



एक महारत्न कंपनी  
A Maharatna Company

Ref No.CIL:Rectt:NE-Ex: Min: ५५०२

Date: 30-Sept-2022

To,

**ED (Personnel) / HoD(MP&IR),CIL  
GM (P&A),CMPDIL  
GM/HoD (P/EE) -BCCL / CCL/ECL / MCL / NCL / SECL / WCL  
GM/HoD (P/IR) -BCCL / CCL / ECL / MCL / NCL / SECL / WCL  
GM/HoD (P/NEE) -BCCL / CCL / ECL / MCL / NCL / SECL / WCL**

Dear Sir,

**Sub: Internal Notification for Promotion / Selection from Non-Executive cadre to Executive cadre in Mining Discipline to the post of Sr.Officer (Mining) in E2 Grade.**

1. The application particulars duly certified (as per enclosed Proforma / bio-data format Annex A & B) in respect of all eligible candidates in Mining Discipline may be forwarded to Dy.General Manager (Pers/Rectt), CIL / HoD (P/Rectt), CIL by **29-Nov-2022** after due scrutiny by a Committee to be constituted by Director (Personnel) of respective subsidiary company / ED (Personnel) / HoD (MP&IR), CIL in case of CIL / RSO / NEC as per eligibility criteria/norms through Hard Copy as well as ERP platform .

2. **Tentative vacancy is as under :-**

Vacancy	Unreserved	SC	ST
504	392	75	37

3. **Qualification as per Cadre Scheme and cut-off date:**

a) **Cut-off date:** The cut-off date for determining eligibility as per Cadre Scheme shall be reckoned as on **30-Sept-2022**.

b) **Minimum qualification as per Cadre Scheme :**

i) Degree in Mining with 2nd Class Mine Manager's Certificate of Competency or exemption certificate.

Or

ii) Diploma in Mining (3 yrs course) with 2nd Class Mine Manager's Certificate of Competency.

Or

iii) Non-Diploma holders / Non-Degree holders with 2nd Class Mine Manager's Certificate of Competency.

*Shilpa*

*Amol*

**4. Selection Criteria:**

- i) The seniority of the eligible candidates is to be reckoned from the date of effectiveness of the requisite statutory qualifying certificate as per Cadre Scheme.
- ii) Performance Rating shall be at least "GOOD" for the last 03 years i.e. 2019-20, 2020-21 & 2021- 22.
- iii) All clearances viz., Vigilance, Departmental & Safety clearance.
- iv) In case of tie in date of effectiveness of requisite statutory qualifying certificate, seniority determination of the eligible candidates shall be done as under:
  - a) Then the one who is senior in grade i.e. T&S grade A1, T&S grade-A, T&S grade B and so on.
  - b) If (a) is also same then the date of coming to the present grade and so on.
  - c) If still there is a tie then the one senior in age i.e. date of birth will be reckoned to be senior.

**5. Screening of application particulars and eligibility criteria:**

Applications should be invited from the eligible candidates (as on **Cut-off date i.e. 30.09.2022**) who meets the eligibility criteria for the post of Sr. Officer (Mining) in E-2 Grade through their Controlling Officers of Unit /Area / Hq of Subsidiary. On receipt of the applications & relevant documents, the Committee Constituted by the Director (Personnel) of the respective subsidiary company / ED (Personnel) / HoD(MP&IR) CIL (in case of CIL Hq. RSOs & NEC) will scrutinize the said applications as per relevant provisions/cadre Scheme i.e., educational certificates, statutory qualifying certificate, caste certificates (issued by the Competent Authority in case of SC/ST) etc., and will prepare two separate consolidated list of eligible and ineligible candidates (with reasons for ineligibility). Both the lists are to be sent through Director (Personnel) of the concerned subsidiary company / ED (Personnel) / HoD (MP&IR), CIL (in case of CIL Hq, RSOs & NEC) to Dy. General Manager (Pers/Rectt) / HoD (P-Rectt), CIL by **29-Nov-2022** through **Hard Copy as well as ERP platform**. While forwarding the application particulars of all eligible & ineligible candidates" Subsidiary companies/concerned department of CIL will ensure the correctness of the data from their end.

- i) It is pertinent to mention that no direct correspondence by individual employee in this regard will be entertained by CIL- Hq. However, if any clarification is required by the subsidiary companies, the same may be referred to this office.
- ii) Last date for receipt of applications at subsidiary HQ / GM (MP&IR). CIL (in case of CIL Hq, RSOs & NEC) will be **30-Oct-2022**.
- iii) Receipt of duly certified/screened consolidated data-list of eligible and ineligible candidates (with reasons for ineligibility) to be submitted by the Subsidiary Companies / Concerned department of CIL as mentioned above, to

*Shilpa*

*Amol*

Dy.GM (P/Rectt),CIL / HoD(Pers./Rectt), CIL in hard copy as well as ERP Platform by **29-Nov-2022**.

- iv) Further, any application submitted by the applicant beyond the last date shall not be entertained under any circumstances at Subsidiary Level i.e. **30-Oct-2022**. Similarly, list from the Subsidiary after **29-Nov-2022** will not be entertained at Recruitment Division of CIL.

Sl No	Process / Activity Description	Applicable Dates
i.	Cut-off date for eligibility criteria	<b>30-Sept-2022</b>
ii.	Last date of submission of application at concerned Subsidiary HQ / MP&IR Division of CIL (in case of CIL Hq, NEC &RSOs) <b>through Hard Copy as well as ERP Platform.</b>	<b>30-Oct-2022</b>
iii.	Date of submission of all applications along with scrutiny report and all enclosures as referred above & Soft copy of application by Subsidiary companies / CIL (including NEC / RSOs) to Dy.General Manager (Pers/Rectt) –CIL /HoD (P/Rectt),CIL through <b>Hard Copy as well as ERP Platform.</b>	<b>29-Nov-2022</b>

All the dates in the Proforma / application form (Annexure - A & B) should be entered in dd-mmm-yy format i.e. date and year to be mentioned in digits, whereas month should be mentioned in words. For example. if one's date of appointment is 2nd February,2021 then it should be written as 02-Feb-21.

In view of the above, it is requested to send the applications along with separate list of eligible & ineligible departmental candidates to Dy. GM (P/Rectt) / HoD(P/Rectt), CIL within stipulated time period i.e. **29-Nov-2022**.

Encl: As stated/-

**Copy for information and necessary action to: -**

1. Director (Personnel), BCCL/CCL/ECL/MCL/NCL/SECL/WCL
2. Director (T/CRD), CMPDIL
3. TS to Director (Marketing) CIL-for RSO's
4. GM CIL New Delhi ] with request to send all eligible bio-data particulars as per Proforma  
GM NEC Assam ] enclosed to ED (Personnel) /HoD (MP & IR) CIL  
All RSOs ]

**Copy for kind information: -**

1. ED (Coordination) / TS to Chairman, CIL
2. GM (ERP /System),CIL
3. TS to Director (P&IR) / Director (Tech.) / Director(F), CIL

30/09/22  
(गुंजन कुमार सिन्हा)  
उप-महाप्रबंधक / विभागाध्यक्ष (कार्मिक/भर्ती)  
A. M. S.

**PROFORMA TO BE SUBMITTED FOR PROMOTION / SELECTION FROM NON-EXECUTIVE CADRE TO EXECUTIVE CADRE IN MINING DISCIPLINE TO THE POST OF SR.OFFICER (MINING) IN E-2 GRADE**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)				(10)	(11)	(12)	(13)	(14)		(15)	(16)
								Grade C	Grade B	Grade A	Grade A-1					2nd Class MMCC (Without Restriction)	2nd Class MMCC (Restricted to Open Cast Only) under CWR 2017		
Sl. No.	Name	Designation	Employee No (NEIS No)	Category (Gen / SC / ST)	Date of Birth	Present Place of posting	Date of Initial Appointment	Date of Entry in various Grades beginning from Date of Initial Appointment (i.e. Grade History)				Grade as on cut-off date (30-Sep-22)	Date of Entry in the Grade (as mentioned in column 10)	Company	Educational Qualification (as on Cut-off date) i.e. 30.09.2022	2nd Class MMCC (Without Restriction)	2nd Class MMCC (Restricted to Open Cast Only) under CWR 2017	Date of Effectiveness of 2nd Class MMCC	

This is to certify that the above information has been checked and verified from the Service records of the concerned employee and found to be correct

SIGNATURE OF AUTHORISED EXECUTIVE OF THE CONCERNED COMPANY WITH SEAL

## Biodata Format

1. (A) Name of the Company :

(B) Discipline : MINING

2. Post Applied for : Sr.Officer (Mining)

3. Name of Applicant :  
(In block letters)

4. Employee No. :

5. Date of Birth - (In Figure):

-(In Words) :

6. Date of Appointment :

7. (As on cut-off date i.e. 30-Sep-22)

a.) Grade :

b.) Date of Entry in Grade :

8. Mailing Address :

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9. Mobile No. :

10. E-mail id. :

11. Religion :

12. Category :  
(SC/ST/GEN; copy of certificate to be enclosed for SC/ST candidates)

13. Date of Effectiveness of 2<sup>nd</sup> Class Mine Manager's Certificate of Competency:

14. Date of obtaining 2<sup>nd</sup> Class Mine Manager's Certificate of Competency:

Affix recent Passport  
Size colour  
Photograph

(To be attested by  
Controlling Officer)

15. 2<sup>nd</sup> Class Mines Manager Certificate of Competency :(Not Restricted/Restricted to Open cast)

16. Educational Qualifications:

Name of Course	Name of the University / Institute	Year of Passing	Subject Taken / Specialization	Percentage of Marks
High School / Matriculation / SSC Exam				
Intermediate / HSC Exam				
Graduation				
Post-Graduation				
Any Other Qualification (1)				

17. Experience (Beginning from Date of Initial Appointment):

Sl No	Grade / Category	From	To
1	Date of Appointment (Gr : )		
2			
3			
4			
5			
6			
7			

**Other Terms & Conditions:**

1. My application may be rejected if I am not meeting any of the eligibility norms / criteria as per the notification.

**Declaration / Undertaking:**

I, ..... hereby declare that the information as furnished above is correct to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate