



एक महारत्न कंपनी
A Maharatna Company

संदर्भ स: CIL: C5A(i):NE-to Ex:Not:Fin: 9669

दिनांक: 21-Oct-16

GM (P) / Dy.GM (P) / CM (P&IR) (EE/NEE)
BCCL / CCL / CIL / CMPDIL / ECL / MCL / NCL / NEC / SECL / WCL

Dear Sir,

Sub: Internal Circular / Notification for Selection from Non-Executive to Executive cadre in Finance Discipline (E1 & E2) Grade.

1. The bio-data particulars duly certified (as per the enclosed Proforma / bio-data format Annexure-A&B) in respect of all eligible candidates in Finance Discipline may be forwarded to General Manager (Pers/Rectt)-CIL by 21-Nov-16 after due scrutiny by a Committee constituted by respective Director (Personnel) of the respective subsidiary company / CM (MP&IR)-CIL, in case of CIL / RSO / NEC, strictly as per eligibility criteria / norms.
2. Number of posts: Tentative total vacancy:

| Grade | UR | SC | ST | Total |
|-------|----|----|----|-------|
| E2 | 44 | 13 | 07 | 64 |
| E1 | 08 | 02 | 0 | 10 |

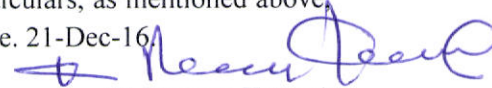
3. Qualification as per cadre scheme and cut-off date:
 - a. **Cut-off Date:** The cut-off date for determining eligibility as per Cadre Scheme shall be reckoned as on **30-Sep-2016**.
 - b. **Qualification:**
 - i. **E1 Grade:** Passed Inter CA/Inter ICWA /CIL Part-I Acctts. Exam
 - ii. **E2 Grade:** Passed Final CA /Final ICWA /CIL Part-II Acctts. Exam.
4. Screening of bio-data particulars
 - a. On receipt of bio-data particulars and relevant documents, Screening Committee constituted by the Director (Personnel) of the respective subsidiary company / CM (MP&IR)-CIL, in case of CIL/RSO/NEC, will finally scrutinize the said bio-data particulars strictly as per relevant provisions / Cadre Scheme i.e. educational certificates/caste certificates, etc. issued by competent authority (in case of SC/ST) and will prepare two separate consolidated list of eligible and non-eligible candidates (with reasons for disqualification).
 - b. Both the lists, i.e. for eligible and non-eligible candidates, are to be sent through Director (Personnel) of the concerned subsidiary company / CM (MP&IR)-CIL in case of CIL/RSO/NEC to General Manager (Pers/Rectt)-CIL by 21-Dec-16. While forwarding the bio-data particulars of all for eligible & non-eligible candidates, subsidiary companies/concerned department of CIL will ensure the correctness of the data base from their end.

5. It is pertinent to mention that no direct correspondence by individual employee in this regard will be entertained by CIL-(HQ). However, if any clarification is required by subsidiary companies, the same may be referred to this office.
6. It will be the responsibility of the concerned subsidiary companies / concerned department of CIL, to ensure correctness of data and timely submission of Proforma / bio-data format (Annexure – A & B) with relevant particulars & supporting documents to General Manager (Pers/Rectt.)-CIL.
7. **Important dates for various activities:**
 - a. Last date of Receipt of application at subsidiary HQ / CM (MP&IR)-CIL in case of CIL/RSO/NEC will be 21-Nov-16.
 - b. Receipt of duly certified / screened consolidated data-list of eligible and non-eligible candidates (with reason for disqualification), to be submitted by the Subsidiary Companies/Concerned department of CIL, as mentioned above, to General Manager (Pers/Rectt.)-CIL by 21-Dec-16.

| Sl.No. | Process / Activity Description | Applicable Dates |
|--------|---|--------------------|
| (a) | Cut-off date for eligibility criteria | 30-Sep-2016 |
| (b) | Last date of submission of applications at subsidiary Hqrs./CIL including NES/RSOs | 21-Nov-16 |
| (c) | Date of submission of all applications along with scrutiny report and all enclosures as referred above & Soft copy of Annexure-B by subsidiary companies/CIL including NEC/RSOs to General Manager (Pers/Rectt.)-CIL. | 21-Dec-16 |

All the dates in the Proforma / Bio-data form (Annexure-A&B) should be entered in dd/mmm/yy format i.e. date and year are to be mentioned as digits, whereas month to be mentioned in words. For example, if one's date of appointment is 1-January-2010 then it should be written as 01-Jan-10.

In view of the above, you are requested to kindly send the bio-data particulars, as mentioned above, to General Manager (Pers / Rectt) - CIL within the stipulated period i.e. 21-Dec-16.


 (K Praveen Kumar)
 General Manager (P/R)

Enclosure: As stated

Copy for information and necessary action to:

1. Director (Personnel) BCCL/CCL/CIL//ECL/MCL/NCL/NEC/SECL/WCL
 2. Director (Operations) CMPDIL
 3. TS to Director (Marketing), CIL - For RSO's
 4. GM-CIL, New Delhi
GM- NEC, Assam
All RSO
- } with a request to send all eligible bio-data particulars as per enclosed proforma to CM (MP&IR)-CIL by 21-Dec-16.

Copy for kind information:

1. TS to Chairman, CIL
2. TS to Director (P&IR)/ Director (Tech.) /Director (Fin.), CIL

BIODATA

1. (A) Name of the Company :
(B) Discipline
2. Post Applied for :
3. Name of Applicant :
(In block letters)
4. Employee No. :
5. **(As on cut-off date i.e. 30-Sep-16)**
 - a.) Designation :
 - b.) Grade :
 - c.) Date of Entry in Grade :
6. Date of Birth - (In Figure) :
- (In Words) :
7. Date Of Appointment :
8. Present Address :

Affix Passport Size
Photograph

(To be attested by Controlling
Officer & another Photograph
should be stapled)

9. Mobile No. :
10. Religion :
11. Category :
(SC/ST/GEN; copy of certificate to be enclosed for SC/ST candidates)

12. Educational Qualifications:

| Name of Course | Name of the University | Year of Passing | Subject Taken | Percentage of Marks |
|--|------------------------|-----------------|---------------|---------------------|
| High School / Matriculation / SSC Exam | | | | |
| Intermediate / HSC Exam | | | | |
| Graduation | | | | |
| Post-Graduation | | | | |
| Inter CA / ICWA / CIL Part-I Accts Exam | | | | |
| Final CA / ICWA / CIL Part-II Accts Exam | | | | |
| Any Other Qualification | | | | |

13. Experience (Beginning from Date of Initial Appointment):

| Sl No | Grade / Category | From | To |
|-------|---------------------|------|----|
| 1 | Date of Appointment | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Declaration:

I, hereby declare that the information as furnished above is correct to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled.

Date: _____

Signature of the candidate

Annexure - "B" (For E1 Grade)

| PROFORMA TO BE SUBMITTED FOR SELECTION FROM NON-EXECUTIVE CADRE TO EXECUTIVE CADRE IN FINANCE DISCIPLINE (E1 GRADE) | | | | | | | | | | |
|--|-------------|--------------------|-------------------------|---|--------------------------|--|---|--|---|--|
| Sl. No. | Name | Designation | Employee No. | Category (Gen / SC / ST) | Date of Birth | Date of Initial Appointment | Grade as on cut-off date (30-Sep-16) | Date of Entry in the Grade (as mentioned in column 8) | Date of Entry in various Grades beginning from Date of Initial Appointment (i.e. Grade History) | Date of obtaining the qualification (i.e. Inter CA / Inter ICWA / CIL Part -I exam) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| | | | | | | | | | | |

This is to certify that the above information has been checked and verified from the
Service records of the concerned employee and found to be correct

SIGNATURE OF AUTHORISED EXECUTIVE OF THE CONCERNED COMPANY WITH SEAL

Annexure - "B" (For E2 Grade)

**PROFORMA TO BE SUBMITTED FOR SELECTION FROM NON-EXECUTIVE CADRE TO EXECUTIVE CADRE IN
FINANCE DISCIPLINE (E2 GRADE)**

| Sl. No. | Name | Designation | Employee No. | Category (Gen / SC / ST) | Date of Birth | Date of Initial Appointment | Grade as on cut-off date (30-Sep-16) | Date of Entry in the Grade (as mentioned in column 8) | Date of Entry in various Grades beginning from Date of Initial Appointment (i.e. Grade History) | Date of obtaining the qualification (i.e. Final CA / Final ICWA / CIL Part -II exam) |
|---------|------|-------------|--------------|-----------------------------|---------------|-----------------------------|---|--|--|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |

This is to certify that the above information has been checked and verified from the Service records of the concerned employee and found to be correct

SIGNATURE OF AUTHORISED EXECUTIVE OF THE CONCERNED COMPANY WITH SEAL