



एक महारत्न कंपनी  
A Maharatna Company

Ref No.CIL:Rectt:Company Secretary:2637

Date: 03-Aug-2020

To

GM (P/EE), CIL,  
GM / HoD (P/EE) – BCCL / CCL / CMPDIL / ECL / MCL / NCL / SECL / WCL  
GM, NEC

Dear Sir / Madam,

**Sub: Internal Notification for One-Time selection of Executives of other Disciplines to Company Secretary Cadre.**

1. The bio-data particulars duly certified (as per enclosed Proforma /bio-data format Annexure A & B) in respect of all eligible candidates in Company Secretary cadre may be forwarded to General Manager (Pers/Rectt), CIL by **05-Sept-2020** after due scrutiny by a Committee to be constituted by respective Director (Personnel) of subsidiary company / GM (P/EE), CIL in case of CIL / RSO / NEC strictly as per eligibility criteria/norms.
2. **Number of Posts: - 28\***

Grade	Vacancy
E-2	06
E-3	05
E-4	05
E-5	04
E-6	04
E-7	03
E-8	01

\* Sanctioned strength of Company Secretary shall be re-appropriated after completion of the selection process, keeping in view the no. of candidates selected in each grade.

3. Selection / Recruitment / Career Growth of executives of Company Secretary cadre are to be governed as per the Cadre Scheme is attached as Annexure – C.
4. Modalities of One - Time selection of executives of other disciplines to Company Secretary Cadre is attached as Annexure – D.
5. **Screening of Bio-data particulars and eligibility criteria**

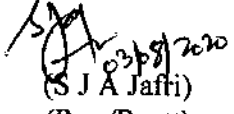
On receipt of the biodata / particulars and relevant documents in the prescribed format, a Screening Committee shall be constituted by the Director (Personnel) of the respective subsidiary company/ GM (P/EE), CIL in case of CIL/RSO/NEC. The committee shall scrutinize and certify the application / biodata (Annexure – A & B ) of all the applicants as per

relevant provisions/cadre Scheme i.e., educational qualification certificates and other particulars and supporting documents and send the same to General Manager (P/Rectt), CIL latest by 05-Sept-2020.

Sl No	Process / Activity Description	Applicable Dates
i.	Cut-off date	31-July-2020
ii.	Last date of submission of application at Subsidiary HQ / CIL (including NEC / RSO)	25-Aug-2020
iii.	Date of submission of all applications along with scrutiny report and all enclosures as referred above & Soft copy of applications by Subsidiary companies / CIL (including NEC / RSOs) to General Manager (Pers/Rectt) -CIL	05-Sept-2020

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 to be mentioned in digits, whereas month should be mentioned in words. For example, if one's date of appointment is 2<sup>nd</sup> February, 2001 then it should be written as 02-Feb-01.

In view of above, you are requested to kindly send the bio-data particulars of all eligible departmental candidates to General Manager (Pers/Rectt)-CIL within the stipulated period i.e. 05-Sept-2020.

  
 (S J A Jaffi)  
 General Manager (Pers/Rectt)

Encl: As above

**Copy for information and necessary action to:-**

1. Director (Personnel), BCCL/CCL/ECL/MCL/NCL/SECL/WCL
2. Director (T/CRD), CMPDIL
3. TS to Director (Marketing) CIL-for RSO's
4. GM CIL New Delhi ] with request to send all eligible bio-data particulars as per Proforma  
 GM NEC Assam ] enclosed to GM (P/EE) CIL  
 All RSOs ]
5. GM (System), CIL – with a request to upload the notification on CIL website

**Copy for kind information:-**

1. TS to Chairman, CIL
2. GM (Vigilance), CIL
3. GM / (HoD), IICM
4. TS to Director (P&IR) / Director (Tech.) / Director(F), Director(M) CIL

**PROFORMA TO BE SUBMITTED FOR ONE -TIME SELECTION OF EXECUTIVES OF OTHER DISCIPLINE TO COMPANY SECRETARY CADRE**

<b>Sl. No.</b>	<b>Name</b>	<b>Present Grade Designation</b>	<b>EIS No.</b>	<b>Category (Gen / SC / ST)</b>	<b>Date of Birth</b>	<b>Date of Initial Appointment</b>	<b>Grade as on cut-off date (i.e. on the date of notification)</b>	<b>Date of entry in the Grade</b>	<b>Post &amp; Grade applied for</b>	<b>Date of acquiring Company Secretary Qualification from ICSI</b>	<b>Date of acquiring Associate Membership from the Institute</b>	<b>Date of acquiring Fellow Membership from the Institute</b>	<b>Total Experience in Company Secretary</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

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

Note : Copy of SC/ST certificate may be enclosed, as applicable .

## Biodata Format

1. (A) Name of the Company :
- (B) Discipline :
- ( C) Present Designation & Grade :
2. Post Applied for : Company Secretary in ..... Grade
3. Name of Applicant :  
(In block letters)
4. EIS No. :
5. Date of Birth - (In Figure):  
- (In Words) :
6. Date of Appointment in Executive Cadre :
7. **(As on cut-off date i.e. 31-July-2020)**
  - a.) Grade :
  - b.) Date of Entry in Grade :
8. Mailing Address :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Mobile No. :
10. E-mail id. :
11. Religion :
12. Category :  
(SC/ST/GEN; copy of certificate to be enclosed for SC/ST candidates)
13. Date of acquiring Company Secretary Qualification from ICSI:
14. Date of acquiring Associate Membership from the Institute :
15. Date of acquiring Fellow Membership from the Institute :

Affix recent Passport  
Size colour  
Photograph  
  
(To be attested by  
Controlling Officer)

16. Educational Qualifications:

Name of Course	Name of the University / Institute	Year of Passing	Subject Taken / Specialization	Percentage of Marks
High School / Matriculation / SSC Exam				
Intermediate / HSC Exam				
Graduation				
Post-Graduation				
Company Secretary				
Any Other Qualification (1)				

17. Experience functioning as Company Secretary (Beginning from Date of Initial Appointment):

Sl No	Grade	From	To	CIL / Subsidiary Company
1				
2				
3				
4				
5				
Total Experience				

**PMS Score :** 2016-17 ..... 2017-18 ..... 2018-19 .....

**Other Terms & Conditions:**

1. My application may be rejected if I am not meeting any of the eligibility norms / criteria as per the notification.

**Undertaking:**

I, ..... hereby declare that on selection, I will work in Company Secretary Department and knowing that my consent and application made for Company Secretary is irrevocable as per OM No CIL/C5A (PC)/CS Cadre /448 dated 04.07.2020, I will never request / approach any forum for reverting back to my parent Cadre.

**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 at any stage.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate

\_\_\_\_\_  
Signature of the Controlling Officer

## Cadre Scheme of Company Secretary

Sl. No.	Designation	Gr	Outside Recruitment		Promotion	
			Minimum Qualification	Minimum Experience	Minimum Qualification	Minimum Experience
1	Management Trainee (CS)	E2	Graduate in any discipline from a recognized University/ Institute having acquired Company Secretary qualification with Associate/ Fellow membership of ICSI.  Preference would be given to those candidates who have worked in a listed Company.	Nil		
2	Sr. Officer (CS)	E2	-	-	Graduate in any discipline from a recognized University/ Institute having acquired Company Secretary qualification with Associate/ Fellow membership of ICSI.	Nil
3	Asstt. Manager (CS)	E3	Graduate in any discipline from a recognized University/ Institute having acquired Company Secretary qualification with Associate/ Fellow membership of ICSI.  Preference would be given to those	Minimum 4 years' experience as Company Secretary	-do-	1 year as MT (CS) in E2 grade subject to closure of probation. or 1 year as Sr. Officer (CS) in E2 grade

			candidates who have worked in a listed Company.			
4	Deputy Manager (CS)	E4	-do-	Minimum 8 years' experience as Company Secretary	-do-	4 years' experience as Asst. Manager (CS) in E3 grade
5	Manager (CS)	E5	-do-	Minimum 12 years' experience as Company Secretary	-do-	4 years' experience as Deputy Manager (CS) in E4 grade
6	Senior Manager (CS)	E6	-do-	Minimum 16 years' experience as Company Secretary	-do-	4 years' experience as Manager (CS) in E5 grade
7	Chief Manager (CS)	E7	-do-	Minimum 20 years' experience as Company Secretary	-do-	4 years' experience as Sr. Manager (CS) in E6 grade
8	General Manager (CS)	E8	-do-	Minimum 23 years' experience as Company Secretary	-do-	3 years' experience as Chief Manager (CS) in E7 grade

**Note:**

The Quota reserved for Direct Recruitment & Departmental Selection/ Promotion is 2/3<sup>rd</sup> and 1/3<sup>rd</sup> respectively. However the unfilled vacancies if any under departmental quota will be diverted to the direct recruitment quota with the approval of Cadre Controlling Authority i.e., Chairman, CIL.

**One-time selection of Executives of other Disciplines to Company Secretary Cadre**

- a. Those Executives who opt to work in Company Secretary Department may be selected under Company Secretary Cadre against an internal notification based on their applications as per the following criteria:
  - i. Acquired Company Secretary Qualification from ICSI. Preference would be given to Executives who have already acquired Associate/ Fellow Membership of the Institute.
  - ii. Left with minimum 5 years of service as on the date of the notification.
  - iii. The applicants have to submit a declaration stating that on selection, they will work in Company Secretary Department and will never request for reverting back to their parent Cadre.
- b. The promotion of all such selected Executives will be decided as under:
  - i. If the candidate is already having Associate/ Fellow membership:
    1. After one year of joining Company Secretary Cadre, he/ she will be promoted to next higher grade subject to other conditions of promotion.
    2. In case, his/ her junior in same grade in previous cadre/ discipline gets next higher grade promotion, then after one year of such promotion of junior Executive, he/ she will be promoted to next higher grade subject to other conditions of promotion. However, his/ her notional seniority will be at par with such junior Executive.
  - ii. If the candidate does not possess Associate/ Fellow membership at the time of selection and obtains it later:
    1. After one year of joining Company Secretary Cadre or from the date of obtaining fellowship, whichever is later, he/ she will be promoted to next higher grade subject to other conditions of promotion.
    2. In case, his/ her junior in same grade in previous cadre/ discipline gets next higher grade promotion, then after one year of such promotion of junior Executive or from the date of obtaining fellowship, whichever is later, he/ she will be promoted to next higher grade subject to other conditions of promotion. However, his/ her notional seniority will be at par with such junior Executive.
- c. The modalities of selection with regard to distribution of marks under different parameters will be as per **Annexure D**.

The Selection Committee will be chaired by D(P&IR), CIL and will consist of the following members:

- i. Company Secretary, CIL
- ii. One Company Secretary of other Maharatna CPSE
- iii. One Officer representing SC
- iv. One Officer representing ST
- v. One Officer representing Minority Community.
- vi. One Officer representing OBC Community.
- vii. One Women representative



A Committee member may represent more than one category of representation in the Selection Committee. However, a member representing SC shall not represent ST/ OBC and vice versa.

The administrative action/ decision to fill the vacancies are vested with the Cadre Controlling Authority i.e., Chairman, CIL as per the Cadre Scheme and the same will be followed.

**Note:**

Reservation will not be applicable in case of internal selection of Executives of other Disciplines to Company Secretary Cadre as the existing Executives of other Disciplines are already appointed as per the Reservation roster. However, on all the selection parameters being equal, preference will be given to the candidates from weaker section i.e., SC/ ST.