

FAQs – Applying for Statutory Certificates

1. Questions On Age proof documents:

- Applicant shall submit the SSC/ Matriculation Certificate or SSC/ Matriculation Mark sheet or Intermediate/Higher Secondary Certificate, having details of date of birth mentioned in it, as age proof document. Other certificates or documents such as- Provisional Certificate / Transfer Certificate / Migration Certificate, etc., shall not be considered as age proof.

2. Questions On Applicant's Name, Father's Name:

- The name of Applicant and his Father's name in application shall be the same as mentioned in his SSC/Matriculation Certificate.
- In case of an application or any document (submitted with the application), having minor differences in Applicant's name and/or his Father's name (as compared to his SSC/ Matriculation Certificate), the Applicant shall have to submit an affidavit for the same, duly signed by Competent Authority along with his seal or Notified it in Government Gazette.

3. Questions On Applicant's Photograph:

- Applicant shall submit and/ or affix, an attested, recent passport size coloured photographs, with the application.
- Name of the Applicant shall be clearly written/ printed, in front side of the photograph (on the top).
- The attestation on the photograph shall be done in such manner that the face and the name of the Applicant on the photograph are visible.
- Photograph shall be duly attested by a Gazetted Officer/ Principal/ Head of the Institution/ Mine Manager. Self-attested photographs shall not be accepted.

- Old, black & white and unclear photographs shall not be accepted.

4. Questions On Academic Qualification:

- Academic Qualification Certificates (*such as SSC/ Matriculation Certificates, Senior Secondary School Certificate / Higher Secondary School Certificate / Intermediate Certificate / 12th Standard or Other Equivalent Certificate, Diploma Certificate, Degree Certificate or Other Equivalent Qualifications*) shall be considered valid only if they are issued by a Board/ University approved for the respective purpose by the Government.
- Mark List / Provisional Certificate / Transfer Certificate / Migration Certificate submitted as an Academic Qualification, shall not be considered valid.

5. Questions On First Aid Certificates:

- In case of applications for Statutory Certificates on *exemption basis*, the First Aid Certificate shall be accepted if it's valid on the date of receipt of applications in this Directorate.
- In case of applications for Statutory Certificates on *examination basis*, the First Aid Certificate shall be accepted if it's valid till the date of examination.
- First Aid Certificate issued by "State Centres" or Provisional Certificates shall not be accepted.
- In case an Applicant, who has passed First Aid Certificate examination of a higher level, before expiry of validity of his old Certificate and submits copies of both old "Original First Aid" and new "Provisional First Aid" Certificates, then his Provisional First Aid Certificate shall be accepted. However the Provisional First Aid Certificate, which is more than 6 months old from its issue date, shall not be considered valid.

- The First Aid Certificate shall be duly signed by the Examiner. Any certificate having facsimile signature of the Examiner shall not be valid.
- First Aid Certificates without applicant's Signature and seal of the Examiner shall not be valid.

6. Questions On Practical Experience Certificates:

- Practical experience certificate submitted in any format, which is different/ modified from the latest format prescribed/ notified in DGMS website, shall not be considered valid.
- Additional information mentioned in a certificate for which no specific field/ place has been provided in the prescribed format, shall be considered as a modification of the format of the said certificate and therefore the certificate shall be not be considered valid.
- Details of all the fields in the prescribed format of Practical Experience Certificate shall be entered. Incomplete Certificates shall not be valid.
- Practical Experience Certificates having mismatch in period of experience (mentioned in Page 1 & Page 2 of the certificate), overwriting, corrections, tampering, signature of issuing authority without date, etc., shall not be valid.
- Issuing authorities:
 - Any person employed / undertaking training in a Mine, shall obtain Practical Experience Certificate from the Manager of the Mine only, Experience Certificate issued to a person employed / undertaking training in a Mine, by the Owner or Agent or any other person, shall not be valid.
 - Manager of a Mine, shall obtain Practical Experience Certificate from the Owner or Agent of the Mine, Experience Certificate issued to the Mine Manager by any other person shall not be valid.

- The Practical Experience Certificate shall be valid only if it clearly shows and has the Statutory Designation and Seal of the issuing authority respectively and not his Company Designation.
- Practical Experience in a Coal mines with Average Monthly Output less than 1000 T/month or 10000 m³ /month shall not be valid.
- Practical Experience in a Metalliferous mines with Average Daily Employment less than 60 persons (for belowground mine) or 160 persons (for opencast mine) or 160 persons (In all) shall not be valid.

However the Practical Experience in an opencast mine with less manpower, may be considered, if permission for use of Heavy Earth Moving Machinery in the mine is granted under Regulation 106 of the MMR, 1961, for the entire period of Practical Experience and copy of the permission is submitted along with the Experience certificate.

- The criteria of ‘minimum Average Daily Employment’ shall not be applicable to the Applicants applying for Mining Mate & Blaster competency Examination.
- The Practical Experience for Statutory Certificates on ‘**Exemption Basis**’ shall be for the prescribed period after passing the minimum qualification as necessary for it.
- The Practical Experience for Statutory Certificates on ‘**Examination Basis**’ shall be for the prescribed period after the effective date of the type of Statutory Certificate(s) necessary to possess for the said examination.
- In case of an Applicant applying for Overman Competency Certificate Examination, Practical Experience of minimum one month period in the capacity of ‘Sirdar/ Shot Firer’ shall be submitted.
- All Statutory Certificates shall be considered valid from the “Effective Date” mentioned on it and not from date of issue of the certificate, for the purpose of calculating period of statutory experience.

7. Questions On Character Certificates:

- A valid Character Certificate shall contain the Name, Signature and Seal of issuing authority along with the date of issue.
- The Character certificates having issue date within one year from the date of application (in case of Statutory Certificate on Exemption Basis) and the date of examination (in case of Statutory Certificate on Examination Basis), shall be considered valid.
- Character certificates issued by Gazetted Officer/ Principal/ Head of the Institution/ Mine Manager shall be preferred.

8. Questions On Medical Certificate:

- A valid Medical Certificate shall contain the Name, Signature, Registration Number and Seal of issuing Medical Practitioner along with the date of issue. Medical Certificates having facsimile signature of issuing Medical Practitioner shall not be valid.
- Medical Certificate issued only by a Registered Medical Practitioner (having M.B.B.S as minimum qualification) shall be valid.

9. Questions On Fee Payment:

- Application fees, as prescribed for respective Statutory Certificates shall be paid through electronic mode by 'Bharatkosh' only. The payment shall be made, as per the guide lines detailed in the website (www.dgms.gov.in). Fee payment done by any other mode shall not be accepted.
- Applicants are required to ensure that, their application form reaches this Directorate within 21 days of fees payment made through "Bharatkosh". Any application received after completion of above period shall not be considered.

10. Questions On Forms and Formats:

- The application forms, supporting documents (issued on or after 01-01-2020), certificates (issued on or after 01-01-2020) and affidavit, submitted by an applicant, shall be in the prescribed format as provided in the website (www.dgms.gov.in). Application and relevant documents which are not in format as prescribed shall not be accepted.
- Any additional information, for which no specific field/place is provided for in the prescribed format of a certificate, shall be considered as a modified format for the said certificate and therefore, shall be considered invalid.

11. Questions On Affidavit:

- Applicant shall submit the affidavit duly signed by Competent Authority, Witnesses and Applicant himself. Any affidavit where these signatures are missing shall not be accepted.
- Court Fees Stamp, Date of Issue and Stamp/ Seal of Competent Authority are mandatory in case of an affidavit. Any affidavit, devoid of any of the above requirements shall be invalid.

12. Questions On Applicant details on the Statutory Certificate applied for:

- The “Name of Applicant”, “Father’s Name” and “Date of Birth” on the Statutory Certificate being issued shall be as per the respective details in the SSC/ Matriculation Certificate.

13. Number of attempts for any Examination:

- Number of attempts for any Examination shall be the number of times the applicant has actually appeared in that examination after coming into force the applicable statute (i.e. the applicable bye-laws), however, it shall not include the number of times the applicant has been called for that examination.

- In order to count the number of attempts, the Examinations of Restricted and Unrestricted type of the same Statutory Certificate, shall be considered as separate examinations.
- For an Examination (consisting of one or more subjects), notified under the concerned Regulations, the number of attempt shall be counted as one attempt per Notified Examination, irrespective of the number of subjects attempted.

14. Syllabus for Examinations:

- **UNDER CMR 2017:**

Web link -

http://dgms.gov.in/writereaddata/UploadFile/Gazette_Notification_of_Exam_Bye_Laws_Under_CMR_2017.pdf

- **UNDER MMR 1961:**

DGMS Cir. Exam (Metal) 2/2009, dated 14-08-2009

15. Other general Questions:

- Applications for all junior examinations such as, Gas testing, Sirdar's, Mate's, Blaster's and Engine driver's Competency Examinations, shall be made to the office of the Zonal Secretary, of respective DGMS Zonal office in which the District of applicant's correspondence address belongs.
- Applications for all senior Certificates such as Overman's, Foreman's, Surveyor's and Manager's Competency Certificates, shall be made to the office of the Secretary (BME), DGMS (HQ), Dhanbad.
- Incomplete application/ Documents/ Certificates devoid of details / information such as incomplete Applicants Name, Applicants Signature with date, Signature & Seal of Competent/ Issuing Authority, Date of Issue, etc., shall not be accepted.

- In case of application for Competency certificate on Examination basis, Character Certificate, Medical Certificate and Affidavit shall be submitted in original, all other documents required to be submitted with the application shall be self-attested copies.
- In case of application for Competency certificate on Exemption basis, all the documents required to be submitted shall be in original along with one set of Self- attested copies.
- Any original document submitted with the application, except the Character Certificate, Medical Certificate and Affidavit shall be returned back to the applicant.
- Application for a Statutory Certificate once rejected, shall not be considered any further. To be considered again, the Applicant shall have to submit afresh application along with all required documents and fees.
- The print copy of the authorisation/ call letters for written or oral examinations, downloaded from the official website (www.dgms.gov.in)/ email sent to the applicant's mail id shall be valid if supported with an original valid Government photo ID card.
- The Notification of all the scheduled Statutory Examinations for Overman's, Foreman's, Surveyor's and Manager's Competency Certificates under the Coal and Metalliferous Regulations, shall be made in the official website (www.dgms.gov.in) and various newspapers across India.

➤ Abbreviations for various Statutory Certificates:

Sl. No.	CERIFICATE ABBREVIATION	NAME OF CERTIFICATE	UNDER
1	GT	Gas testing certificate of competency (on Examination basis)	The Mines Act, 1952
2	BR	Blaster's Certificate of Competency (Restricted) (on Examination basis)	Metalliferous Mines Regulations, 1961
3	BU	Blaster's Certificate of Competency (Unrestricted) (on Examination basis)	Metalliferous Mines Regulations, 1961
4	MR	Mining Mate's Certificate of Competency (Restricted) (on Examination basis)	Metalliferous Mines Regulations, 1961
5	MU	Mining Mate's Certificate of Competency (Unrestricted) (on Examination basis)	Metalliferous Mines Regulations, 1961
6	FR	Mine Foreman's Certificate of Competency (Restricted)	Metalliferous Mines Regulations, 1961
7	FR-E	Mine Foreman's Certificate of Competency (Restricted) (On Exemption basis)	Metalliferous Mines Regulations, 1961
8	FU	Mine Foreman's Certificate of Competency (Unrestricted) (on Examination basis)	Metalliferous Mines Regulations, 1961
9	FU-E	Mine Foreman's Certificate of Competency (Unrestricted) (on Exemption basis)	Metalliferous Mines Regulations, 1961

10	SVR	Surveyor's Certificate of Competency (Restricted)- (on Examination basis)	Metalliferous Mines Regulations, 1961
11	SVR-E	Surveyor's Certificate of Competency (Restricted) (on Exemption basis)	Metalliferous Mines Regulations, 1961
12	SVU	Surveyor's Certificate of Competency (Unrestricted) (On Examination basis)	Metalliferous Mines Regulations, 1961
13	SVU-E	Surveyor's Certificate of Competency (Unrestricted) (on Exemption basis)	Metalliferous Mines Regulations, 1961
14	SMR-E	Second Class Manager's Certificate of Competency (Restricted) - (On Exemption basis)	Metalliferous Mines Regulations, 1961
15	SMU-E	Second Class Manager's Certificate of Competency (Unrestricted) - (on Exemption basis)	Metalliferous Mines Regulations, 1961
16	SR	Sirdar's Certificate of Competency (Restricted) (on Examination basis)	Coal Mines Regulations, 2017
17	SU	Sirdar's Certificate of Competency (Unrestricted) (on Examination basis)	Coal Mines Regulations, 2017
18	OMR	Overman's Certificate of Competency (Restricted) (on Examination basis)	Coal Mines Regulations, 2017
19	OMR-E	Overman's Certificate of Competency (Restricted) (on Exemption basis)	Coal Mines Regulations, 2017

20	OMU	Overman's Certificate of Competency (Unrestricted) (on Examination basis)	Coal Mines Regulations, 2017
21	OMU-E	Overman's Certificate of Competency (Un-restricted) (on Exemption basis)	Coal Mines Regulations, 2017
22	SVCR	Surveyor's Certificate of Competency (Restricted) (on Examination basis)	Coal Mines Regulations, 2017
23	SVCR-E	Surveyor's Certificate of Competency (Restricted) (on Exemption basis)	Coal Mines Regulations, 2017
24	SVCU	Surveyor's Certificate of Competency (Unrestricted) (on Examination basis)	Coal Mines Regulations, 2017
25	SVCU-E	Surveyor's Certificate of Competency (Un-restricted) (on Exemption basis)	Coal Mines Regulations, 2017
26	SCR-E	Second Class Manager's Certificate of Competency (Unrestricted) - (on Exemption basis)	Coal Mines Regulations, 2017
27	SCU-E	Second Class Manager's Certificate of Competency (Unrestricted) - (on Exemption basis)	Coal Mines Regulations, 2017
28	SCR	Second Class Manager's Certificate of Competency (Unrestricted) (on Examination basis)	Coal Mines Regulations, 2017
29	SCU	Second Class Manager's Certificate of Competency (Unrestricted) (on Examination basis)	Coal Mines Regulations, 2017

30	SMR	Second Class Manager's Certificate of Competency (Restricted) - (on Examination basis)	Metalliferous Mines Regulations, 1961
31	SMU	Second Class Manager's Certificate of Competency (Unrestricted) - (on Examination basis)	Metalliferous Mines Regulations, 1961
32	FMR	Second Class Manager's Certificate of Competency (Restricted) - (on Examination basis)	Metalliferous Mines Regulations, 1961
33	FMU	Second Class Manager's Certificate of Competency (Unrestricted) - (on Examination basis)	Metalliferous Mines Regulations, 1961
34	FCR	First Class Manager's Certificate of Competency (Restricted) (on Examination basis)	Coal Mines Regulations, 2017
35	FCU	First Class Manager's Certificate of Competency (Unrestricted) (on Examination basis)	Coal Mines Regulations, 2017