



एक महारत्न कंपनी
A MAHARATNA COMPANY

Ref No.CIL:C5A(i):50254:NE: 6652

Dated: 08-Sep-2015

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 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 **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: 128. 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) **Cadre Scheme:** The norms with regard to qualification and experience will be as laid down in Cadre Scheme and subsequent circular /modification thereto.
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./CIL Including NEC/RSOs	07-Oct-2015
(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	28-Oct-2015

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-2015**

(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]

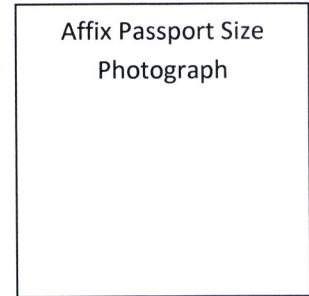
Copy for kind information:-

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

BIODATA

1. Name of the applicant :
(In Block Letters)
2. Post applied for :
3. Name of the Company
4. PIS/NEIS No. :
5. Present Designation :
 - a.) Present Grade :
(As on 30-Sep-14)
 - b.) Date of Entry in :
Present Grade
6. Date of Birth :
(In Figure & 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)
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:



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

15. Educational Qualifications:

Name of Course	Name of the University	Year of Passing	Subject Taken	Percentage of Marks	Division / Class
High School / Matriculation / SSC Exam					
Intermediate / HSC Exam					
Graduation					
Post-Graduation					
Any Other Qualification (1)					
Any Other Qualification (2)					

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

Sl No	Grade	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**PROFORMA FOR SELECTION TO THE POST OF SR. OFFICER (MINING) IN E-2 GRADE FROM ELIGIBLE NON EXECUTIVE EMPLOYEES**

Sl No	Name	Date of Birth	Category (GEN/SC/ST)	Designation	PIS/NEIS No.	Present Place of Posting	Date of Initial Appointment	Date of Entry in various Grades beginning from Date of Initial Appointment	Grade as on 30-Sep-14	Date of Entry in the Grade mentioned in (10)	Qualification as on 30-Sep-14	Year of Passing 2nd Class MMCC	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 AUTHORIZED EXECUTIVE OF THE CONCERNED COMPANY WITH SEAL