

**कोल इण्डिया लिमिटेड**

(भारत सरकार का उपक्रम)

**COAL INDIA LIMITED**

(A Govt. of India Enterprise)

**कोल भवन "COAL BHAWAN"**

Premise No. 04, MAR, Plot No. AF-III

Action Area-1A, Newtown, Rajarhat

KOLKATA-700156 (WB)



**एक महारत्न कंपनी**

**A Maharatna Company**

**PERSONNEL DIVISION**

**POLICY CELL**

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**(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)**

संदर्भ सं: CIL/C5A (PC)/Security Rect/772

दिनांक: 23.09.2021

## कार्यालय ज्ञापन

**विषय: CIL Policy for engagement of Security Personnel on fixed tenure contract basis**

CIL Board in its 431<sup>st</sup> meeting held on 17.09.2021 approved CIL Policy for engagement of Security Personnel on fixed tenure contract basis at E7 & E8 grades for implementation with immediate effect.

The approved policy is enclosed for information and compliance by all concerned.

*(नीला प्रसाद)*  
23/9/21

**महाप्रबंधक (का./ नीति)**

**ई-मेल के माध्यम से वितरण:**

1. D(T)/ D(M)/ D (P&IR)/ D(F), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. ED (Co-ordination), CIL
8. GM/ HoD (P/EE)/ (P/Rect)/ (Admn), CIL
9. GM, NEC
10. HoD, CIL New Delhi Office
11. HoD, IICM
12. Mgr.(P/PC), CIL – for updation of HR Manual.



## **CIL Policy for engagement of Security Personnel on fixed tenure contract basis**

### **1. Title and commencement**

This policy is called as CIL Policy for engagement of Security Personnel on fixed tenure contract basis. It will come into force with immediate effect.

### **2. Scope and applicability**

This Policy covers engagement of qualified Security Personnel on fixed tenure contract basis at E7 and E8 grades in CIL and its Subsidiaries.

### **3. Definitions**

In this policy, unless there is anything repugnant to the context, the following words would have the meaning as assigned to hereunder:

- a) '*Company*' means Coal India Ltd and its Subsidiaries.
- b) '*Competent Authority*' for appointment of Security Personnel shall be the Chairman, CIL.

### **4. Vacancies for engagement of Security Personnel**

Before each engagement activity at the beginning of Financial Year, the Recruitment Department of CIL would obtain the approval of the Chairman, CIL regarding the number of Subsidiary wise & category wise vacancies of E7 & E8 grade to be operated. While deriving the number of vacancies, superannuation of on-roll Security Executives of the upcoming Financial Year will also be taken into account.

Reservation in vacancies will be provided for SC/ ST/ OBC/ PWD/ EWS category candidates as per the Presidential directives/ Govt. of India guidelines.

### **5. Contract period**

- a) The contract period of a Security Personnel should normally be for two years. However, it can be extended at the discretion of the Competent Authority in the interest of the Company for additional period of upto two years (cumulative maximum four years) in not more than two spells. Any further engagement beyond four years can only be through fresh selection process and notification of vacancies.
- b) Any such engagement will not be beyond his/ her attaining the age of 65 years.
- c) The contract will automatically cease to exist on expiry of the period of contract or on the last date of month in which the candidate has attained 65 years of age (previous month's last date if date of birth falls on 1<sup>st</sup> of a month) and for this, no separate notice would be necessary.

### **6. Eligibility Conditions**

Security Personnel under this Policy will be engaged in two different levels i.e., E7 & E8 grades as per the following minimum eligibility conditions:



Grade	Designation	Minimum Qualification	Minimum Security related Experience
E7	Chief Manager (Security)	Graduate	Minimum 19 years' service in Officer/ Executive Cadre with either Armed Forces or Central Police Organization (CPO) (or) Minimum 22 years' service in Officer/ Executive Cadre with other Govt./ PSEs
E8	General Manager (Security)	Graduate	Minimum 22 years' service in Officer/ Executive Cadre with either Armed Forces or Central Police Organization (CPO) (or) Minimum 25 years' service in Officer/ Executive Cadre with other Govt./ PSEs

**Note:**

- i. Central Police Organizations (CPO) for the purpose of above selection are as under:
  - a. Intelligence Bureau, Central Bureau of Investigation, Bureau of Police Research & Development (BPRD) and National Investigation Agency.
  - b. Central Armed Police Forces of the Union namely Assam Rifles (AR), Border Security Force (BSF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Indo Tibetan Border Police (ITBP), National Security Guard (NSG), Sashastra Seema Bal (SSB) and Indian Railway Protection Force Service (IRPFS).
  - c. State Police/ State Armed Forces shall not be covered under the term Central Police Organization except Ex. IPS Officers.
- ii. Experience in other Govt./PSEs would be considered only if the candidates are having relevant experience in managing Industrial security in Officer/ Executive Cadre.
- iii. Office/ Executive Cadre means minimum induction level of Officer Cadre like Management Trainee/ Officer of CPSEs, Officer Cadet of Defence, Asst. Supdt of IPS, etc.
- iv. The experience of State Public Sector Enterprise in Officer/ Executive cadre would be applicable only if the Organization is having manpower of atleast 10,000 employees of all types with net worth of minimum ₹500 crores.
- v. For consideration of candidature of Armed Forces/ CPO Personnel, the security related experience of other Govt./ PSEs in Officer/ Executive cadre, if available, will also be considered along with the experience of Armed Forces/ CPO for calculation of minimum required experience in such a way that every completed 2 years of experience in other Govt./ PSEs in Officer/ Executive Cadre will be considered equivalent to 1 year of experience in Armed Forces/ CPO.



vi. The applications of candidates from PSEs/ Government sector will be considered only if:

a. The candidate is having minimum two years' experience in immediate lower grade.

For example, for recruitment in E8 grade, the candidate should have minimum 2 years' experience in E7 and/ or E8 grade or equivalent in either of the following scales or equivalent:

- (i) ₹100000-260000 (IDA) Post 01.01.2017 or higher scale
- (ii) ₹123100-215900 (Level 13) CDA Post 01.01.2016 or higher scale

Note: Applicants of other PSEs who are having the required two years' experience in the above mentioned pay scale but not in E7 or E8 grade will not be eligible for E8 grade.

b. The applications against the notification are received through proper channel or No Objection Certificate is produced at the time of interview.

vii. Subject to eligibility conditions, one candidate may be allowed to apply for both grades against a single notification/ advertisement.

viii. In case, a candidate is having security related experiences from multiple Organizations in Officer/ Executive cadre, all such experiences would be counted in terms of completed months for calculation of final completed years of experiences.

ix. The appointment of Security Personnel under this Policy shall be subject to Medical fitness to be certified by Company Medical Officer. Minimum standards required for appointment of security personnel under this policy is enclosed as **Appendix I**.

x. The upper age limit for applying against the recruitment notification of both E7 & E8 grade is 62 years as on the date of publication of notification (latest date of publication date if notification is published in different newspapers on different dates).

xi. Candidates taken VRS (voluntary retirement from the services before superannuation) or dismissed/ removed/ compulsorily retired from Armed Forces/ CPO/ PSEs or any other Organization will not be eligible for engagement under this policy.

## 7. **Selection Criteria**

Selection of Security Personnel will be done through personal interview. The distribution of marks under different parameters are as under:



Sl.	Parameters	Max Marks
1	<b>Qualification:</b>	20 Marks
	i. 2 years Post Graduate Degree/ Post Graduate Diploma or equivalent in Security related subjects	20 Marks
	ii. 2 years Post Graduate Degree/ Post Graduate Diploma or equivalent in Management	18 Marks
	iii. Graduate	16 Marks
2	<b>Relevant Security related experience as per Clause 6 of the Policy:</b>	15 Marks
	i. Minimum required experience for the notified grade	7 marks
	ii. For each completed year of experience beyond the minimum required experience in either Armed Forces or CPO in Officer/ Executive cadre	2 marks
	iii. For each completed year of experience beyond the minimum required experience in other Govt./ PSEs in Officer/ Executive cadre	1 mark
3	<b>Interview:</b> (Professional, Technical knowledge and General awareness)	15 Marks
	<b>Minimum total marks (1+2+3) for empanelment</b> General/ UR/ EWS OBC (NCL) SC / ST/ PWD	30 Marks 27.5 Marks 25 Marks
		50 Marks

## 8. Methodology for Selection

- For engagement of Security Personnel, advertisement would be issued by CIL Recruitment Department. The detailed advertisement would consist of a short role profile, eligibility criteria, details of vacancy, interview locations, terms and conditions, required documentation details, general instructions, etc.
- A short advertisement of vacancies would be issued minimum in 1 National Daily English Newspaper, 1 National Daily Hindi Newspaper and in Employment News/ Rozgar Samachar whereas, detailed advertisement would be issued in the website of CIL prior to selection.
- The detailed advertisement will also consist of the details of the form in which applications are to be submitted. A sample application format is attached as **Appendix II**.
- A Scrutiny Committee of not less than four members of different disciplines will be constituted with the approval of the Chairman, CIL. The members of the Committee will be not less than E7 grade. The Committee will screen the applications received against the notifications as per the predefined criteria of qualification and relevant experience as per clause 7 (Sl. 1 & 2) above and submit two separate lists namely empanelled & non-empanelled list of candidates for each notified grade. In case, any clarification is required from the candidates regarding qualification/ experience, the Committee may also submit provisionally empanelled list which may be considered for interview along with the empanelled list subject to the desired clarifications received from the candidates. Out of the



empanelled list, candidates would be called for interview for each notified grade as per the following table:

No. of Vacancies	No. of Candidates to be called for interview
1	5
2	8
3	10
4 or more	1:3 ratio
For EWS/ OBC/ SC/ ST Category	1:3 ratio against each category

Sample chart for number of candidates to be called for interview is enclosed as **Appendix III**.

In case of tie in total marks obtained out of 35 marks (20 qualification & 15 relevant experience), the candidates to be called for interview will be decided on the following basis:

- i. The marks obtained in relevant experience criteria will be considered i.e., candidate with higher marks in experience criteria will be placed above in the panel.
  - ii. If the marks obtained in the relevant experience criteria are same, then the qualification criteria will be considered i.e., candidate with higher marks in the qualification criteria will be placed above in the panel.
  - iii. If the marks obtained in both the criteria are same, then candidates whose Date of Birth is earlier will be considered for placing above in the merit panel.
  - iv. If still a tie, all the tied candidates will be called for interview beyond the above prescribed ratio.
- e) The candidates called for interview would be required to present themselves along with all the documents needed in original plus 2 copies at the time of the interview. Any candidate whose application is incomplete or any discrepancy found w.r.t. eligibility criteria, then such candidate will not be considered for interview.
- f) A Selection-cum-Interview Committee will be constituted with the approval of the Chairman, CIL. The members of the Committee will be as follows:
- i. Functional Director of CIL/ CMD of Subsidiary Companies or representative not below the rank of FD as Chairman of the Committee
  - ii. Any General Manager or HoD (Security)
  - iii. General Manager/ HoD (Pers./Recruitment) or his/ her representative
  - iv. One External expert

The honorarium to the external expert shall be decided by the Chairman, CIL as per the extant guidelines followed in the DPCs for promotion to E8 & E9 grades. External expert will also include those engaged as Advisor (Security) as per CIL's Advisor Policy. However, no separate honorarium would be payable for such Advisors engaged as External expert.



In addition to the above, the Selection-cum-Interview Committee will consist of a representative of SC, ST, OBC, Minority community and one woman representative (if female candidates are available). A Committee member may represent more than one category of representation in the Selection-cum-Interview Committee. However, a member representing SC shall not represent ST/ OBC and vice versa.

- g) If suitable candidates are not found fulfilling the vacancies among the candidates interviewed, remaining empanelled candidates may be called for interview in the order of merit as per the table specified in clause 8 (d) above.
- h) The Selection-cum-Interview Committee would recommend the names of the selected Candidates based on the total marks obtained out of 50 in the Selection Criteria for approval of the Competent Authority.
- i) Offer of engagement specifying the tenure and other terms and conditions of the engagement will be issued by CIL Recruitment Department on obtaining competent approval. A draft Offer of engagement is attached as **Appendix IV**.
- j) Extension will be granted based on the performance of Security Personnel as per Clause (5) of the Policy.

## 9. Terms & Conditions for engagement of Security Personnel

### a) Consolidated monthly remuneration

Security Personnel engaged under this Policy are eligible for consolidated monthly remuneration as under:

Designation & Grade	Till the age of 60 years	Beyond 60 years of age
Chief Manager (Security) & E7 grade	₹1,70,000/- plus statutory retiral benefits as specified at sub-clause (g) below	₹1,95,000/- only.
General Manager (Security) & E8 grade	₹2,05,000/- plus statutory retiral benefits as specified at sub-clause (g) below	₹2,35,000/- only.

The consolidated monthly remuneration of the incumbent will be revised to ₹1,95,000 (in case of E7)/ ₹2,35,000 (in case of E8) from the subsequent month of attaining 60 years of age.

### b) Variable Annual Increment linked to performance

The Security Personnel are not eligible for Performance Related Pay (PRP). However, a variable annual increment of monthly remuneration will be applicable as on 1<sup>st</sup> April based on the performance rating of the last FY as under:

Performance Rating	Variable Increment of remuneration
Outstanding	7%
Very Good	5%
Good	3%



Performance Rating	Variable Increment of remuneration
Fair	1%
Poor	0%

However, the entitlement of variable increment of the first FY after engagement would be regulated as under:

Engagement Period of the first FY	Entitlement of Variable Increment
< 3 months	No increment
> = 3 & < 6 months	Half of Variable increment
> = 6 & < 9 months	Three fourth of variable increment
> = 9 months	Full increment

The increment will be payable as a separate component and not to be linked with the fixed monthly remuneration. The increment is also payable in a cumulative manner i.e., while paying the increment for a year, previously paid increment(s) will continue to be paid.

**c) Accommodation facility**

Suitable Company's accommodation will be provided as applicable to on-roll Executives against the standard rent fixed by the Company, if available.

**d) Medical**

Till 60 years of age, Security Personnel will be entitled for medical facilities for self, spouse & dependents whereas, beyond 60 years, only self & spouse will be entitled for medical facilities as per the Coal India Medical Attendance Rules (MAR) during their period of engagement.

**e) Leave**

The Security Personnel will be entitled for paid leave of 15 days in every six months in addition to the casual leave of 12 days and paid holidays in the establishment. The paid leave shall be regulated as per the provisions of EL (Earned leave) applicable to the Executive cadre employees under the Coal India Executive Leave Rules 2010. However, the paid leave admissible as above is not encashable. The accumulated leave shall stand lapsed on expiry of period of engagement.

**f) TA/ DA**

Whenever tours are undertaken by the Security Personnel, the TA/ DA and other boarding/ lodging charges will be payable as per the entitlement applicable to the regular on-roll Executives of equivalent grade.

**g) Retiral Benefits**

Till attaining the age of 60 years, the Security Personnel is eligible for statutory retiral benefits like Gratuity & CMPF/ CMPS. Contributions for the said retiral





benefit would be made by Employer and the Security Personnel at par with on-roll Executives on monthly basis as per the respective Acts/ Rules.

For the purpose of statutory retiral benefits, the Basic Pay for E7 & E8 grade Security Personnel will be fixed as ₹1,00,000/- & ₹1,20,000/- respectively for the entire period of engagement and DA as per IDA rates.

If the candidate is already a member of EPFO, then he/ she will continue to be a member of EPFO instead of CMPF/ CMPS and the percentage contribution of Employer and Security Personnel will be regulated accordingly.

The superannuation benefits will not be applicable for Security Personnel beyond the age of 60 years.

Security Personnel will not be eligible for other non-statutory retiral benefits like Post-retiral medical benefits and defined contribution pension for the period of their engagement with CIL under this Policy unless otherwise eligible in normal course prior to such engagement.

Illustrations on the year-wise benefits applicable to the Security Personnel engaged under this policy is enclosed as **Appendix V**.

## **10. Other Terms & Conditions**

### **a) Secrecy**

Security Personnel will maintain all information/ documents/ materials gathered during the course of the engagement in strict confidence. They will not copy or make notes of such information/ documents except in connection with the work for the Company. They will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for their own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by them or the Company in the normal course of the engagement with the Company.

The Security Personnel shall, while demitting the Office, handover all information/ documents/ materials under their possession, during the engagement period, to the concerned HoD.

### **b) Joining**

Security Personnel is required to join within 15 days from the date of issuance of offer of engagement or in exceptional circumstances, as approved by the Director (Personnel) of the concerned Subsidiary/ CIL. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdrawn automatically.

### **c) Other Conditions**

- i. Selection of the Security Personnel is subject to Character and Antecedent verification of the candidates, which would be done post appointment. In case, any discrepancy or concealment of information is found, the contract period of such Security Personnel will be terminated with immediate effect without any notice period.



- ii. The Candidates would be eligible for reimbursement of cost of fare incurred at the time of attending interview, initial medical examination & joining equivalent to AC 2 Tier (2<sup>nd</sup> AC)/ Air travel (Economy Class) by the shortest route for self.
- iii. Based on the requirement of the Company concerned, Management will be within its rights to extend the services of Security Personnel, anytime, to any Establishments of the Company/ Strategic locations with applicable transfer benefits like TA, joining time/ transit leave and conveyance of personal effects. However, they will not be eligible for any transfer grant and settling-in allowance.
- iv. The offer of engagement under this Policy shall not confer any right for regular appointment in CIL & its Subsidiaries.
- v. During course of their engagement, the Security Personnel will employ themselves efficiently, diligently and to the best of their ability shall devote their whole time and attention to the interest of the Company and generally carry out work as assigned to them and shall comply with all lawful orders and directions given by the concerned HoDs. They shall honestly and faithfully serve the Company during their period of engagement.
- vi. Security Personnel engaged under this policy will exercise the full powers of E7/ E8 grade Executives of Security discipline.
- vii. Any absence from work for a continuous period of fifteen days or more without proper written permission of the Reporting Authority will amount to voluntary abandonment of engagement and automatic termination without any notice or payment in lieu of notice period.
- viii. Executive Establishment department of the concerned Company will be the nodal department for implementation of the performance appraisal system (**Appendix VI**) of Security Personnel engaged under this Policy. The department will co-ordinate with the engaged personnel and their reporting hierarchies for filling up of appraisal forms along with appeal disposal as per the prescribed timelines.

If the engaged Security Personnel is either rated as “Poor” in any FY or “Fair” in two consecutive FYs, then his/ her engagement would be terminated by giving one month’s notice or on payment of one month’s remuneration in lieu thereof.
- ix. The period of engagement is liable to be terminated at any time without assigning any reason thereof after giving one month’s notice or on payment of one month’s remuneration in lieu thereof on either side.
- x. In respect of any other item concerning the terms & conditions of engagement of Security Personnel which is not covered under the preceding paras, the same will be governed by the relevant rules/ instructions applicable with the specific approval of the Chairman, CIL as well as amendments to the rules/ instructions/ policy issued from time to time.



## **11. Interpretation**

Interpretation of the provisions of this policy will be reserved exclusively with the Director (P&IR), CIL and his/ her interpretation will be final.

## **12. Savings**

CIL Board reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this Policy at its discretion for the reasons to be recorded in writing. The procedural aspects of implementation of this Policy may be amended with the approval of Chairman, CIL as per administrative requirements.



## Appendix I

### Minimum physical and medical standards required for appointment of Security Personnel

To be deemed medically fit, a candidate must be in good physical and mental health and free from any disease/ syndrome/ disability likely to interfere with the efficient performance of security related activities in any environment, climate, remote areas and austere conditions with no frequent medical aid.

In general, the following minimum standards are required for appointment of Security personnel:

- a. Should not have any musculoskeletal deformities (congenital or acquired) of spine, chest, pelvis and limbs, or anywhere in the body.
- b. Weight should be proportionate to height i.e., should not be grossly over-weight or under-weight (BMI should be in between 19-27.5).
- c. Vision must be good

	Naked Eye	Corrected	Near Vision
Better Eye	6/12	6/6	0.6
Worse eye	6/24	6/9	0.8
Each Eye	6/18	6/9	0.8
Hypermetropia			

Total myopia should not exceed -6D and Hypermetropia should not exceed +4D. Candidates should not suffer from any form of night blindness, color blindness, squint or any chronic & progressive diseases of eye leading to loss of binocular vision.

- d. Hearing must be good and there should be no progressive disease affecting hearing.
- e. Speech must be without impediment - stammering of moderate degree excluded.
- f. Height must not be less than 152 cm for both male and female candidates (concession of 5 cm for Gorkhas, Garhwalis and Assamese tribal candidates).
- g. Chest must be well formed. Minimum requirement of chest expansion should be 5 cm. Chest measurements are not applicable for female candidates.
- h. Lungs should be sound and free from any chronic bronchial or laryngeal disease.
- i. Should not suffer from any chronic or extensive ulcers, ailments of skin or other system.
- j. Subjects of palsy, paralysis and epilepsy are to be rejected.
- k. Any other abnormality, if so considered by specialist of the Medical Examination Board.

With the above minimum standards, the Medical Officers of the Examining Board shall use their own wisdom in each case, get a history of present & past illness and whether at present, under treatment or not and shall judge cases on their merits taking into consideration the age, gender, prevalence of diseases and prospective duties of the Security Personnel. The main object of medical examination is to secure continuous effective service from the candidate.



## Appendix II

### Sample Application form for the post of <<Designation>>

Registration No: \_\_\_\_\_

Name:		<i>Recent Passport size self-attested Photograph</i>				
Gender:						
Father's / Spouse's Name:						
Nationality:						
Date of Birth:						
Category: << SC/ ST/ OBC(NCL)/ EWS >>		Religion:				
AADHAR No.		PAN No.				
Member of EPFO	<<Yes/ No>>	If Yes, EPF No.:				
Bank A/c No. along with Bank & Branch Name		IFSC Code:				
Address for Communication						
House No./ Flat No:						
Street:						
Post Office:		Pincode:				
District:		State:				
Mobile No.:		e-Mail ID:				
Qualification Details (from Graduate level onwards)						
Sl.No.	Examination Passed	Specialization (if applicable)*	Year of Passing	Name of the Institute	Board/ University	% of Marks



Security related Experience details since beginning of the career in ascending order					
Sl. No	Post held/ Grade (in case of CPSEs)	Details of Organization (Name, type, manpower employed & annual turnover of last 3 years)	Nature of work/ Tasks performed	From Date	To Date

*\*Security related specialization may clearly be specified.*

**Enclosures:** The following documents are to be enclosed along with the application form in 2 copies:

1. Passport size photograph
2. Copy of proof of Date of Birth
3. Copy of Category certificate, if applicable
4. Copy of Qualification certificates
5. Copy of Experience certificates

**Note:**

1. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies at the time of the interview.
2. Any candidate whose application is incomplete or any discrepancy found w.r.t the eligibility criteria, then such candidate will not be considered for interview/ selection.
3. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
4. The applications of candidates from PSEs/ Government sector should normally be considered only if it is received through proper channel or on submission of No Objection Certificate at the time of interview.

**Declaration**

I do hereby declare that the above information as furnished by me is true to the best of my knowledge. I also give undertaking that at any point of time, if any of the above information is found false, it will automatically lead to cancellation of my contract and will also make me liable for prosecution under law.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case and also I have not been dismissed or removed or compulsorily retired or taken VRS from the services of my previous Organization(s).

**Station:**

**Date:**

**Signature of the Applicant**



### Appendix III

#### Sample Chart for No. of Candidates to be called for interview against vacancies

No. of Vacancies	No. of Candidates to be called for interview
1	5
2	8
3	10
4	12
5	15
6	18
7	21
8	24
9	27
10	30
11	33
12	36
13	39
14	42
15	45

Note:

For EWS/ OBC/ SC/ ST vacancies, candidates to be called in the ratio of 1:3 against each category.



Appendix IV

कोल इण्डिया लिमिटेड  
(भारत सरकार का उपक्रम)  
**COAL INDIA LIMITED**

(A Govt. of India Enterprise)  
कोल भवन "COAL BHAWAN"  
PREMISE NO: 04, MAR, PLOT NO: AF-III  
ACTION AREA-1A, NEW TOWN, RAJHARHAT  
KOLKATA-700156 (WB)



एक महारत्नकंपनी  
A Maharatna Company

**PERSONNEL DIVISION  
RECRUITMENT DEPT**

CIN:L23109WB1973GOI028844  
E-MAIL: gmrectt.cil@coalindia.in  
TEL: 033-7110 4282  
FAX: 033-2324 4140  
WEBSITE: www.coalindia.in

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

Ref: \_\_\_\_/\_\_\_\_/ Security/

Dated: \_\_\_\_

Category: \_\_\_\_

Shri/ Ms \_\_\_\_

**Subject: Offer of Engagement as <<Designation>>**

**Dear Sir/ Ma'am,**

Considering your performance in the selection process, the Competent Authority is pleased to engage you as <<Designation>> for a period of \_\_\_\_ year(s) from the date of your joining for the following job:

*To ensure/ organize security to the assets & resources of \_\_\_\_.*

The terms and conditions for your engagement will be as under:

- You will be paid \_\_\_\_ only as consolidated monthly remuneration.
- You will be governed as per the terms & conditions of the CIL Policy for Engagement of Security Personnel on fixed tenure contract basis and amendments issued thereunder from time to time.

Please confirm acceptance of aforesaid engagement.

If you don't join within 15 days from the issue of this offer of engagement, the offer will stand withdrawn automatically.

Yours faithfully,

General Manager/ HoD (Pers/ Rect),  
Coal India Limited.



**Illustrations:****I. Year wise benefits in case of engagement of Security Personnel of E8 grade**

Candidate C1 - 58 years of age at the time of induction

Candidate C2 - 61 years of age at the time of induction

Sl. No.	Components	1st Year		2nd Year			3rd Year			4th Year		
		C1 (58)	C2 (61)		C1 (59)	C2 (62)		C1 (60)	C2 (63)		C1 (61)	C2 (64)
1	Consolidated remuneration	205000	235000		205000	235000		205000	235000		235000	235000
2	Cummulative Increment (Performance - Presumed VG {5% of remuneration})	NA	NA	Based on perf. of 1st yr	10250	11750	Based on perf. of 1st yr	10250	11750	Based on perf. of 1st yr	10250	11750
							Based on perf. of 2nd yr	10250	11750	Based on perf. of 2nd yr	10250	11750
										Based on perf. of 3rd yr	11750	11750
				Total	10250	11750	Total	20500	23500	Total	32250	35250
3	Value of Statutory retiral benefits [21.01% of (₹1,20,000 + ₹27,840 {23.2% of Basic }) {to be paid as benefits and not in monetary terms}]	31061.18	NA		31061.18	NA		31061.18	NA		NA	NA
	Total	236061.18	235000		246311.18	246750		256561.18	258500		267250	270250

## II. Year wise benefits in case of engagement of Security Personnel of E7 grade

Candidate C1 - 58 years of age at the time of induction

Candidate C2 - 61 years of age at the time of induction

Sl. No.	Components	1st Year		2nd Year			3rd Year			4th Year		
		C1 (58)	C2 (61)		C1 (59)	C2 (62)		C1 (60)	C2 (63)		C1 (61)	C2 (64)
1	Consolidated remuneration	170000	195000		170000	195000		170000	195000		195000	195000
2	Cummulative Increment (Performance - Presumed VG {5% of remuneration})	NA	NA	Based on perf. of 1st yr	8500	9750	Based on perf. of 1st yr	8500	9750	Based on perf. of 1st yr	8500	9750
							Based on perf. of 2nd yr	8500	9750	Based on perf. of 2nd yr	8500	9750
										Based on perf. of 3rd yr	9750	9750
				Total	8500	9750	Total	17000	19500	Total	26750	29250
3	Value of Statutory retiral benefits [21.01% of (₹1,00,000 + ₹23,200 {23.2% of Basic}) {to be paid as benefits and not in monetary terms}]	25884.32	NA		25884.32	NA		25884.32	NA		NA	NA
	Total	195884.32	195000		204384.32	204750		212884.32	214500		221750	224250

Note:

1. The consolidated monthly remuneration of the incumbent will be revised to ₹2,35,000 (in case of E8)/ ₹1,95,000 (in case of E7) on crossing 60 years of age.

2. For the purpose of statutory retiral benefits, the Basic Pay for E7 & E8 grade Security Personnel will be fixed as ₹1,00,000/- & ₹1,20,000/- respectively for the entire period of engagement and DA as per IDA rates.



## Appendix VI

### Performance Appraisal Report

FY: 20\_\_ - 20\_\_

Name		
EIS No.		
Designation		
Date of Joining		
Period of Contract	From: _____	To: _____
Period of Appraisal	From: _____	To: _____

**Tasks & Target for the year** – to be set on mutual discussion between Self & First level Assessing Authority during the beginning of the FY or on change of job assignments {Maximum 10 no. of tasks}.

*Timeline – Within 30<sup>th</sup> April of the FY or within 15 days of assumption of charge*

Sl.	Tasks	Deliverables	Timeline
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Date:**

**Signature of Self**

**Acceptance of First level Assessing Authority**



<b>Date:</b>		<b>Signature of First level Assessing Authority</b>	
<b>First level Assessing Authority</b> <i>Timeline – By June 15<sup>th</sup> of the subsequent year</i>			
Assessment of First level Assessing Authority	<input type="checkbox"/>	Outstanding [90 to 100] (Consistently exceeds Company's expectations)	
	<input type="checkbox"/>	Very Good [70 to 89] (Consistently meets Company's expectations)	
	<input type="checkbox"/>	Good [50 to 69] (Meets Company's expectations most of the times)	
	<input type="checkbox"/>	Fair [33 to 49] (Partially meets Company's expectations)	
	<input type="checkbox"/>	Poor [0 to 32] (Consistently does not meet Company's expectations)	
		{tick relevant box}	
		Assessment Score in the scale of 1 to 100, 100 being best: <input type="text"/>	
Whether can be recommended for extension, if applicable.	<input type="text" value="Y/N"/>		
	Reasons _____		
	_____		
	_____		
	_____		
<b>Date:</b>		<b>Signature of the First level Assessing Authority</b>	

<b>Final level Assessing Authority</b> <i>Timeline – By June 30<sup>th</sup> of the subsequent year</i>	
<input type="checkbox"/>	I agree with the above.
<input type="checkbox"/>	I do not agree with the above with revised assessment rating along with reasons _____
_____	
_____	
{tick relevant box}	
Assessment Score in the scale of 1 to 100, 100 being best: <input type="text"/>	
<b>Date:</b>	
<b>Signature of the Final level Assessing Authority</b>	



*Ratings to be communicated to the concerned Security personnel by 5<sup>th</sup> July of the subsequent year by concerned Executive Establishment department for filing appeal against the ratings, if any.*

**Appeal against the final ratings**

*<<to be submitted within 15 days of disclosure of final assessment ratings to the concerned i.e., by 20<sup>th</sup> July of the subsequent year>>*

I do not agree with the final assessment score for the following reasons (Not more than 500 words):

**Date:**

**Signature of Self**

**Final Score after appeal disposal by concerned CFDs in 1 to 100 scale:** \_\_\_\_\_

*<<Appeal to be disposed off by 15<sup>th</sup> August of subsequent year. Ratings to be filled by concerned Executive Establishment department.>>*

**General Instructions:**

1. Executive Establishment department of the concerned Company will be the nodal department for implementation of performance appraisal system of Security personnel. They will co-ordinate with the engaged Security personnel and their reporting hierarchies for filling up of appraisal forms as per the prescribed timelines against each activity.
2. Reporting hierarchy to be decided by Director Personnel of the concerned Company. Security Personnel engaged on fixed term basis can also be allowed to appraise his subordinates in regular grades.
3. Duly filled appraisal report for a FY to be maintained by Executive Establishment department of the concerned Subsidiary with a copy to be sent to GM/ HoD(P/Rect) of CIL and to the concerned Security Personnel by August end of the subsequent year.