



एक महारत्न कंपनी
A MAHARATNA COMPANY

RefNo.CIL:C5A(i):50254:NE: 6651

Dated: 08-Sep-15

GM(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 to executive cadre in Finance discipline in E1 & 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 Finance Discipline may be forwarded to General Manager (Pers/Rectt), CIL by **28-Oct-2015** after due scrutiny by a Committee to be constituted by respective Director (Personnel) of subsidiary company / GM (MP&IR), CIL in case of CIL/RSO/NEC strictly as per eligibility criteria/norms.

2. Number of Posts:- Tentative total vacancy-

Discipline\ Grade	E2 Grade	E1 Grade
Finance	58	23

Categorywise (UR,SC,ST) bifurcation will be as per existing norms

3. Qualification as per **Cadre Scheme and cut-off date:**

a) **Cutoff date:** The cut-off date for determining eligibility as per Cadre Scheme shall be reckoned as on **30-Sep-2014**

b) **Qualification:**

i. **E1 Grade:** Inter CA / Inter ICWA / CIL Part-I Accts. Examination

ii. **E2 Grade:** Final CA / Final ICWA / CIL Part-II Accts. Examination

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 / GM(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/GM (MP&IR), CIL in case of CIL/RSO/NEC to General Manager (Pers/Rectt)-CIL by **28-Oct-2015**. 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) Receipt of application at subsidiary HQ/GM(MP&IR) CIL in case of CIL/RSOs/NEC will be within **07-Oct-15**.
- (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 by **28-Oct-2015**
- (iv) It will be the responsibility of the concerned subsidiary companies 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.

5. Important dates for various activities:

Sl.No.	Process/Activity Description	Applicable Dates
(a)	Cut-off date for eligibility criteria	30-Sep-2014
(b)	Date of submission of applications at subsidiary Hqrs./ GM(MP&IR) CIL in case of CIL/RSOs/NEC	07-Oct-15
(c)	Date of submission of all applications alongwith 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	28-Oct-15

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., **28-Oct-15**.

(K PraveenKumar)

General Manager (Pers/Rectt), CIL

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. CGM CIL New Delhi] with request to send all eligible bio-data particulars as per proforma
CGM NEC Assam] enclosed to GM (MP & IR) CIL by 6-July-13
All RSOs]

Copy for kind information:-

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

BIODATA

1. (A) Name of the Company :

(B) Discipline :

2. Post Applied for
(Grade) :

3. Name of Applicant
(In block letters) :

4. PIS/NEIS No. :

5. **(As on cut-off date i.e. 30-Sep-14)**

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 :

9. Mobile No. :

10. E-mail id. :

11. Religion :

12. Category :
(SC/ST/GEN; copy of certificate to be enclosed for SC/ST candidates)

Affix Passport Size
Photograph

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

13. 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 /Inter ICWA/ CIL Part-I Accts Exam				
Final CA / Final ICWA/ CIL Part-II Accts Exam				
Any Other Qualification (1)				

14. Experience/Grade History (Beginning from Date of Initial Appointment):

Sl No	Grade / Category	From	To
1			
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 E1Grade)

PROFORMA FOR SELECTION TO BE SUMMITTED FOR SELECTION FROM NON-EXECUTIVE CADRE TO EXECUTIVE CADRE IN FINANCE DISCIPLINE (E1 GRADE)										
Sl. No.	Name	Designation	EIS/NEIS No.	Category (Genl/SC/ST)	Date of Birth	Date of Initial Appointment	Grade as on Entry Cut-off date (30-Sep-14)	Date of Entry in the Grade (as mentioned in column 8)	Date of Entry in Various Gr.begning from date of intial apptt. (i.e. Grade History)	Date of obtaining the qualification (i.e.CA Inter / ICWA Inter / CIL Pt.I Exam)
1	2	3	4	5	6	7	8	9	10	11

This is 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 FOR SELECTION TO BE SUMMITTED FOR SELECTION FROM NON-EXECUTIVE CADRE TO EXECUTIVE CADRE IN FINANCE DISCIPLINE (E2 GRADE)										
Sl. No.	Name	Designation	PIS/NEIS No.	Category (Genl /SC /ST)	Date of Birth	Date of Initial Appointment	Grade as on Entry Cut-off date (30- Sep- 14)	Date of Entry in the Grade (as mentioned in column 8)	Date of Entry in Various Gr.begnining from date of intial apptt. (i.e. Grade History)	Date of obtaining the qualification (i.e. Final CA/ Final ICWA/ CIL Pt.II Exam)
1	2	3	4	5	6	7	8	9	10	11

This is 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