

कोल इण्डिया लिमिटेड

(महाराष्ट्र कंपनी)

(भारत सरकार उपक्रम)

कार्मिक/अधि. स्था. डिविजन

कोल भवन, प्रेमिसिज सं 04, एमएआर,

प्लॉट सं. एएफ-III, एक्शन एरिया-1 ए. न्यूटाउन, राजरहाट,

कोलकाता-700 156,

वेबसाईट: www.coalindia.in

सी आई एन सं. L23109WB1973GOM28844



5 DECADES OF UNEARTHING ENERGY

COAL INDIA LIMITED

(A Maharatna Company)

(A Govt. of India Undertaking)

Personnel/Executive Establishment Division,

'Coal Bhawan', Premises No.04-MAR,

Plot No-AF-III, Action Area -IA,

New Town, Rajarhat,

Kolkata - 700 156

Website: www.coalindia.in

CIN No.L23109WB1973GOM28844

संदर्भ सं: CIL/C5A(v)/DPC/ED/2025/B- 851

दिनांक: 24-September-2025

सूचना

**Subject : Inviting applications for the post of Executive Directors
in E9 grade in the scale of pay of ₹1,50,000/- to ₹3,00,000/-**

Applications from the eligible and willing Executives of E8 grade are invited to fill up the following 02 posts of Executive Director at CIL (HQ), Kolkata:

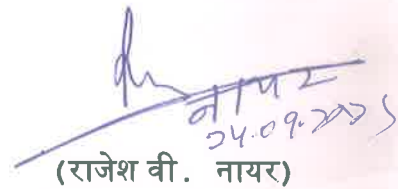
SN	Post
1	ED (MINING/SAFETY & RESCUE)
2	ED (COMPANY SECRETARY)

The Job allocation/role Minimum qualification & Minimum experience and Guidelines for promotion from E8 to E9 is as per provisions contained in CIL HR Manual in the chapter "Cadre Scheme & Promotion Procedures", which are available on CIL's website.

The cut off date of eligibility is 24th September, 2025

The applicants should submit their applications in the prescribed format, within 10 days from the date of issue of the notification i.e. by 04th October 2025; thereafter subsidiary companies to verify, certify and forward eligible applications to CIL HQ, within one week i.e. by 11th October, 2025.

This issues with approval of Competent Authority.


(राजेश वी. नायर)

महा प्रबंधक (मा.सं./अधि.स्था.)

Encl. Application Format

वितरण:

1. D (HR)/ D(M)/ D(T)/ D(BD)/D(F)/ D(BD), CIL
2. CVO, CIL
3. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
4. D(HR)/ D(T)/ D(F), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(TRD&T)/ D(T/CRD), CMPDIL
6. ED (Co-ordination), CIL.
7. ED (IICM), Ranchi.
8. GM (HR/EE)/GM(HR&A), CCL/WCL/ECL/BCCL/MCL/ NCL/ SECL/CMPDIL

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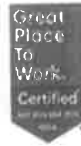
"कोल भवन", प्रेमिस्सिज नं. 04, एमए.आर.

प्लॉट नं.-एफ-III, एक्शन एरिया-1 ए, न्यूटाउन, राजरहाट,

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9. GM (Systems), CIL – with a request to upload the same in CIL Website under “Employee Corner - Transfers/ Promotions - DPC”.
10. GM, NEC
11. GM, CIL New Delhi Office
12. TS to D(HR), CIL
13. Sr. Manager (HR/EE-iv), CIL

APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR/ E9 GR IN CIL

1. Name of the post applied for: _____

2. (a) Name: _____

(b) EIS No.: _____

(c) Date of Birth (DD/MM/YYYY): _____

(d) Designation: _____

(e) Present Place of Posting: _____

(f) Deemed Date of entry in E8 grade: _____

(g) e-Mail id: _____

(h) Mobile No.: _____

3. (i) Educational/Professional Qualifications*:

Sl. No.	Qualification	Name of Institution	Period of Study	
			From	To

* Qualification should be exactly as per Certificate issued by the University/Institute.

(ii) Positions held during the last ten years till date (in descending order):

Sl. No.	Grade and Designation	Place of posting	Period		Assignment/duties performed
			From	To	

NB: The positions should be indicated in order of the most recent assignments.

4. In case of application for ED (Company Secretary), Exposure to Company Secretariat/Finance Work is Mandatory; which should be mentioned along with supporting documents in details as under:

Post	Details

5. Any Remarkable/Special achievement during last 10 years:

DECLARATION

I, Designation: hereby certify that the details furnished by me in Columns 1 to 5 wherever applicable are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

Note:

1. Please attach a separate write-up, **not exceeding 400 words**, in support of your candidature.
2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or in a separate attachment.

VERIFICATION

It is certified that particulars furnished above have been scrutinized and found to be correct as per official records.

Signature
Name and Designation of HoD EE Dept.

Note:

In case of experience given under SI No.4 of the application, the same is to be certified by CMDs/ concerned Director of Subsidiary companies where applicant is working/ by Concerned Director, in case of Executives of CIL. A separate certificate to this effect may be sent to CIL Hq preferably along with application.