



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**

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File No.: CMPFO-11.0011.0/4/2025-PERSONNEL/1486

Dated : 14 January, 2025

**CMPFO RECRUITMENT NOTICE**

The Coal Mines Provident Fund Organisation (CMPFO) is a Statutory Body under the Administrative control of Ministry of Coal, New Delhi established under the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948.

2. CMPFO intends to fill up the following Group 'C' posts based solely on merit as displayed in the Public Disclosure of marks & Other details of non-recommended willing candidates uploaded in the website of Staff Selection Commission (SSC) (<https://ssc.gov.in/home/public-disclosure>) as per provisions contained in Government of India, Department of Personnel & Training O.M. No. 39020/01/2016-Estt(B) dated 19.07.2017 and even number dated 21.12.2020. :-

S/ No	Name of post & Level of pay in Pay Matrix	Classifi- cation of post	Age Limit	No. of vacancy	Name of Exam of the disclosure list of SSC and date of uploading in the website of SSC
1.	Stenographer Grade-III (Level-4 in Pay Matrix)	Group C	18-27 years	UR - 07 OBC - 02 SC - 01 ST - 0 EWS - 01 <b>Total - 11</b>  <b>Horizontal Reservation</b> (a) vacancies reserved for Persons with Benchmark Disabilities [PwBD]  OH - 01  (b) Vacancies reserved for Ex-Servicemen (ESM) - 01	Stenographer Grade C and D Exam-2022 (Steno C) [available in website of SSC in <a href="https://ssc.gov.in/home/public-disclosure">https://ssc.gov.in/home/public-disclosure</a> ]



2.	<b>Social Security Assistant (SSA) (Level 4 in Pay Matrix)</b>	Group C	Between 18 to 27 years	UR - 39 OBC - 28 SC - 18 ST - 09 EWS - 10 <b>Total - 104</b>  <b>Horizontal Reservation</b> <b>(a) vacancies reserved for Persons with Benchmark Disabilities [PwBD]</b>  VH - 01 HH - 02 OH - 02 <b>Total - 05</b>  <b>(b) Vacancies reserved for Ex-Servicemen (ESM) - 10</b>	Combined Graduate Level Examination-2023 (All posts other than AAOs/JSO/Statistical Investigator) [available in website of SSC in <a href="https://ssc.gov.in/home/public-disclosure">https://ssc.gov.in/home/public-disclosure</a> ]
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3. **Vacancies and Reservation :**

(a) Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sessions (EWS), Ex-servicemen (ESM) and Persons with Benchmark Disabilities (PwBD) candidates for all the categories of posts/services, wherever applicable and admissible would be determined as per extant Government Orders and after necessary verification.

(b) Vacancies for ESM are reserved for only Group 'C' posts.

(c) CMPFO will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Departmental of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment or as identified for specified posts.

4. **Permissible relaxation in upper age limit for claiming age relaxation are as follows :-**

<b><u>S/No.</u></b>	<b><u>Category</u></b>	<b><u>Age relaxation</u></b>
(a)	SC/ST	05 years
(b)	OBC	03 years
(c)	Persons with Benchmark Disability (PwBD) (Unreserved)	10 years
(d)	Persons with Benchmark Disability (PwBD) (OBC)	13 years
(e)	Persons with Benchmark Disability (PwBD) (SC/ST)	15 years
(d)	Ex-serviceman (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date.
(e)	Meritorious Sports Person	05 years



5. **Essential Educational Qualifications :**

(a) **Stenographer Grade-III**

**Essential qualification**

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.

Desirable: Graduate of a recognised University.

(b) **Social Security Assistant (SSA)**

**Essential**

(a) Degree of a recognized University or equivalent.

(b) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 key Depression per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. Time allowed – ten minutes.

**Desirable**

A Computer Training Certificate from a recognized Institution.

6. **How to apply :**

**General instructions for Application**

- Only candidates from the Public Disclosure of marks & Other details of non-recommended willing candidates of the exams mentioned at Para 2 above are eligible to apply for the respective posts.
- To be applied through Recruitment portal only. No application in any other mode will be accepted.
- Navigate the website link (<https://starrating.coal.gov.in/cmpfo/>)
- Now click on "Register" for Registration.
- After Registration, personal details and academic details are to be filled up.
- Then, the documents are to be uploaded.
- **The last date of registering the names in the CMPFO Recruitment portal will be 15.02.2025.**

7. **Application Fee :**

There would be no application fee for applying the posts of Stenographer Grade-III and Social Security Assistant in CMPFO.

8. **Method of selection :**

- On receipt of applications from the willing candidates from the disclosure list published on the website of SSC for Group C posts as mentioned at Para 1 above, a Selection Committee will prepare a select list of the willing candidates in three time of the vacancy (i.e. 1:3 ratio of vacancy and reserve list).
- No interview or skill test of the selected candidates would be conducted by CMPFO.
- The applications of the candidates will be accepted subject to the condition that all the requisite documents and information are uploaded/filled up correctly.
- CMPFO reserves the right to reject the application of candidates due to mismatch of information contained in the essential documents and other information uploaded in the Recruitment Portal with reference to the information as per the disclosure list of SSC.
- The decision of CMPFO in the selection of eligible candidates is final.
- CMPFO reserves the rights to keep any or all of the posts unfilled depending on the circumstances prevailing at the time of selection.
- Suitable action, as deemed fit, will be taken against the candidates in case of false information or information.
- On selection, the candidates will be asked to report CMPFO Headquarters, Police Line, Dhanbad-826 001 (Jharkhand) for document verification.



### 9. All India Service Liability

The selected candidates shall liable to serve in any Office of the Organisation anywhere in India. The Offices of CMPFO are located in Dhanbad (Jharkhand), Ranchi (Jharkhand), Deoghar (Jharkhand), New Delhi, Kolkata, Asansol (West Bengal), Jabalpur (Madhya Pradesh), Bilaspur (Chhattisgarh), Chhindwara (Madhya Pradesh), Singrauli (Madhya Pradesh), Kothagudem (Andhra Pradesh), Godavari Khani (Andhra Pradesh), Sambalpur (Odisha), Talcher (Odisha) and Margheriata (Assam). **The candidates may be allowed to opt for three choice stations for initial posting. However, the posting of selected candidates will be on the discretion of the Appointing Authority.**

*Madhuresh Kumar Singh*  
14/04/25  
(Madhuresh Kumar Singh)  
Assistant Commissioner (Adm)

### Application Form (for viewing purpose only)

Post	
Title of Examination of SSC	

### Personal Information

First Name*		Middle Name		
Last Name		Gender*	Male	Female
Father's Name*		Date of Birth*		Other

### Contact Information

Mobile Number*		Email id*	
State of Domicile*		District*	
Nationality*		Correspondence Address*	
Permanent Address*			

### SSC Exam information

Roll No.*		Total Marks scored*	
S.No. in the list*		Category*	UR/SC/ST/OBC/EWS/PwBD

### Educational details (in reverse order, starting from the latest)

Graduation*	University/Institute*	Subjects*	Year of passing*	Grade/CGPA/Marks obtained*	Percentage (in case marks obtained)*
Intermediate*	Name of Board	Subjects*	Year of passing*	Grade/CGPA/Marks obtained*	Percentage (in case marks obtained)*
10 <sup>th</sup> Matriculation	Name of Board	Subjects*	Year of passing*	Grade/CGPA/Marks obtained*	Percentage (in case marks obtained)*

### Choice of posting

S/No	Choice	Name of State
1.	Choice -1	
2.	Choice- 2	
3.	Choice-3	



### Document Upload

Photograph* (jpg, png, jpeg) (image dimension : 200*200, Image size : 50kb)	
Signature* (jpg, png, jpeg) (image dimension : 200*200, Image size : 50kb)	
PG Mark sheet, if any (pdf) (Maximum size : 300kb)	
Graduation Mark sheet* (pdf) (Maximum size : 300kb) <b>[FOR THE POST OF SSA]</b>	
12 <sup>th</sup> Mark sheet* (pdf) (Maximum size : 300kb)	
10 <sup>th</sup> Mark sheet* (pdf) (Maximum size : 300kb)	
ID Proof* (Aadhar Card/Voter ID/Passport/Driving Licence) (pdf) (Maximum size : 300kb)	
A handwritten note on your suitability for the post* (pdf) (Maximum size : 300kb)	
Online application form submitted to SSC while applying the post* (pdf) (Maximum size : 300kb)	
Admit Card issued by SSC* (pdf) (Maximum size : 300kb)	
Mark sheet of Main Exam of SSC* (pdf) (Maximum size : 300kb)	
Certificate regarding SC/ST/OBC/EWS/PwBD in case of candidates belonging to SC/ST/OBC/EWS/PwBD.	