

कोल इंडिया लिमिटेड

कोल भवन प्रीमाईसेस4-एम र.ए.प्लॉट सं AF-111
एक्सन एरिया1-A न्यूटाउन, राजरहाट, कोलकाता-700156
निगमित पहचानसंख्या: L23109WB1973GOI028844
फैक्स 033-23244125
ई मेल:-pers-recruitment.cil@coalindia.in
वेबसाइट: www.coalindia.in



एक महारत्न कंपनी
A MAHARATNA COMPANY

COAL INDIA LIMITED

Coal Bhavan Premises No.-4, MAR Plot no. AF-111
AA-1A, New Town, Rajarhat, Kolkata 700156
Corporate Identity No.: L23109WB1973GOI028844
FAX – 033 23244125
E-MAIL: pers-recruitment.cil@coalindia.in
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No. CIL:C5A(i):50254:NE: 7475

Dated:16-Oct-15

Director (P) - ECL/WCL/NCL/MCL/SECL/BCCL/CCL

Director (R&D)- CMPDI, Ranchi

General Manager (MP&IR)-CIL

Sub: Internal notification for Selection/Promotion from non-executive cadre to executive cadre in various disciplines

The competent authority has accorded approval for selection/promotion from non-executive cadre to executive cadre in the following disciplines:

E&M, Excavation, Civil, E&T, Sales & Marketing, Drilling, System, Material Management, Secretarial, Security, Secretarial (OL), Rajbhasha and Welfare/Personnel.

1. Eligibility criteria for all the disciplines mentioned above and cutoff date:

The eligibility criteria/norms in respect of Personnel & Administration disciplines will be as follows and for rest of the disciplines it will be as mentioned in the cadre scheme.

- Personnel/Welfare- Qualification as per Mines Rules, 1952 irrespective of designation/Grade in non-executive cadre (a copy of Notification issued by DGMS enclosed). There will be no cut-off marks with regard to percentage of marks in professional qualification.
- **Cut-Off date:**
The cut-off date for acquiring requisite qualification and experience will be **30-Sep-2015**

2. The tentative vacancies (including reserved vacancies for SC & ST category) are as follows:

**Drilling-26,
Material Management-55
Sales & Marketing-66
Welfare/Personnel- 111
Secretarial-222
Secretarial (OL)-24
Security-51
E&M-481
Civil-154
Excavation-318
Systems-62
E&T-16
Rajbhasha-3**

3. Mode of Application:

Eligible candidates have to apply only through online application system. To apply visit the **Our people- Career- Departmental Selection From Non-Executive To Executive Cadre-** section of our website www.coalindia.in and click on the link *Apply online for selection from non-executive to executive cadre.* The Home Page will open on clicking the link.

Detailed instruction for filling the form will be given under the tab *HOW TO APPLY* and the application form will be given under the tab *APPLY HERE* .

Before applying, the candidate must ensure that He/She has a valid Email ID. This is very important since the same Email ID will be used for further communication on selection process.

On successful submission of the on-line application, a bio-data in PDF format will be auto generated for viewing and printing. A copy of the same will also be sent to the Email ID as provided by the candidate in his online application.

The candidates will be required to take a print out of the PDF bio-data format and submit the same through proper channel, alongwith all relevant documents, viz., educational certificates, caste certificates (in case of SC/ST) etc.

Such bio-data should bear signature of the candidate and his controlling authority. The same should also be verified from the service records/personal files of the candidate and should be certified under the signature of Personnel executive I/C of the

Unit/Project/Area/Head Quarter. The photograph of the candidate in Bio-data (hand copy) should also be attested by Personnel executive I/C.

While submitting online application the candidate is to follow the instructions provided in the website and before final submission there will be option to check, verify and edit the information/data they have filled. But once an application is finally submitted, the same cannot be changed.

On final submission of each application, a unique Registration No. & Password will be generated. The Registration No. and the Password will be sent to the Email ID as provided by the candidate in his online application. The same Regn. No. and Password is to be used by the candidates as per the instruction at different stages of the selection process.

All the required information/instructions at different stages of the selection process will be communicated through CIL Website. Candidates are advised to visit the CIL Website regularly.

Scrutiny of Bio-Data particulars:

- i) 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 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) etc. The members of such committee should not be below the rank of E5 grade and In-Charge of the Committee should not be below the rank of E7 grade.
- ii) For such scrutiny at subsidiary level one online link in the website of Coal India will be provided to the subsidiary companies/GM (MP&IR) and they will click on any one of the button OK or NOT OK. For the applications that are NOT OK, the reason/s of rejection have to be mandatorily mentioned in the remarks Column.
- iii) Apart from such online scrutiny the committee will prepare two separate consolidated list of eligible and non-eligible candidates (with reasons for disqualification) and both the lists, i.e. for eligible and non-eligible candidates alongwith Bio-Data, are to be sent through Director (Personnel) of the concerned subsidiary company/General Manager (MP&IR), CIL in case of CIL/RSO/NEC to General Manager (Pers/Rectt)-CIL. 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 and genuinity of documents from their end.
- iv) It will be the responsibility of the concerned subsidiary companies/concerned department of CIL, to ensure correctness of data and genuinity of documents and timely submission of consolidated proforma (placed at **Annexure-A**) and bio-data

format with relevant particulars & supporting documents to General Manager (Pers/Rectt)-CIL.

- v) A committee will be constituted at Coal India Limited consisting senior level executives, dealing with the related issues, from all the subsidiary companies, duly nominated by the Director (P) of the concerned subsidiary and one representative from IR Division of CIL duly nominated by GM (MP&IR) to finally scrutinize the bio-data received from the subsidiary companies/CIL and submit the final list of eligible and non-eligible candidates of all the thirteen disciplines.
- vi) An online link will be provided at CIL level also to finally scrutinize the Bio-data(s) after the same is finally received from the subsidiary companies. After checking the Bio-data(s), the scrutiny committee at CIL level can Accept/Reject/Alter the recommendation of subsidiary company/GM (MP&IR) by clicking any one of the buttons ACCEPTED or REJECTED. The decision of the scrutiny committee at CIL level will be final. All the cases of alteration made by the scrutiny committee at CIL level will be supported by comments of the scrutiny committee.
- vii) Candidates who are having requisite qualification for more than one discipline, can appear for one discipline only as per their choice and no candidate will be allowed to appear for more than one discipline.
- viii) It is pertinent to mention that no direct correspondence of individual employee in this regard will be entertained by CIL(HQ). However, if any clarification is required by the individual employee, he/she may contact Nodal Officers of Subsidiary Company provided in the FAQ section.

Methodology and other Norms:

- i) The eligible candidates will be required to appear for written test of objective type consisting of two papers of 100 marks each i.e., Paper-I for General Awareness/Aptitude and Paper-II for Technical/Professional knowledge of relevant subject/discipline as per approved indicative syllabus already circulated. The duration of examination will be three hours. This examination shall contain both the papers (i.e. Paper-I & Paper-II). Each paper shall contain 100 questions.
- ii) The indicative syllabus/guideline in detail and the instruction for arranging training to the eligible candidates has already issued and circulated vide letter no. CIL:C5A(i):50254:NEEx to Ex:6516 dt. 30/07/2015. The same is uploaded to CIL website also.
- iii) The candidates qualified in the written test as per qualifying criteria i.e., 45% in each paper with 110 in aggregate for general candidates and 35% in each paper with 90 in aggregate for SC/ST candidates, will be shortlisted for interview in order of merit as per vacancy ratio of 1:3.
- iv) Since the questions shall be of objective type, re-evaluation of OMR Sheet is not allowed under any circumstances.

Important Dates of Various Activities

Sl.No.	Process/Activity Description	Applicable Dates
1	Cut-Off Date for Eligibility Criteria	30-Sep-15
2	Activation of on-line application link	23-Oct-15 From 10:00 Hours
3	Last date of submission of on-line Applications	23-Nov-15 Till 23:59 Hours
4	Last date of submission of Applications at subsidiary Hqrs/CIL Including NEC/RSOs	12-Dec-15
5	Last date of submission of all Applications alongwith scrutiny report and all enclosures as referred above to General Manager (Pers/Rectt)/CIL	26-Dec-15

The subsidiary companies will ensure that the Applications alongwith relevant documents are sent to General Manager (Pers/Rectt) within stipulated period of time.

In view of the above you are requested to give wide publicity to this notification in your company and send the Applications and other documents as mentioned above to General Manager (Pers/Rectt) within the stipulated period, i.e., 26-Dec-2015

K Praveen Kumar
General Manager (Pers/Rectt)

Copy for information and necessary action to:-

1. GM(MP&IR)/GM(P-EE)/GM(P-NEE)/Dy.GM(P)/HOD(EE) - CIL/ECL/BCCL/CCL/CMPDIL/SECL/NCL/WCL/MCL/NEC
2. TS to Director (Marketing)/CIL – For RSOs
3. CGM-CIL, New Delhi] With request to send Bio Particulars of all eligible candidates, CGM-NEC, Assam] to GM(MP&IR)/CIL by **26-Dec-15**
All RSOs]

Copy for kind information:-

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