



## SOUTH EASTERN COALFIELDS LIMITED

(A Subsidiary Company of Coal India Ltd)

CIN :U10102CT1985GOI003161

EXECUTIVE ESTABLISHMENT DEPARTMENT

REGD. OFFICE: SEEPAT ROAD, BILASPUR(CG): 495 006

Phone: 07752-246336, E-Mail: gmee.secl@coalindia.in

Ref: SECL/BSP/EE/Notification/ Adviosr(Sectl.)/2021/ 39

Date : 02.01.2021

**NOTIFICATION FOR ENGAGEMENT OF FULL TIME ADVISOR(SECRETARIAL) IN SECL ON CONTRACT BASIS AS PER CIL'S POLICY FOR AVAILING SERVICES OF THE RETIRED CMD'S/DIRECTORS/SR.LEVEL EXECUTIVES, ETC AS FULL TIME/PART TIME ADVISORS.**

South Eastern Coalfields Limited (A Subsidiary of Coal India Limited) invites applications for engagement of One Full Time Advisor (Secretarial) from **retired executives** of Secretarial discipline from CIL & its subsidiaries, PSUs/autonomous organizations of Central/State governments on contractual basis for an initial period of 06 (six) months which can be extended upto two years, subject to requirement and satisfactory performance. **VRS optees will not be considered.**

The eligibility criteria, terms of engagement, pay & allowances, other benefits are mentioned below.

below.

1	Name of Post	FULL TIME ADVISOR(SECRETARIAL)																
2.	No.of Posts	1 (One)																
2.	Nature of work	The incumbent will function as Full Time Advisor (Secretarial). His services will be utilized for assistance/advice to CMD/Directors/CVO/GMs/HODs as per requirement on day to day basis. He shall also be responsible for any other works/jobs that are assigned to him/her as per requirement.																
4	Qualification	Any Graduate.																
5.	Experience	Minimum 5 (Five) years in Secretarial discipline from retired executives of Secretarial discipline from CIL & its subsidiaries, PSUs/autonomous organizations of Central/State governments.																
3	Maximum age limit for eligibility	Applicants should be more than 60 years but not more than 65 years during the contract period. Engagement will not be beyond his/her attaining the age of 65 years. Cut off date for the eligibility will be the date of Notification.																
4	Consolidated Honorarium and other benefit	<p>(i) <b>Consolidated Monthly Compensation/Honorarium :</b></p> <table><tr><th>Grade of Retd. Executive</th><th>Compensation/ Honorarium</th></tr><tr><td>E-8</td><td>Rs. 1,05,000/- p.m.</td></tr><tr><td>E-7</td><td>Rs. 90,000/- p.m.</td></tr><tr><td>E-6</td><td>Rs. 75,000/- p.m.</td></tr><tr><td>E-5</td><td>Rs. 60,000/- p.m.</td></tr><tr><td>E-4</td><td>Rs. 52,500/- p.m.</td></tr><tr><td>E-3</td><td>Rs. 45,000/- p.m.</td></tr><tr><td>E-2</td><td>Rs. 37,500/- p.m.</td></tr></table> <p>(ii) <b>Accommodation facility :</b> Suitable Company's accommodation shall be provided on availability. However, if Company's accommodation is not available, a consolidated amount will be paid @ 8% of consolidated pay. In the event of</p>	Grade of Retd. Executive	Compensation/ Honorarium	E-8	Rs. 1,05,000/- p.m.	E-7	Rs. 90,000/- p.m.	E-6	Rs. 75,000/- p.m.	E-5	Rs. 60,000/- p.m.	E-4	Rs. 52,500/- p.m.	E-3	Rs. 45,000/- p.m.	E-2	Rs. 37,500/- p.m.
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18/1/21

		Company's accommodation, the house rent as applicable to Executives on roll will be recovered.
		(iii) <b>Conveyance charges</b> : Company shall provide conveyance for full time Advisor's as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charges.
		(iv) Re-imbursement for the use of mobile telephones based on the actual bills or Rs.750/- p.m. whichever is less.
		(v) Medical, leave and TA/DA shall be governed as per CIL's Policy.
5	Terms & Conditions	<p>(i) The selected Advisor(Secretarial) would be stationed at any Coalfield Area of SECL/HQ as per requirement of the Company.</p> <p>(ii) The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical Officer.</p> <p>(iii) Notice period for termination of Contract – One month's notice or consolidated honorarium from either side.</p> <p>(iv) The Advisor has to maintain the integrity and secrecy of the Companies business and shall not engage himself/herself with any other business during his/her tenure as Advisor. He shall perform the duties efficiently, diligently and shall devote their whole time to the company. He/she shall honestly and faithfully serve the Company during the period of engagement.</p> <p>(v) Tax – In case of payment of GST is required, the same shall be reimbursed on production of proof of such payment.</p> <p>(vi) Other terms &amp; conditions as per CIL's Policy in vogue.</p>

The Application Form can be downloaded from SECL website [www.secl-cil.in](http://www.secl-cil.in) under the caption "Career". Interested candidates fulfilling the above criteria may submit their resume along with following (self-attested) documents:-

1. Proof of Age (Matriculation Certificate).
2. Retirement/Superannuation Notice.
3. Certificate of Qualification and Experience.

These documents along with duly filled and signed application format should reach to the "Office of GM(P/EE), Executive Establishment Department, South Eastern Coalfields Limited, Seepat Road, Bilaspur, Chhattisgarh, Pin: 495006, latest by 20.01.2021 by 5.00 PM by Registered Post/Speed Post/email in email id – gmee.secl@coalindia.in.

Following important points may also be noted:

- (i) Application received after 20.01.2021 by 5.00 PM will not be considered and the company will not be responsible for any postal delay/loss in transit in submission of application within specified time.
- (ii) Any modification/amendments, if any, in this notification will be given in SECL website only.
- (iii) All correspondence with the candidates shall be made as per his/her address, given in the application. However, important information will also be available on SECL website.
- (iv) SECL reserves the right to shortlist candidates for interview/selection process. Selection will be done on the basis of performance in the interview.
- (v) No TA/DA will be paid to any candidate for appearing in interview/selection process.
- (vi) The decision of SECL Management in the matter will be final and binding upon all.

General Manager(Pers/EE)  
SECL HQ., Bilaspur

18/12/2020

Distribution :

1. TS to D(P&IR), CIL, Kolkata.
2. TS to CMD, SECL, Bilaspur.
3. TS to D(P)/D(T/O)/D(T/P&P)/D(F), SECL.
4. GM(P/EE)/HOD(P/EE), CIL/MCL/NCL/ECL/BCCL/CCL/WCL/CMPDIL ...  
For wide circulation in their Subsidiary Company.
5. All HODs, SECL HQs.
6. All GMs, Areas, SECL.
7. HOD(System), SECL ... with a request to upload on SECL website.
8. All Notice Boards, SECL HQ.

Copy to :

GM(System)/HOD(System), CIL/MCL/ECL/BCCL/CCL/WCL/NCL/CMPDIL..  
with a request for uploading the notification on their  
official websites.

Copy for kind information to :

1. Director(Pers.), SECL.
2. CVO, SECL.

1. To the Director, CIL, Kolkata
2. To the Director, CIL, Siliguri
3. To the Director, CIL, Dibrugarh
4. To the Director, CIL, Imphal
5. To the Director, CIL, Jorhat
6. To the Director, CIL, Guwahati
7. To the Director, CIL, Dispur
8. To the Director, CIL, Jorhat

With a request for forwarding the enclosed to their  
respective offices.

Yours faithfully,  
[Signature]  
[Name]  
[Designation]

## APPLICATION FORMAT

For the Post of Advisor (Secretarial) in South Eastern Coalfields Limited

1. Ref. No. & Date of Notification :

2) Name (in Block Letter) :

3) Father/Spouse's Name :

4) Date of Birth :

5) Present Address for communication:

6) Contact No.

a) Telephone :

b) Mobile :

c) E-Mail ID :

7) Permanent Address :

8) Caste (Gen/SC/ST/OBC):

9) Date of superannuation :

10) Educational Qualification :

11) Experience details as prescribed below:

Name of the Org./ Dept. from where retired	Last post held/EIS No.	Grade	Pay Scale	Basic Pay with grade pay (where applicable)	Discipline	Period	Remarks

12) Special Achievement (if any) :

13) Details of any Departmental/Vigilance Case or Court Case (if any):

14) Superannuation Notice No. & Date (Enclose documents):

15) Any other information

SELF  
ATTESTED  
PHOTO

(Name & Signature of the candidate)

Date:

Place:

List of enclosures: