC/ Xth PASS CERTIFICATE.**
- IV) **IN CASE OF DIFFERENCE IN APPLICANT'S/ FATHER'S/ HUSBAND'S NAME BETWEEN THAT MENTIONED IN MATRIC CERTIFICATE AND ANY OTHER CERTIFICATE/ DOCUMENT UPLOADED, THE APPLICANT SHALL SUBMIT A VALID AFFIDAVIT FOR THE PURPOSE OR SUBMIT A COPY OF SUITABLE NOTIFICATION MADE IN GOVERNMENT OF INDIA GAZETTE.**

## **2. AGE PROOF DOCUMENTS:**

- I) **ONLY SECONDARY SCHOOL CERTIFICATE/MATRICULATION CERTIFICATE/ Xth PASS SCHOOL CERTIFICATE SHALL BE ACCEPTED AS AGE PROOF OF PERSONS WHO HAVE PASSED MATRICULATION.**
- II) **AGE OF AN APPLICANT SHOULD NOT BE LESS THAN 20 YEARS ON THE DAY OF THE EXAMINATION HE WANTS TO APPEAR**

 NOTE: OTHER CERTIFICATES OR DOCUMENTS SUCH AS PROVISIONAL CERTIFICATE / TRANSFER/ SCHOOL LEAVING CERTIFICATE / MIGRATION CERTIFICATE ETC. SHALL NOT BE CONSIDERED AS AGE PROOF.

### 3. ACADEMIC QUALIFICATION:

- I) THE ACADEMIC QUALIFICATION CERTIFICATE SHALL BE ACCEPTED ONLY IF IT IS ISSUED BY A BOARD / UNIVERSITY/INSITUTE RECOGNISED BY GOVERNMENT FOR THE PURPOSE.
- II) IN CASE A MINING ENGINEERING DEGREE BY A.M.I.E COURSE IT SHALL BE CONSIDERED VALID ONLY IF THE CANDIDATE HAD ENROLLED TO THE COURSE ON OR BEFORE 31.05.2013 AND HE SUBMITS HIS MEMBERSHIP CERTIFICATE FOR THE SAME.
- III) CANDIDATES ARE REQUIRED TO UPLOAD COLOUR SCANNED COPIES OF THE ORIGINALDOCUMENTS
- IV) CERTIFICATE NO. AND DATE OF ISSUE SHALL BE FILLED CORRECTLY.
- V) NAME OF THE BOARD/UNIVERSITY/INSITUTE SHALL BE SELECTED FROM THE DROP DOWN LIST. IN CASE THE DESIRED NAME OF BOARD/UNIVERSITY/INSITUTE IS NOT IN THE DROP DOWN LIST, THEN “**OTHER**” OPTION SHALL BE SELECTED FROM THE DROP DOWN LIST AND SHALL BE FILLED CORRECTLY.
- VI) ONLY THE PRESCRIBED ORIGINAL CERTIFICATES ARE TO BE UPLOADEDAS SUPPORTING DOCUMENTS FOR RESPECTIVE FIELDS, PROVISIONAL CERTIFICATES SHALL NOT BE ACCEPTED.

#### **4. FIRST AID CERTIFICATE:**

- I) THE FIRST AID CERTIFICATE SHALL BE ACCEPTED ONLY IF IT IS VALID ON THE DATE OF EXAMINATION AND IT HAS BEEN ISSUED FROM ST. JOHN. ASSOCIATION (INDIA), NEW DELHI/MULTI - DISCIPLINARY CENTRE ON SAFETY, HEALTH & ENVIRONMENT, BHUBANESWAR OR ANY OTHER APPROVED EQUIVALENT STANDARD.
- II) PROVISIONAL FIRST AID CERTIFICATES OR FIRST AID CERTIFICATE ISSUED BY STATE/DISTRICT CENTRE (IN CASE OF THOSE ISSUED BY ST. JOHN. ASSOCIATION (INDIA), NEW DELHI) SHALL NOT BE ACCEPTED.
- III) THE FIRST AID CERTIFICATE WHICH IS NOT DULY SIGNED BY THE EXAMINER OR ANY CERTIFICATE HAVING FACSIMILE SIGNATURE OF THE EXAMINER SHALL NOT BE ACCEPTED.

#### **5. MEDICAL CERTIFICATE:**

- I) THE MEDICAL CERTIFICATE ISSUED ON OR AFTER 01-01-2020 MUST BE IN THE PRESCRIBED FORMAT AS NOTIFIED IN DGMS WEBSITE. **(LINK FOR FORMAT**  
[http://dgms.gov.in/writereaddata/UploadFile/MEDICAL\\_CERTIFICATE\\_OF\\_FITNESS\\_Format.pdf](http://dgms.gov.in/writereaddata/UploadFile/MEDICAL_CERTIFICATE_OF_FITNESS_Format.pdf)
- II) A VALID MEDICAL CERTIFICATE SHALL CONTAIN THE NAME, SIGNATURE, REGISTRATION NUMBER AND SEAL OF ISSUING MEDICAL PRACTITIONER ALONG WITH THE DATE OF ISSUE.
- III) IN CASE OF AN APPLICATION UNDER THE COAL MINES REGULATIONS A MEDICAL CERTIFICATE SHALL BE ACCEPTED ONLY IF IT IS ISSUED WITHIN **ONE YEAR** OF THE DATE OF APPLICATION.
- IV) IN CASE OF AN APPLICATION UNDER METALLIFEROUS MINES REGULATIONS A MEDICAL CERTIFICATE SHALL BE ACCEPTED

ONLY IF IT IS ISSUED WITHIN **TWO YEAR** OF THE DATE OF APPLICATION.

- V) ISSUING AUTHORITY FOR MEDICAL CERTIFICATE SHALL NOT BELOW THE RANK OF ASSISTANT CIVIL SURGEON, OR CERTIFYING SURGEON OR MEDICAL PRACTITIONER HOLDING AT LEAST M.B.B.S. DEGREE AND REGISTERED WITH THE MEDICAL COUNCIL OF INDIA.

## **6. CHARACTER CERTIFICATE:**

- I. THE CHARACTER CERTIFICATE ISSUED ON OR AFTER 01-01-2020 MUST BE IN THE PRESCRIBED FORMAT AS NOTIFIED IN DGMS WEBSITE.

### **(LINK FOR FORMAT**

[http://dgms.gov.in/writereaddata/UploadFile/CHARACTER\\_CERTIFICATE\\_Format.pdf](http://dgms.gov.in/writereaddata/UploadFile/CHARACTER_CERTIFICATE_Format.pdf)

II. A VALID CHARACTER CERTIFICATE SHALL CONTAIN THE NAME, SIGNATURE AND SEAL OF ISSUING AUTHORITY ALONG WITH THE DATE OF ISSUE.

III. THE CHARACTER CERTIFICATES SHALL BE ACCEPTED ONLY IF IT IS ISSUED WITHIN **ONE YEAR** OF THE DATE OF APPLICATION.

IV. CHARACTER CERTIFICATES ISSUED BY GAZETTED OFFICER/ PRINCIPAL/ HEAD OF THE INSTITUTION/ MINE MANAGER SHALL BE PREFERRED.

## **7. PRACTICAL EXPERIENCE CERTIFICATE:**

- I. THE PRACTICAL EXPERIENCE CERTIFICATES SHALL BE ENSURED TO BE IN VALID FORMAT i.e. IF ISSUED ON OR AFTER 01.01.2020 IT SHALL BE AS PER THE FORMAT NOTIFIED IN DGMS WEB SITE.

### **(FORMAT LINK–**

<http://dgms.gov.in/writereaddata/UploadFile/EXPERIENCE%20CERTIFICATE.pdf>

- II. IF ANY ADDITIONAL INFORMATION IS MENTIONED IN THE EXPERIENCE CERTIFICATE FOR WHICH SPECIFIC FIELD HAS NOT BEEN PROVIDED OR IF ANY INFORMATION ASKED FOR IN THE EXPERIENCE CERTIFICATE IS LEFT INCOMPLETE, THEN IT SHALL BE CONSIDERED AS MODIFICATION OF THE EXPERIENCE CERTIFICATE FORMAT AND MODIFIED EXPERIENCE CERTIFICATES SHALL NOT BE ACCEPTED.
- III. THE PRACTICAL EXPERIENCE CERTIFICATES HAVING MISMATCH IN PERIOD OF EXPERIENCE (MENTIONED IN FRONT & REAR PAGES OF THE CERTIFICATE), OVERWRITING, CORRECTIONS, TAMPERING, SIGNATURE OF ISSUING AUTHORITY WITHOUT DATE, ETC., SHALL NOT BE ACCEPTED.
- IV. THE FOLLOWING SHALL BE VALID ISSUING AUTHORITIES FOR THE EXPERIENCE CERTIFICATE AS DETAILED BELOW:

<b>ISSUING AUTHORITY</b>	<b>TO WHOM HE CAN ISSUE EXPERIENCE CERTIFICATE</b>
MINE MANAGER	TO ALL PERSONS EMPLOYED/UNDERTAKING TRAINING IN THE MINE
MINE AGENT, OWNER	ONLY TO THE MINE MANAGER

- THE PRACTICAL EXPERIENCE CERTIFICATE SHALL BE VALID ONLY IF IT CLEARLY SHOWS AND HAS THE STATUTORY DESIGNATION AND SEAL OF THE ISSUING AUTHORITY AND NOT HIS COMPANY DESIGNATION.
  - THE PERIOD OF EXPERIENCE, IN THE CAPACITY OF A STATUTORY PERSON AS MENTIONED IN THE REGULATIONS AFTER THE EFFECTIVE DATE OF RELEVANT STATUTORY CERTIFICATE SHALL BE CONSIDERED AS THE VALID STATUTORY EXPERIENCE.
- V. PRACTICAL EXPERIENCE IN COAL MINES SHALL BE VALID ACCORDING TO THE **AVERAGE MONTHELY OUTPUT** OF THE MINE AS DETAILED BELOW:

<b>PRODUCTION CRITERIA FOR VALID EXPERIENCE</b>	<b>DATE OF ISSUE OF EXPERIENCE CERTIFICATE</b>
AVERAGE MONTHLY OUTPUT NOT LESS THAN 1000T (FOR BOTH UNDER GROUND/ OPEN CAST COAL MINES.	BEFORE 24.9.2018
AVERAGE MONTHLY OUTPUT NOT LESS THAN 1000T FOR UNDER GROUND MINES OR NOT LESS THAN 10,000 CUBIC METER OF MATERIAL HANDLING IN CASE OF OPEN CAST MINES.	ON OR AFTER 24.9.2018

VI. THAT A TIME PRACTICAL EXPERIENCE IN A MINE EXTENDING OVER A CONTINUOUS PERIOD OF **LESS THAN THREE MONTHS** IN CASE OF A WORKER AND LESS THEN **ONE MONTH** IN CASE OF AN OFFICIAL/ APPRENTICE, SHALL NOT BE ACCEPTED.

XII. FOR PRACTICAL EXPERIENCE IN METAL MINES THE EXPERIENCE SHALL BE VALID ACCORDING TO THE **AVERAGE DAILY EMPLOYMENT** IN THE MINE AS DETALED BELOW:

AVERAGE DAILY EMPLOYMENT IN THE <b>BELOW GROUNDWORKING</b>		AVERAGE DAILY EMPLOYMENT IN THE <b>OPEN CAST WORKING</b>		AVERAGE DAILY EMPLOYMENT IN <b>ALL THE MINE</b>
NOT LESS THEN <b>60 PERSONS</b>	OR	NOT LESS THEN <b>160 PERSONS</b>	OR	NOT LESS THEN <b>160 PERSONS</b>

IN CASE OF EXPERIENCE OF AN OPEN CAST METAL MINE HAVING LESS THAN THE ABOVE MENTIONED/ STIPULATED AVERAGE DAILY EMPLOYMENT THE CANDIDATE HAS TO SUBMIT COPY OF PERMISSION FOR USE OF HEAVY EARTH MOVING MACHINERY (**HEMM**) GRANTED

UNDER REGULATION 106 OF THE MMR, 1961, VALID FOR THE **ENTIRE PERIOD** OF THE EXPERIENCE SUBMITTED.

## **8. FEE PAYMENT:**

➤ THE PRESCRIBED APPLICATION FEES FOR RESPECTIVE MANAGER'S CERTIFICATES UNDER METALLIFEROUS MINES REGULATIONS IS AS FOLLOWS:

- (i) FIRST CLASS MANAGER'S EXAMINATION: **Rs.100/-**
- (ii) SECOND CLASS MANAGER'S EXAMINATION: **Rs.75/-**

➤ THE PRESCRIBED APPLICATION FEES FOR RESPECTIVE MANAGER'S CERTIFICATES UNDER COAL MINES REGULATIONS IS AS FOLLOWS:

- (i) FIRST CLASS MANAGER'S EXAMINATION: **Rs.1200/-**
- (ii) SECOND CLASS MANAGER'S EXAMINATION: **Rs.900/-**

➤ THE PRESCRIBED FEES SHALL BE PAID ONLINE THROUGH 'BHARATKOSH' ONLY.

➤ PAYMENT SHALL BE MADE THROUGH BHARATKOSH WEBSITE (<https://bharatkosh.gov.in>) BY FOLLOWING THE STEPS GIVEN BELOW:

### **STEP1:**

IN BHARATKOSH WEBSITE SELECT-**"QUICK PAYMENT"**

### **STEP2:**

FOR MINISTRY/DEPARTMENT SELECT - **"021- LABOUR AND EMPLOYMENT"**

### **STEP3:**

FOR PURPOSE SELECT- **"EXAMINATION FEE FOR MINING COMPETENCY EXAMINATIONS"**

➤ PAYMENT OF FEE BY ANY OTHER MODE SHALL NOT BE ACCEPTED.

## **9. PROCESS FOR SELECTION OF SCHEME:**

**FOR CHOOSING YOUR EXAMINATION PAPER SCHEM FOLLOW THE STEPS AS GIVEN BELOW:**

**STEP 1: FOR APPLICATION FOR MANAGER CERTIFICATE EXAMINATION**

**SELECT BETWEEN**

- COAL
- METAL

**STEP 2:**

**SELECT FOR CLASS OF CERTIFICATE:**

- FIRST CLASS
- SECOND CLASS

**STEP 3:**

**SELECT TYPE OF CERTIFICATE:**

- RESTRICTED
- UNRESTRICTED

**STEP 4:**

**SELECT YOUR QUALIFICATION:**

**ACADEMIC QUALIFICATION + STATUTORY CERT. + GAS TESTING (in case of unrestricted certificate type)**

**For example:-Degree in Mining Engineering with Second Class & Gas testing - 01(L)**

**STEP 5:**

**PROVIDE YOUR PREVIOUS CANDIDATE ID FOR THE SELECTED EXAMINATION (if applicable)**

- Fill the Year of Previous Written Examination appeared
- Fill the Previous Candidate ID

**STEP 6:**

**SELECT THE SUBJECT(S) OF THE EXAMINATION PASSED EARLIER (if applicable)**



- (i) **SELECT** Subject Passed
- (ii) **FILL IN THE** Year of Written Examination
- (iii) **FILL IN THE** Candidate ID
- (iv) **FILL IN THE** Roll Number (if available)

**Note:** - Repeat the above step for each subject passed.

#### **STEP 7:**

#### **SELECT THE SUBJECT FOR APPEARING IN THIS EXAMINATION**

For example: - L                      W                      V                      M                      S

### **10. PHOTOGRAPHS & SIGNATURE:**

- APPLICANT SHALL SUBMIT, RECENT PASSPORT SIZE COLOUR PHOTOGRAPH, WITH THE APPLICATION.
- NAME OF THE APPLICANT SHALL BE CLEARLY WRITTEN/ PRINTED, IN FRONT SIDE OF THE PHOTOGRAPH (ON THE TOP).
- THE PHOTOGRAPH SHALL BE TAKEN IN SUCH MANNER THAT THE FACE OF THE APPLICANT IS CLEARLY VISIBLE.
- THE CANDIDATE SHOULD SIGN ON A WHITE PAPER WITH BLUE COLOUR PEN AND SCAN THE SIGNATURE FOR UPLOADING.