



कोल इण्डिया लिमिटेड
COAL INDIA LIMITED
भर्ती विभाग
RECRUITMENT DIVISION
सूचना-11/2025
NOTICE-11/2025

Date: 30th July 2025

Attention is invited to Notice No. 10/2025 issued for appearing candidates and Detailed Advertisement No. 01/2025 for Recruitment of Management Trainees through Computer Based Test. During the process, it is observed that the documents submitted by many candidates at the time of application are found to be incomplete/insufficient despite the following condition mentioned in the clause 9 (n) of the advertisement:

“Non-attachment of required/legible documents in the online application will be treated as incomplete application and will be rejected forthright.”

However, a final opportunity is being given to the candidates including appearing candidates to review their documents & upload complete set of documents in the **Online Application Portal to be active from 01.08.2025 to 15.08.2025** to enable us to consider their candidature for the said post.

Documents are to be uploaded on/before **Friday, 15.08.2025 (11:59 PM)**. In case all the required documents complete in all respects are not received within the timeline given above, non-attachment of required & legible documents will be treated as incomplete application and will be rejected forthright.

Discrepancies observed in Documents submitted by candidates (Indicative list):-

1. Matric Certificate / **proof of date of birth** is not attached.
2. **Marksheet of all semester/trimester/year** for the minimum requisite qualification for ascertaining percentage is not attached.
3. **In Finance Discipline**: - All groups Mark sheets & certificate in CA/ICWA Intermediate & Final Examination is not attached.
4. **CGPA to Percentage conversion certificate**/ Marksheet mentioning CGPA to Percentage conversion formula for ascertaining percentage is not attached.
5. **Proof of specialization** as required for the minimum qualification, where the same is not mentioned in the Degree Certificate has not been submitted especially for HR and Marketing & Sales Discipline.
6. **SC/ST/OBC (NCL)/EWS/PwD certificate** is not attached in Central Government format/ appropriate format.
7. **Provisional degree** for the minimum qualification as per the Advt. 01/2025 has not been submitted.
8. **Security Discipline**-
 - i) Experience certificate as per clause 2 (B) mentioned in Advt No. 01/2025 is not attached.
 - ii) Experience certificate together with supporting documents mentioning the State Public Sector Enterprise/Private Organization is having:-
 - a) Net worth of minimum Rs. 500 crores and
 - b) Manpower of at least 1000 employees of all types, is not attached.

9. Most of the documents uploaded are **not self-attested**.
10. **NOC/Proper receipted copy of application** to employer seeking NOC has not been submitted.

Hence, LIST of DOCUMENTS to be uploaded by the candidates including appearing candidates, to be **legible, clear and self-attested** in a **single PDF** is mentioned as under:-

1	Copy of Matriculation/Secondary Board level certificate in support of age/DOB Proof. If DOB is not mentioned in the Matriculation, any other certificate/proof confirming the same along with the matriculation certificate may be attached.
2	Mark sheets of all semesters/trimesters/years or consolidated Marksheet (consisting of all semesters) for the minimum qualification criteria as mentioned in clause 2 of the Advt. No. 01/2025 is to be uploaded without fail. The Discipline wise specific requirement is as under- i) Community Development - All semesters/trimesters/years Mark sheets for PG. ii) Environment and Legal Discipline - All semesters/trimesters/years Mark sheets for UG/PG, as the case may be. iii) Finance - All groups Mark sheets (Inter & Final) & final certificate of Qualified CA/ICWA. iv) Marketing & Sales - All semesters/trimesters/years Mark sheets for PG. Specialization with Marketing (Major) should be mentioned in the PG certificate/certificate issued by the Institute/College/University. v) Material Management - B.Tech (Electrical/Mechanical) graduation degree plus all semester/trimester/year Mark sheets for PG. vi) HR - All semesters/trimesters/years Mark sheets for PG. Specialization with HR (Major) should be mentioned in the PG certificate/certificate issued by the Institute/College/University. vii) Security and Coal Preparation - All semesters/trimesters/years Mark sheets for UG.
3	CGPA to Percentage conversion certificate/ Marksheet mentioning CGPA to Percentage conversion formula for ascertaining percentage. If the conversion formula is mentioned on the overleaf of the Marksheet, both side should be clearly scanned and properly uploaded.
4	Valid SC / ST / OBC (NCL) – (FY 2024-25) /EWS (FY 2024-25 based on the income of FY 2023-24)/PwD certificate in Central Government format/appropriate format. <ul style="list-style-type: none"> • PwD certificate should clearly indicate the type & percentage of disability in line with the identified disability for the posts as mentioned in the Advertisement.
5	Final/ Provisional degree/certificates for the minimum qualification as mentioned in clause 2 of the Advt. No. 01/2025.
6	Security Discipline - i) Experience Certificate as per clause 2 (B) mentioned in Advt No. 01/2025 (including the period of work). ii) In case of persons working in State Public Sector Enterprise/Private Organization must upload Experience certificate with a proof of Organization having:- a) Net worth of minimum Rs. 500 crores and b) Manpower of at least 1000 employees of all types. iii) Discharge/Service Certificate in case of Ex-serviceman.
7	NOC/Proper receipted copy of application to employer seeking NOC to be uploaded.

Please note that a **single PDF file** containing all the above documents (STRICTLY AS PER THE SEQUENCE LISTED ABOVE in the TABLE) shall be uploaded (5MB). Please ensure all documents uploaded are legible, clear and self-attested.

Candidates including appearing candidates should upload the above applicable documents in a single PDF file within the stipulated time, so that their candidature can be considered. In case of incomplete documents, no further opportunity will be provided and candidature will be rejected forthright.

This is for information of all concerned.

महाप्रबंधक (मानव संसाधन)/विभागाध्यक्ष (भर्ती)
General Manager (HR)/HoD (Recruitment)