

**COMMON SYLLABUS FOR QUALIFYING EXAMINATION FOR SELECTION FROM NON-EXECUTIVE TO  
EXECUTIVE CADRE FOR DIFFERENT DISCIPLINES**

**Paper-1**

**Section-I: ORGANIZATIONAL PROFILE, FINANCE AND STRATEGIC INITIATIVES**

**1. ORGANIZATIONAL PROFILE:**

- a) Coal industry in India- a retrospect; Nationalization of Coal Mines
- b) Strategic Relevance of Coal and Coal India; Organizational Structure of CIL
- c) Vision, Mission and Objectives of Coal India
- d) Coal Production- Past, Present and Future ( Financial Year 2009 to 2014 )
- e) Trend of Productivity (UG, OC and Overall), Trend of raw coal production vis-a vis reduction in manpower since 1975-76; Trend of coal off-take in major sectors; industry wise consumption pattern of coal, Fuel wise share of coal in electricity generation
- f) New initiatives of CIL

**2. FINANCIAL PERFORMANCE OF CIL (LAST THREE YEARS):**

- a) Highlights of Financial Performance of CIL, Constituents of Cost of Production
- b) Current Sales (Gross), Gross Profit, Net Worth, PBT, PAT and EPS of CIL
- c) Coal Sale System

**Section-II: PRODUCT PROFILE**

**1. PRODUCT:**

- a) Categorization of Coal and Coke, Location of major coalfields, coal reserves and its quality, State wise share of coal reserves in India
- b) Coal demand vs Coal production, Deficit fulfillment measures

**2. METHODS AND TECHNOLOGIES OF COAL MINING-BASIC CONCEPTS:**

- a) Underground Mining Methods, Board and Pillar; Long wall Mining methods; Intermediate Mining Technology; Mass Production Technology
- b) Opencast Mining Methods; Opencast with dumper- shovel combinations-production, productivity, off-take, Opencast with Surface Miner

**3. MINING EQUIPMENT:**

- a) Types of equipment for Opencast and Underground Coal Mines and their usage
- b) Types of equipment for Washeries and CHPs and their uses
- c) Introduction of Coal Exploration- Role of CMPDI
- d) Introduction to Safety and Rescue gadgets and apparel

**Section -III: RULES OF CONDUCT, WAGES AND EMPLOYEE WELFARE**

**1. GUIDING RULES OF CONDUCT FOR NON EXECUTIVES & EXECUTIVES**

- a) Certified Standing Orders of subsidiaries
- b) JBCCI
- c) Common Coal Cadre
- d) CDA Rules-Duties and obligation of executives. Meaning of misconduct

- e) **Disciplines**-nature of Penalties, Disciplinary Authority, Authority to Institute Proceedings, Procedure for imposing Major Penalties
- f) **Appeals**-Review of the case, Service of Orders, Notices, etc.

## **2. EMPLOYEE WAGES, WELFARE AND SOCIAL SECURITY SCHEMES:**

- a) Wage Settlement under NCWA-IX
- b) Grade wise scale of pay of Executives of CIL
- c) TA/DA/LTC, Medical Reimbursement and HRA Rules
- d) Leave Rules for executives and non-executives
- e) Housing, Water Supply, Educational Institutions, Medical facilities in service/post retirement
- f) Pension under CMPS 1998
- g) Income Tax liabilities of a salaried employee; Income Tax exemptions on different kind of savings and donations

### **Section- IV: IMPORTANT STATUTES AND POLICIES CONCERNING COAL INDIA**

- a) The Mines Act 1952 and Rules 1955, the Coal Mines Regulations 1957
- b) The Land Acquisition Act 1894, The Forest Conservation Act 1980, The Environment Act-1986
- c) Right to Information Act, 2005
- d) CSR Policy 2012
- e) New R&R Policy of 2012
- f) CIL's Corporate Environmental Policy
- g) CIL's Safety Policy
- h) CIL Whistle Blower's Policy

### **Section-V: General Awareness**

- a) Current important national and international events
- b) Indian Economy and current five year plans of India with reference to energy and coal sector
- c) National awards and recognitions, sport and cultural events, etc.

### **Section VI: English Language Proficiency and Comprehension**

#### **Section VII: BASIC COMPUTER SKILLS**

##### **1. MS OFFICE**

- a) Creating a new document, modifying (editing) a document, page layout, printing documents, creation and modification of tables, etc.
- b) Creating EXCEL sheet, adding removing sheets, modifying data, sorting & filtering data, etc.

##### **2. USES OF INTERNET**

Browsing Website-creating account, sending emails, replying to mails, arranging files, searching files from different mails in the mail box