



Coal India Limited
Re-examination of departmental candidates which was held on 17.01.2016

Frequently Asked Questions

Sl. No	Question	Reply
01.	I am a departmental candidate, can I apply against this notification ?	Departmental candidates who were found eligible for the written test held on 17-Jan-2016 and are still on rolls of the Company are eligible to apply against this notification as this is a re-examination of the exam held on 17.01.16 and subsequently cancelled.
02.	What are the documents / information to be kept ready before filling of on-line application form ?	<ol style="list-style-type: none">1. Personal details : Date of Birth, Discipline, Company, NEIS No etc.2. Scanned photograph (not older than 03 months) of file size ranging upto 100 KB and scanned signature file size ranging upto 100KB, in jpeg/ jpg format.3. Scanned left-hand thumb impression, file size ranging upto 100KB, in jpeg/ jpg format.
03.	How can I register my details in the online application portal ?	<p>Candidates should have a valid personal e-mail ID and mobile number. It should be kept active for at least 2 years. Registration number, password, and all other important communication will be sent on the same registered e-mail ID.</p> <p>STEP-I Registration :</p> <ol style="list-style-type: none">1. Candidates agreeing to the terms & conditions may apply by clicking 'I Agree' checkbox given below and pressing the 'Start' button.2. The candidate should fill up all the mandatory information correctly.3. On completion of Step-I registration, a message will be received on candidate's registered Email Id & Mobile Number conveying his/her registration details, i.e. login ID and password. <p>STEP-II Completion of Application form</p> <ol style="list-style-type: none">1. After registration, candidates have to login and enter Employee number, date of birth, validate personal details and fill other details as required in the application form.2. Instructions regarding scanning of Photograph & Signature: Candidates should upload the scanned (digital) image of his/her photograph and signature as per the process given below. The applicant should note that only jpeg/jpg format is acceptable:

		<p>i. Photograph image:</p> <ul style="list-style-type: none"> ➤ Photograph must be a recent passport size colour picture on light background (not older than 03 months). ➤ Looking straight at the camera with a relaxed face. ➤ The size of the scanned image should be upto 100kb in jpeg/ jpg format only <p>ii. Signature image:</p> <ul style="list-style-type: none"> ➤ The applicant has to sign on white paper with Black ballpoint/ink pen. ➤ The signature must be signed only by the applicant and not by any other person. ➤ Please scan the signature area only and not the entire page. ➤ Size of file should be upto 100kb in jpg/jpeg format only. <p>iii. Thumb impression image:</p> <ul style="list-style-type: none"> ➤ The applicant has to use blue ink for marking left thumb impression on a white paper. ➤ Please scan the thumb impression area only and not the entire page. ➤ Size of file should be upto 100kb in jpg/jpeg format only. <p>After Uploading Photograph, signature and thumb impression, Click on SUBMIT button for completing this Step otherwise your application would remain incomplete.</p>
04.	What will be my syllabus for the re-examination ?	<p>The discipline wise syllabus is already uploaded in the CIL Website. The link is as below :</p> <p>https://www.coalindia.in/employee-corner/career-cil/departamental-examination/</p>
05.	What will be the total marks / questions /medium and scheme of the examination ?	<p>The written test will be conducted through Computer Based Test (CBT).</p> <ol style="list-style-type: none"> 1. Total 200 marks. 2. 100 marks for 100 questions per paper (Paper 1 & Paper II) 3. Objective type multiple choice questions (MCQs) in English / Hindi 4. Paper – 1 for General Awareness & Aptitude 5. Paper – II for discipline related / Technical / Professional knowledge 6. Each paper shall have 100 questions with 1 mark per question. 7. No negative marking. 8. Duration : 180 Minutes (03 Hrs.)

06.	What will be qualifying criteria in the written test ?	Minimum qualifying marks will be 45% in each paper with aggregate 110 for General candidates and 35% in each paper with 90 in aggregate for SC/ST candidates. Candidates will be shortlisted for interview in the ratio of 1:3 (i.e. for every post 03 candidates) in order of merit.
07.	How can I practice for the computer based written test ?	Discipline wise sample mock test has already been provided in the Coal India Website where candidates can practice for the computer based test. The link is as under: https://www.coalindia.in/employee-corner/career-cil/departmental-examination/
08.	How can I get my admit card for appearing for Computer based written examination ?	Admit card can be downloaded from the portal by using registered e-mail id. Admit card can also be obtained from Company Nodal Officer.
09.	How I edit my personal details which is already available in the application portal ?	The information like NEIS No, Date of Birth & Name of the candidate already filled in the portal based as per the data available in the last examination held on 17.01.2016. The same information cannot be modified. However, if any information is incorrect the same may brought to the notice of Area Nodal Officer. Further, the details may also be sent with supporting documents through proper channel to deptrectt.cil@coalindia.in .
10.	During the last examination held on 17.01.2016 I was posted in subsidiary A and now I have been transferred to subsidiary B. In that case how will I fill up my application form and from which subsidiary my candidature will be considered ?	There is an option for transferred employees in the application portal. The candidate has to fill up in his /her present subsidiary. Accordingly his / her choice of center would be updated.
11.	What if I forget my log-in Id and password or want to change them in future?	The name and E-mail Id provided at the time of registration cannot be changed or corrected throughout the selection 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 'Forgot Password' is also available.
12.	What to do in case of technical issues while registering in the application portal ?	For any technical issues relating to the filling up of ONLINE APPLICATION FORM, please feel free to contact your Area Nodal Officer for assistance whose details are uploaded in the CIL Website. If problem still exists, then you may contact the helpdesk through e-mail deptrectt.cil@coalindia.in and Phone No 03371104275 / 03371104278 between Monday to Friday (During 10 AM to 5 PM) on working days till 05.04.2021.

13.	I am retiring from the services within two months. Am I eligible for apply ?	The employees who are still rolls of the company are eligible to apply against the notification.
14.	I want to change my choice of center, can I do it?	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 is binding on the candidates.
16.	After submission of online application form do I require to send the hard copy to CIL / Subsidiary Hq ?	No.
17.	I am eligible candidate but failed to register myself in the application portal within the last date i.e. 05.04.2021 will my candidature be considered ?	No