



**Coal India Limited  
Recruitment Division**

Ref No: CIL:Rectt:NE-Ex:Min: 2093

dt: 24-07-2019

To,

**GM (MP&IR), CIL ,  
GM/HoD (P/EE) - BCCL / CCL / CMPDIL / ECL / MCL / NCL / SECL / WCL,  
GM, NEC.**

Dear Sir,

**Sub: Internal notification for promotion/selection from Non-Executive cadre to Executive cadre in Mining discipline to the post of Sr. Officer (Mining) in E2 grade.**

1. The application particulars duly certified (as per enclosed Proforma /bio-data format Annexure A & B) in respect of the eligible candidates may be forwarded to General Manager (Pers/Rectt), CIL by **23-Sept-2019** after due scrutiny by a Committee to be constituted by Director (Personnel) of respective subsidiary company / GM (MP&IR), CIL (in case of CIL Hq, RSOs & NEC) as per the eligibility criteria/norms.
2. Tentative vacancy is as under -

Vacancy	Unreserved	SC	ST
257	202	38	17

**3. Cut-off date and Minimum Qualification :**

- a) **Cut-off date:** The cut-off date for determining eligibility as per Cadre Scheme shall be reckoned as on **30-Sep-2018**.
- b) **Minimum Qualification as per Cadre Scheme:**
  - i) Degree in Mining with 2<sup>nd</sup> Class Mine Manager's Certificate of Competency or exemption certificate.  
Or
  - ii) Diploma in Mining (3 yrs course) with 2<sup>nd</sup> Class Mine Manager's Certificate of Competency.  
Or
  - iii) Non-Diploma holders / Non-Degree holders with 2<sup>nd</sup> Class Mine Manager's Certificate of Competency.

#### **4. Selection Criteria:**

- i) The seniority of the eligible candidates is to be reckoned from the date of effectiveness of the requisite statutory qualifying certificate as per Cadre Scheme.
- ii) Performance Rating shall be at least "GOOD" for the last 03 years i.e 2015-16, 2016-17 & 2017-18.
- iii) All clearances viz., Vigilance, Departmental & Safety clearance.

In case of tie in date of effectiveness of requisite statutory qualifying certificate, seniority determination of the eligible candidates shall be done as under, as per previous practice :

- a) Then the one who is senior in grade i.e. T&S grade Al, T&S grade-A, T&S grade B and so on.
- b) If (a) is also same then the date of coming to the present grade and so on.
- c) If still there is a tie then the one senior in age i.e. date of birth will be reckoned to be senior.

#### **5. Screening of application particulars and eligibility criteria**

On receipt of the applications & relevant documents, the Committee constituted by the Director (Personnel) of the respective subsidiary company / GM(MP&IR), CIL (in case of CIL Hq, RSOs & NEC), will scrutinize the said applications as per relevant provisions/cadre Scheme i.e., educational certificates , statutory qualifying certificate, caste certificates, (issued by Competent Authority in case of SC/ST) etc., and will prepare two separate consolidated list of eligible and ineligible candidates (with reasons for ineligibility). Both the lists are to be sent through Director (Personnel) of the concerned subsidiary company / GM (MP&IR), CIL (in case of CIL Hq, RSOs & NEC) to General Manager (Pers/Rectt), CIL by **23-Sept-2019**. While forwarding the application particulars of all eligible & ineligible candidates, Subsidiary companies/concerned department of CIL will ensure the correctness of the data 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 the subsidiary companies, the same may be referred to this office.
- (ii) Last date for receipt of applications at subsidiary HQ / GM (MP&IR), CIL (in case of CIL Hq, RSOs & NEC) will be **23-Aug-2019**.
- (iii) Receipt of duly certified/screened consolidated data-list of eligible and ineligible candidates (with reasons for ineligibility) to be submitted by the Subsidiary Companies /

Concerned department of CIL, as mentioned above, to GM (Pers/Rectt), CIL, in hard and soft copy, by **23-Sept-2019**.

- (iv) Further, any application submitted beyond the scheduled cut-off date shall not be entertained under any circumstances.

Sl No	Process / activity description	Applicable dates
A	Cut-off date for eligibility criteria	<b>30-Sep-2018</b>
B	Last date of submission of application at concerned Subsidiary HQ / MP & IR Division, CIL (in case of CIL Hq NEC & RSOs)	<b>23-Aug-2019</b>
C	Date of submission of all applications along with scrutiny report and all enclosures as referred above & soft copy of applications by subsidiary companies / CIL (including NEC/RSOs) to General Manager (Pers/Rectt), CIL	<b>23-Sept-2019</b>

All the dates in the Proforma / application 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 2<sup>nd</sup> February, 2001 then it should be written as 02-Feb-01.

In view of above, it is requested to send the applications along with separate list of eligible & ineligible departmental candidates to General Manager (Pers/Rectt), CIL within the stipulated period i.e. **23-Sept-2019**.

  
General Manager (Pers/Rectt)

Encl: As above.

**Distribution (through email):**

1. D(M)/ D(T)/ D(P&IR)/ D(F), CIL
2. D (P) - BCCL/CCL/ECL/MCL/NCL/SECL/WCL
3. D (T/R&D), CMPDIL
4. TS to Chairman, CIL
5. GM (Vig.), CIL
6. TS to - D (P&IR) / D (T) / D (F) / D (M), CIL
7. GM (Sys.), CIL – with a request to upload the notification on CIL Website
8. GM/HOD (IICM)
9. GM, CIL New Delhi } with a request to send the applications as per enclosed Pro-forma
10. GM, NEC Assam } to GM (MP & IR), CIL
11. All RSOs , CIL

PROFORMA TO BE SUMMITTED FOR PROMOTION/SELECTION FROM NON-EXECUTIVE CADRE TO EXECUTIVE CADRE IN MINING DISCIPLINE TO THE POST OF SR. OFFICER IN E2 GRADE.												
Sl. No.	Name	Designation	Employee No. (NEIS)	Date of Birth	Category (Gen / SC / ST)	Present Place of Posting	Date of Initial Appointment	Date of Entry in various Grades beginning from date of initial appointment (i.e. Grade History)	Grade as on cut-off date (30-Sep-18)	Date of Entry in the Grade (as mentioned in column 10)	Educational Qualification (as on cut-off date)	Date of Effectiveness of 2nd Class MMCC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

This is to 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 & DATE

## Application Format

1. (a) Name of the Company :  
(b) Discipline :
2. Post applied for : Sr. Officer (Mining)
3. Name of applicant :  
(in block letters)
4. Father's Name :
5. Employee (NEIS) No. :
6. Date of birth - (in figures):  
-(in words) :
7. Date of appointment :
8. **(As on cut-off date i.e. 30-Sep-18)**
  - a.) Grade :
  - b.) Date of entry in Grade :
9. Mailing address :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Mobile No. :
11. E-mail id. :
12. Category :  
(SC/ST/GEN; copy of self-attested valid certificate to be enclosed in case of SC/ST candidates)
13. **Date of effectiveness** of requisite statutory qualifying certificate :
14. Date of obtaining 2<sup>nd</sup> Class Mine Manager's Certificate of Competency:

Affix recent passport  
size colour photograph  
  
(To be attested by  
Controlling Officer)

15. Educational Qualifications:

Name of Course	Name of the University/Institute	Year of Passing	Specialization, if any	Percentage of Marks
Matriculation or Equivalent exam				
Intermediate or Equivalent exam				
Diploma				
Graduation				
Post-Graduation				
Any Other Qualification				

16. Experience (Beginning from date of initial appointment):

Sl No	Grade / Category	From	To
1	Date of Appointment (Gr : )		
2			
3			
4			
5			
6			
7			

**Other Terms & Conditions:**

1. My application may be rejected if I am not meeting any of the eligibility norms / criteria as per the notification.

**Declaration / Undertaking:**

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