



एक महारत्न कंपनी
A Maharatna Company

Ref No.CIL:Rectt:NE-Ex:Min: 10261

Date: 28-Apr-17

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

Dear Sir,

Sub: Internal Notification for Selection/Promotion from Non-Executive cadre to Executive cadre in Mining Discipline (E2 Grade).

1. The bio-data particulars duly certified (as per enclosed Proforma /bio-data format Annex A & B) in respect of all eligible candidates in Mining Discipline may be forwarded to General Manager (Pers/Rectt), CIL by **29-June-17** after due scrutiny by a Committee to be constituted by respective Director (Personnel) of 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 - 175

Vacancy	Unreserved	SC	ST
175	137	26	12

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) **Eligibility as per Cadre Scheme:** 2nd Class Mining Manager's Certificate of Competency.

4. Screening of Bio-data particulars and eligibility criteria

On receipt of the bio-data particulars & 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 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 dis-qualification). 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 **29-June-17**. While forwarding the bio-data particulars of all eligible & non-eligible candidates, Subsidiary companies/concerned department of CIL will ensure the correctness of the data base from their end.

- (i) 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.
- (ii) Last Date for Receipt of application at subsidiary HQ / CM (MP&IR) CIL in case of CIL / RSOs / NEC will be **29-May-17**.
- (iii) Receipt of duly certified/screened consolidated data-list of eligible and non-eligible candidates (with reasons for dis-qualification) to be submitted by the Subsidiary Companies / Concerned department of CIL, as mentioned above, to GM (Pers/Rectt)-CIL, in hard and soft copy, by **29-June-17**.

Sl No	Process / Activity Description	Applicable Dates
A	Cut-off date for eligibility criteria	30-Sep-2016
B	Last date of submission of application at Subsidiary HQ / CIL (including NEC / RSO)	29-May-17
C	Date of submission of all applications along with scrutiny report and all enclosures as referred above & Soft copy of application at Annexure-B by Subsidiary companies / CIL(including NEC /RSOs) to General Manager (Pers/Rectt) -CIL	29-June-17

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 2nd 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. **29-June-17**.

(K Praveen Kumar)
General Manager (Pers/Rectt)

Encl: As stated/-

Copy for information and necessary action to:-

1. Director (Personnel), BCCL/CCL/ECL/MCL/NCL/SECL/WCL
2. Director (Operation), 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 CM (MP & IR) CIL
All RSOs]

Copy for kind information:-

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

Biodata Format

1. (A) Name of the Company :
(B) Discipline : MINING
2. Post Applied for : Sr.Officer (Mining)
3. Name of Applicant :
(In block letters)
4. Employee No. :
5. Date of Birth - (In Figure):
- (In Words) :
6. Date of Appointment :
7. (As on cut-off date i.e. 30-Sep-16)
 - 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 Effectiveness** of 2nd Class Mine Manager's Certificate of Competency:
14. Date of obtaining 2nd Class Mine Manager's Certificate of Competency:

Affix recent Passport
Size colour
Photograph

(To be attested by
Controlling Officer)

15. Educational Qualifications:

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

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

Sl No	Grade / Category	From	To
1	Date of Appointment (Gr :)		
2			
3			
4			
5			
6			
7			

Other Terms & Conditions:

1. I am not holding any executive post on the date of application.
2. My application may be rejected if I am not meeting any of the eligibility norms / criteria as per the notification.

Declaration / Undertaking:

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

PROFORMA FOR PROMOTION / APPOINTMENT TO THE POST OF SR. OFFICER (MINING) FROM ELIGIBLE NON-EXECUTIVE EMPLOYEES

Sl. No.	Name	Date of Birth	Category (Gen / SC / ST)	Designation	Employee No.	Religion	Present Place of Posting	Date of Initial Appointment	Date of Entry in various Grades beginning from Date of Initial Appointment (i.e. Grade History)	Grade as on cut-off date (30-Sep-16)	Date of Entry in the Grade (as mentioned in column 10)	Educational Qualification (as on cut-off date)	Date of Effectiveness of 2nd Class MMCC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1													
2													

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

SIGNATURE OF AUTHORISED EXECUTIVE OF THE CONCERNED COMPANY WITH SEAL