



कोल इण्डिया लिमिटेड

Coal India Limited

एक महारत्न कंपनी A Maharatna Company

Departmental Examination / विभागीय परीक्षा

IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATION FORM

NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DAY & TIME AND REGISTER THEIR APPLICATION WELL WITHIN THE TIME. COAL INDIA LIMITED SHALL NOT BE HELD RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATION DUE TO LAST-MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE ONLINE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE ONLINE APPLICATION FORM OR ANY DOCUMENT RELATED RECRUITMENT PROCESS TO THE OFFICE OF COAL INDIA LIMITED/OR ANY SUBSIDIARY COMPANY OF CIL.

Important Dates	
Opening Date for Online Registration of Application Form	18-Mar-2021 at 10:00 AM
Last Date for Submission of Application Form	05-Apr-2021 at 11:59 PM

INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION

General Instructions	
1.	Read the Instructions carefully, select “I Agree”, and Press “Start” button to proceed further.
2.	Click here to download the Frequently Asked Questions (FAQs).
3.	Before starting to fill up the on-line application form, the candidate should keep at hand the following details/documents: - a. His/her personal details. b. His/her 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. c. His/her scanned left-hand thumb impression, file size ranging upto 100KB, in jpeg/ jpg format.

How to Apply	
1.	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 (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
2.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited.
3.	The step by step process for submitting the application form is given below:

	<p>Step-I: Registration of Personal Details, and Contact details. Login Id and password will be sent through SMS on registered Mobile number and E-mail on registered E-mail ID only.</p> <p>Step-II: Please log out and re-log in to go to the Application Form. Fill up the Personal Details, upload scanned copy of passport size photograph, signature and left-hand thumb impression.</p>
STEP-I Registration	
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.
STEP-II Completion of Application form	
1.	After registration, candidate has to login and enter Employee number, date of birth, validate personal details and fill other details as required in the application form.
2.	<p>Instructions regarding scanning of Photograph & Signature: Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. The applicant should note that only jpeg/jpg format is acceptable:</p> <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>
3.	<p>Technical queries/clarifications/issues relating to the filling up of ONLINE APPLICATION FORM, please feel free to contact your Area Nodal Officer for assistance. Click here to download the details of Nodal Officer.</p> <p>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 6 PM) on working days till 05.04.2021.</p>