



## Coal India Limited

Recruitment of Management Trainee Through Computer Based Test (CBT) - 2026

### Frequently Asked Questions

Sl. No.	Question	Reply
01.	<b>What is Discipline code in CBT-2026 Advertisement?</b>	For the post of Management Trainee, there are 09 disciplines. Different codes are allotted for each discipline which has been mentioned in the <b>Detailed Advertisement No.03/2026</b> , available on CIL website.
02.	<b>How do I apply for a post /discipline?</b>	<p>For each post/discipline, there will be an "<b>Apply Online</b>" link. Important instructions will appear which has to be read before accepting the terms &amp; conditions by clicking (✓) <b>I Agree</b> Check-box given below. Then press <b>START</b> Button after which the <b>Registration</b> page will open for online application process.</p> <p>The Steps for filling-up of online application have been explained at <b>Point No. 10</b> in detailed advertisement available on CIL website only.</p>
03.	<b>How do I register for the online application?</b>	<p>You will have to register by filling-up discipline, name, category (<b>as applicable</b>), PwD category (<b>as applicable</b>), mobile number and valid E-mail Id for the online application process. After registration, User Id and password will be sent to your registered mobile number and E-mail Id. The other steps are to be completed as per the guidelines given in the detailed advertisement.</p> <p><b>The Name, E-mail Id, Mobile number and other credentials provided at the time of registration cannot be changed or corrected throughout the online application process or at any later stage of recruitment process. Please fill-up your Name and other details correctly as per your educational certificates to avoid any further issue. Any wrong/incorrect entry in the application which is not found substantiated, will lead to cancellation of candidature.</b></p>

04.	<b>Which Browser is to be used for filling in Online Application Form?</b>	Use latest Edge Chromium or Mozilla Firefox (version 149 and above) or Google Chrome (version 146 and above) or Microsoft Edge (version 146 and above) browser to fill in the Application Form. The Application Form is also compatible with Android (version 10 and above) and iOS (version 17 and above).
05.	<b>What if I do not have an E-mail Id and mobile number?</b>	The candidates <b>must have an active E-mail Id &amp; Mobile number</b> which must remain valid for at least 01 year. All future communications / correspondences with the candidates will take place through E-mail only.  Candidates have to ensure the accuracy of their E-mail Id & Mobile number. No change in E-mail Id & Mobile number as already declared in the online application form will be allowed.
06.	<b>What if I forget my log-in Id and password or want to change them in future?</b>	The Name and E-mail Id provided at the time of registration cannot be changed or corrected throughout the recruitment process. If you provide a valid and active E-mail Id at the time of registration, the Application sequence no., User Id & Password will be mailed to that registered E-mail Id only. You may check it in your E-mail for future reference.  However, an option of <b>“Forgot Password”</b> is also available.
07.	<b>Can I apply for more than one discipline against one advertisement if I am eligible for multiple disciplines?</b>	<b>No</b> , a candidate can apply for one discipline only. If more than one application is received from a candidate in a discipline, only the online application with higher “Application Sequence Number” shall be entertained by CIL and fee paid against one “Application Sequence Number” shall not be adjusted against any other “Application Sequence Number” and question of refund of application fee does not arise.
08.	<b>How do I know that I am eligible for the post/discipline?</b>	You can see the eligibility criteria for all the posts/disciplines from the Detailed Advertisement available on CIL website  <a href="https://www.coalindia.in/">https://www.coalindia.in/</a>  Candidates who do not possess the requisite qualification or possess qualification which is not in accordance to the Detailed Advertisement No. 03/2026 will not be considered.
09.	<b>I have completed my qualification through Open/distance learning/ Correspondence course. Am I eligible to apply?</b>	Yes. Candidates who have obtained their qualification through online/correspondence/ or part time course or Open and Distance Learning (ODL) mode are allowed to apply in <b>Hindi discipline only</b> provided the qualification is

		recognized by the relevant statutory bodies for employment to posts and services of the Central Government.
10.	<b>Is part time/online/correspondence course allowed for technical discipline i.e. Civil, Electrical, Mechanical, System, E&amp;T, Geology, Industrial Engineering discipline?</b>	<b>No</b> , engineering/M.Sc/MCA should be full time course.
11	<b>Are there any relaxations provided for SC/ST/OBC/PwD/ESM etc. category candidates?</b>	<p><b>Yes.</b> You can view the respective relaxations from the Detailed Advertisement by clicking on the "<b>(Detailed Advertisement for Recruitment of Management Trainees through Computer Based Test Advertisement No. 03/2026</b>" available on CIL website.</p> <p><b><i>In case there is no vacancy under SC/ST/OBC-NCL/EWS category, the eligible candidates may apply against General (UR) Category, however, no relaxation in age/marks shall be available to them.</i></b></p>
12	<b>How do I apply for a post/discipline if I am an employee of Coal India?</b>	<p>Departmental candidates (<b><i>employees of CIL &amp; Subsidiary Companies</i></b>) can also apply online if they are eligible for the post/discipline. Please note that in the online application form, you have the option to indicate whether you are an employee of CIL/Subsidiary of CIL and fill the details accordingly.</p> <p>There will be no application fee to apply and age bar for CIL employees. However, they will have to submit application through proper channel.</p>
13	<b>How do I pay the application fee?</b>	<p>Candidates belonging to GENERAL (UR) / OBC (Creamy Layer &amp; Non-Creamy Layer) / EWS category are required to pay a Non-Refundable fee of ₹ 1000/- plus GST – ₹ 180/-totaling ₹ <b>1180/- (Rupees One Thousand One Hundred Eighty only).</b></p> <p>Candidates are required to pay a Non-refundable Application fee of ₹ 1180/- (<b><i>Rupees One Thousand One Hundred Eighty Only</i></b>) through On-line mode only.</p> <p>Fee once paid will neither be refunded nor adjusted against future recruitments under any circumstances. Candidates are therefore advised to verify their eligibility before applying.</p> <p>For employees of CIL &amp; Subsidiary Companies and for candidates belonging to SC/ST/PwD,</p>

		<p>the link for bank payment/application fee section will remain <b>disabled</b> as those candidates are exempted from paying application fee.</p> <p>The related guidelines/instructions, in detail have been provided in the detailed advertisement.</p>
14	<b>Can I save my application while applying for the post/discipline?</b>	<p>Yes, the online application form is divided in different sections. After filling the details in each section, please click on the "Save and Next" button at the end in order to save the information filled and move to the subsequent section. If you are not able to complete the entire form in a single attempt, you can log in again and continue filling from the last saved status and complete rest of the sections.</p> <p>Please note that application cannot be submitted after the last date/time, as mentioned in the detailed advertisement.</p>
15	<b>What shall I do after submitting the Application Form?</b>	<p>After submitting, candidates must take printout of the application form for future record. Candidates will receive acknowledgement on their registered E-mail Id &amp; Mobile number after successful submission of Online Application Form.</p> <p><b>After last date of submission of application, option for taking print out of the application will not be available.</b></p>
16	<b>What are the documents to be kept ready and needs to upload during filling of on-line application form?</b>	<p>The Steps for filling-up of online application are explained at Point No. 10 in detailed advertisement available in CIL website.</p> <p>While applying Online, candidate needs to upload the following self-attested valid documents:</p> <ul style="list-style-type: none"> <li>• Digital/Scanned copy of the recent passport size colour photograph (not older than 3 weeks in jpg/jpeg format).</li> <li>• Scanned copy of signature with Black ink pen (in jpg/jpeg format)</li> <li>• Scanned copies of the documents (in pdf format), as follows: <ol style="list-style-type: none"> <li>1. Copy of Matriculation / Secondary Board level certificate in support of age/DOB proof.</li> <li>2. Marksheets of all semesters/years/ trimesters of graduation / Post graduation in single pdf to establish the eligibility of the candidate.</li> </ol> </li> </ul>

3. Final/Provisional Degree/Certificate for Graduation and Post-Graduation, as applicable.
4. Candidates of final year / semester / trimester in the academic year 2025-26 will have to upload their all marksheets up to latest year /semester wise/ trimester mark sheet / marks transcript of relevant minimum educational qualification.
5. Company Secretary certificate/Associate Member certificate of ICSI/Fellow Member certificate of ICSI
6. For CS discipline - Experience certificate of working in listed company.
7. In case of CGPA/GPA, conversion in percentage certificate issued by University/Institute should be attached without fail. In case conversion formula is indicated in Marksheet, same should be uploaded in place of CGPA/GPA conversion certificate. In absence of CGPA/GPA conversion certificate, certificate indicating % Percentage of marks obtained issued by competent authority of Institute/University may be attached.
8. Candidates belonging to OBC (Non-Creamy Layer) / SC / ST will have to upload self-attested copy of valid caste certificate as mentioned in advertisement 03/2026, in central government format.
9. For PwBD category, certificate in the prescribed format of Govt. of India duly issued by the competent authority alongwith UDID Card issued by competent authority, has to be uploaded.
10. Discharge / Service Certificate in case of Ex-Servicemen.
11. Candidates working with Government / PSUs /Autonomous bodies have to submit No Objection Certificate (NOC) **or** proper receipted copy of application to employer seeking NOC to be attached while filling online application form **or** submit 'No Objection Certificate' at the time of DV/IME **or** should furnish proper relieving order from present employer at the time of joining and transfer of service benefits shall be governed as per DPE guidelines.

**The details can be seen from Point No. 10 of advertisement.**

17	<p><b>a. I, by mistake entered incorrect data in my application. Can I Correct It?</b></p> <p><b>b. Can I request Coal India to modify / correct my application details?</b></p>	<p>No, you cannot make any changes to the Application Form once submitted. Before final submission of the Form, you will be able to Preview the details filled in the application form and can make modifications if required using the Back/Cancel button at the end of the Section of the application form.</p> <p>After final submission, any request for change of mailing address, category, discipline etc. will not be entertained Coal India Limited.</p>
18	<b>I am a reserved category candidate. Can I apply for post where no reservation is applicable as per my Category?</b>	Yes, subject to fulfilling the eligibility criteria prescribed against the UR post. But age relaxation and fees exemption will not be extended to you.
19	<b>I have to submit an additional document for which no tab is available. How can I attach such document?</b>	In all such cases, you may attach the document as merged pdf file of any document for which a tab is available and upload that document in that tab.
20	<b>I am working in a PSU/Government/autonomous and I have applied for NOC which is under process. How can I submit my application?</b>	Candidates working with Government / PSUs /Autonomous bodies have to submit No Objection Certificate (NOC) <b>or</b> proper receipted copy of application to employer seeking NOC to be attached while filling online application form <b>or</b> submit 'No Objection Certificate' at the time of DV/IME <b>or</b> should furnish proper relieving order from present employer at the time of joining.
21	<b>How would I be contacted by Coal India if required?</b>	All communication/correspondences will be made through registered E-mail Id only. You may visit CIL website regularly and check your e-mail or any other information related to this recruitment.
22	<b>I am final year student / my final year/semester result is not yet declared. Am I eligible to apply?</b>	Candidates who have completed their degree of minimum qualification or appeared / appearing in final year / semester / trimester and will pass out in <b>the academic year 2025-26 are eligible to apply, if he/she expect their result by 31.08.2026.</b> The minimum criteria of marks shall also be applicable to the candidates who have appeared / appearing for the exam for completion of their minimum required qualification. <b><i>The details can be seen from Point No. 2 (d) of the advertisement.</i></b>
23	<b>My father/mother/relative is employee of Coal India Ltd/its Subsidiary company. Can I apply as departmental candidate?</b>	No, only the concerned regular employees of CIL/ Subsidiary company can apply as Departmental candidates.
24	<b>The average of all semesters is 59.75%, can I apply for MT</b>	No, the minimum marks have to be 60% for General UR / OBC (NCL) / EWS and not less

	<b>post as General category candidate?</b>	<p>than 60%. Even securing 59.99% marks does not make you eligible and it should be exactly 60% and above. The rounding off percentage will not be acceptable under any circumstances and 60% marks and above will only be considered.</p> <p>In case of relaxation for other categories of candidates, Detailed Advertisement may be referred.</p>
25	<b>Can I apply if my age is 30 Years and 01 day in General category as on 30.04.2026?</b>	No, you are not eligible. The Upper Age Limit is 30 Years as on <b>30.04.2026</b> for General (UR) & EWS category candidates. Similar rule will be applicable for reserved categories, after relaxation and as applicable.
26	<b>My current residential address is temporary and it is likely to be shifted soon, so which address, I should provide?</b>	It is advisable to furnish the correspondence address which will remain valid for minimum one year. Providing temporary addresses can lead to inconvenience for future communication.
27	<b>Is there any restriction on no. of times a candidate can appear/apply for this exam?</b>	No, there is no restriction on appearing for examination even if he/she has appeared in the past recruitment process.
28	<b>Will CIL refund the Application fee in case my candidature is rejected due to any reason?</b>	No, the Application fee once deposited is neither refundable nor adjustable for future recruitment.
29	<b>I want to change my choice of center, can I do it?</b>	A candidate is not allowed to change his/her choice of center after the on-line application is submitted. Any city/center allotted by CIL has to be accepted by the candidates.
30	<b>How I will receive Admit Card?</b>	The Admit Card is to be downloaded by the candidate from the link sent to the candidates on their E-mail Id or take print-out from their Individual Login Portal. Please bring print-out of the Admit Card at the examination center along with valid ID proof (Govt.), in original. The candidate will be informed through SMS/E-mail. Since all the related information will be uploaded on CIL website, candidates are advised to visit the same on frequent basis.
31	<b>Where should I contact in case of any problem/server error related to on-line application?</b>	<p>In case of any issue of technical problem such as server error etc. please contact "Help Desk" Phone No:91-9513167665 between Monday to Friday (During 10 AM to 5 PM). Regarding other queries candidate should see the detailed advertisement as the issues have been covered in detail. If the query still remains unresolved, candidates may drop the mail only to <a href="mailto:mtrecruitment.cil@coalindia.in">mtrecruitment.cil@coalindia.in</a> and mailing others will not be considered.</p> <p>Personal visit to CIL Hqrs and other establishments will not be entertained.</p>

32	<b>What is the Scheme of the Online Examination?</b>	The duration of Computer Based Online Test will be for 3 hours (in one sitting) consisting of two papers (Paper-I & Paper-II) of 100 marks each. Paper-I will consist of General Knowledge/Awareness, Reasoning, Numerical Ability and General English and Paper-II will consist of Professional Knowledge (Discipline related) with 100 multiple choice questions (MCQ) in each paper. Each question will carry 1 mark and there is no negative marking for wrong answer. No marks will be awarded for un-attempted questions.
33	<b>How to convert CGPA in % age?</b>	In case of CGPA/GPA, conversion in % should be made as per the concerned University/Institute guidelines. It should match with certificate issued by University/Institute in this regard.
34	<b>My University/Institute has not issued any conversion certificate of CGPA to percentage. However, conversion is available on the Marksheet. What documents should I upload in CGPA certificate tab?</b>	Candidates can upload Marksheet showing CGPA to percentage conversion.
35	<b>Is it compulsory to upload self-attested copies/documents?</b>	Yes, it is compulsory to upload self- attested copies/documents. Candidates are advised to get Xerox copies/ photocopy of their original documents, self-attest the copies and scan them before uploading in the tab.
36	<b>If I am a SC/ST/OBC (NCL) candidate and applied in General (UR) category, can I avail relaxation if I submit caste certificate in future?</b>	No. SC, ST & OBC (Non-Creamy Layer) category candidates desirous of having relaxation need to upload valid Caste certificate, for availing relaxation.
37	<b>If I belong to OBC (Creamy Layer), can I avail the relaxation under OBC (NCL) category?</b>	No. The OBC candidates who belong to Creamy Layer are not entitled for relaxation admissible to OBC (NCL) category and such candidates have to indicate their category as General (UR).

**NOTE:**

In case of any further clarification / information / inconsistency, candidates are advised to refer Detailed Advertisement No. 03/2026 published on CIL website.