

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

Premise No. 04, MAR, Plot No. AF-III

Action Area-1A, Newtown, Rajarhat

KOLKATA-700156 (WB)



एक महारत्न कंपनी

A Maharatna Company

PERSONNEL DIVISION

POLICY CELL

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(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/ED Post/470

दिनांक: 17.08.2020

कार्यालय ज्ञापन

विषय: Operation of Executive Director – E9 posts in CIL

In pursuance of the directions of 405th CIL Board meeting held on 12.06.2020 and 231st & 232nd CIL FDs meeting held on 19.06.2020 & 27.06.2020 respectively, the Competent Authority has approved amendments in the Selection Board for promotion from E8 to E9 grade and Job specifications of ED posts for implementation with immediate effect.

The revised Selection Board and Job specifications are enclosed for information and compliance by all concerned.

(Signature)
17/8/2020

(नीला प्रसाद)

महाप्रबंधक (का./नीति)

ई-मेल के माध्यम से वितरण:

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. GM(P/EE)/ (P/Rect)/ (F), CIL
9. GM, NEC
10. CIL, NDLO
11. HoD, IICM
12. Dy.GM (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.

I. Selection Board for promotion from E8 to E9 grade

1.	Chairman, CIL	: Chairman
2.	Director (P&IR), CIL	: Member
3.	Concerned Functional Director of CIL	: Member
4.	One more Functional Director of CIL	: Member
5.	One External expert	: Member

Note:

1. The members of the Selection Board shall be nominated by Chairman, CIL.
2. The Honorarium to the external expert shall be decided by the Chairman, CIL limited to the sitting fees of Independent Directors for Board sub-Committee meetings.

II. Job Specifications of ED Posts i.e., Job allocation/ Role, minimum qualification and experience

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
1	ED (Safety & Rescue)	The incumbent would be responsible for jobs relating to Safety & Rescue services of CIL & its Subsidiaries. The primary purpose of the role is to achieve safety standards and to create a culture of safe working. Reports to Director (Technical), CIL.	Degree in Mining Engineering or equivalent with 1st Class Mine Manager's Certificate of Competency (Coal).	2 years experience in E8 grade in Mining discipline
2	ED (IICM)	The incumbent would be the overall in charge of the operation of Indian Institute of Coal Management (IICM) at Ranchi. The incumbent would also be responsible for any other HR related initiatives as assigned from time to time. The position would be stationed at IICM, Ranchi & reports to Director (P&IR), CIL.	1 st Class or High 2 nd Class Post Graduate Degree/ diploma with specialization in HR (Or) 1 st Class or High 2 nd Class Post Graduate Degree/ Diploma/ B.Tech./ M.Tech. in any branch of Engineering. Desirable qualification: Experience in HRD dealing with special knowledge of various types of training and Ph.D. or Doctorate Degree in any field.	2 years experience in E8 grade in any discipline.
3	ED (Corporate Affairs)	The incumbent would be responsible for jobs relating to Corporate Planning & Technical Services. Reports to Director (Technical), CIL.	Degree in Engineering (any discipline)/ CA/ MBA or equivalent.	2 years experience in E8 grade in any discipline.
4	ED (Internal Audit)	The incumbent would be responsible for jobs relating to monitoring internal financial control mechanism in CIL & its Subsidiaries for averting risks. Reports to Chairman, CIL.	Chartered/ Cost Accountant	2 years experience in E8 grade in Finance discipline.

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
5	ED (Co-ordination)	<p>The incumbent would function as a bridge between Chairman and CMDs of the Subsidiary Companies, FDs of the Subsidiary Companies, FDs of CIL for implementation of directives, fulfillment of objectives set by the top management. This post would also act as a link between CIL and MoC, other Govt. departments and State Govts. as well. Additionally, the incumbent would coordinate with various directorates to ensure smooth functioning in absence of Chairman.</p> <p>Reports to Chairman, CIL.</p>	Degree in Mining Engineering or equivalent with 1st Class Mine Manager's Certificate of Competency (Coal).	2 years experience in E8 grade in Mining discipline.
6	ED (Personnel)	<p>The incumbent would be responsible for entire gamut of activities related to Executive Establishment, Recruitment and Appeal. The incumbent would function as an interface between D(P&IR), CIL and DPs of Subsidiary Companies and co-ordinate activities relating to MoC, other Govt. Departments and various Central & State level Statutory authorities.</p> <p>Reports to Director (P&IR), CIL.</p>	<p>Graduate with Post Graduate Degree/ Diploma in Personnel Management/ Social Science/ Social work (Or) MBA with specialization in Personnel Management/ Industrial Relations.</p>	2 years experience in E8 grade in Personnel discipline.
7	ED (Exploration)	<p>The incumbent would be responsible for preparation of Project reports, monitoring of Geological reports, Exploration work, monitoring of Coal Blocks, preparation of Global Tender documents for various technical jobs, etc. from time to time.</p> <p>Reports to Director (Technical), CIL.</p>	<p>M.Tech. / M.Sc. In Geology/ Geophysics (or) M.Sc. Tech. in Applied Geology/ Applied Geophysics.</p>	2 years experience in E8 grade in Geology discipline.
8	ED (Materials & Contracts)	<p>The incumbent would be responsible for implementation of centralized procurement of HEMMs/ Spares, etc./ awarding Contracts for transportation work and other mining activities, selection of MDOs, etc.</p> <p>Reports to Director (Technical), CIL.</p>	<p>Engineering Degree/ MBA/ PG Diploma/ PG Degree in Business Management.</p> <p>Engineering degree in Electrical or Mechanical Engineering will be an added advantage.</p>	2 years experience in E8 grade in Materials Management discipline.
9	ED (Engineering & Equipment)	Incumbent would be responsible for assessing departmental strength for equipment, ensuring availability &	Degree in Electrical or Mechanical Engg. Or its equivalent.	2 years experience in E8 grade in

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
		<p>reliability of equipment and their optimum utilizations. The incumbent would also be responsible for introduction of latest technology, highly mechanized machines, etc.</p> <p>Reports to Director (Technical), CIL.</p>		Excavation or E&M discipline.
10	ED (Marketing & Logistics)	<p>The incumbent would be responsible for entire gamut of activities relating to logistics & sales, evacuation of coal, liaison with Railway authorities, Power Plants, Transport Companies and other agencies for ensuring timely supply of coal to Customers.</p> <p>Reports to Director (Marketing), CIL.</p>	Graduate with PG Degree/ PG Diploma with specialization in Marketing Management.	2 years experience in E8 grade in Marketing & Sales discipline.
11	ED (Finance)	<p>The incumbent would be responsible for effective cost control, proper and efficient financial tools need to be implemented so that Management Information Systems, Cost Control measures, external customer satisfaction, proper fund management, finalization of all procurement and service proposals. Preparation of replies for audit and various other jobs as time to time required related to Finance.</p> <p>Reports to Director (Finance), CIL.</p>	Qualified Chartered Accountant/ Cost Accountant/ Full time study in PGDM/ MBA with specialization in Finance.	2 years experience in E8 grade in Finance discipline.
12	ED (Environment & Security)	<p>The incumbent would be responsible for jobs related to Environmental clearances and liaisons with the MoEF for the entire gamut of activities related to Environment.</p> <p>The incumbent would also ensure/ organize security to the assets & resources of CIL & its Subsidiaries. The incumbent would function as an interface between D(T), CIL and DTs of Subsidiary Companies/ various other authorities in Subsidiary/ Government for activities related to Security & Environment.</p> <p>Reports to Director (T), CIL.</p>	<p>Degree in Degree in Mining Engineering or equivalent with 1st Class Mine Manager's Certificate of Competency (Coal).</p> <p>(or)</p> <p>M.Sc. in Environment Science.</p> <p>(or)</p> <p>M.Tech. in Environment Science.</p>	2 years experience in E8 grade in Environment/ Security discipline.

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
13	ED (Medical Services)	<p>The incumbent would be responsible for jobs relating to co-ordination of medical services among different Subsidiaries, recommending policy decisions relating empanelment of hospitals, medical rules, induction & deployment of Doctors and other associated jobs.</p> <p>Reports to Director (P&IR), CIL.</p>	A recognized Medical degree with PG Degree/ PG Diploma in Medical Specialty and should be from the Specialist Cadre.	2 years experience in E8 grade in Medical discipline.
14	ED (Community Development)	<p>The incumbent would be responsible for entire gamut of activities related to CSR initiatives, Community Development activities and Welfare of CIL & its Subsidiaries. The incumbent would function as an interface between D(P&IR), CIL and DPs of Subsidiary Companies/ various other authorities for the above activities.</p> <p>Reports to Director (P&IR), CIL.</p>	<p>Minimum 2 years full time Post Graduate degree or Post graduate diploma (from a recognized University/ Institute) in Community Development/ Rural development/ Community Organization & Development Practice/ Urban & Rural Community Development/ Rural & Tribal Development/ Development Management/ Rural Management.</p> <p>(Or)</p> <p>Minimum 2 years Full time Post Graduate Degree (from a recognized University/ Institute) in Social Work with specializations – Community Development/ Rural development/ Community Organization & Development Practice/ Urban & Rural Community Development/ Rural & Tribal Development/ Development Management.</p>	2 years experience in E8 grade in Community Development discipline.

Note:

Considering the need for more time to be dedicated by CIL FDs on strategic issues and based on the profile of the EDs concerned, amendments in the nomenclature/ job allocation/ role/ etc. of EDs can be made by the concerned FD with the approval of Committee of CIL FDs from time to time.