

# कोल इण्डिया लिमिटेड

महारात्र कम्पनी  
(भारत सरकार का एक उपक्रम),  
"कोल भवन", कर्मिक विभाग, 2 तल,  
प्रेमिसेस न.04 एम.ए.आर., प्लॉट न.ए.एफ.111,  
आक्सन एरिआ-1ए, नियु टाउन, राजारहाट,  
कोलकाता-700156



# Coal India Limited

A Maharatna Company  
(A Govt. of India Enterprise)  
"COAL BHAWAN"  
PERSONNEL DIVISION, 2ND FLOOR,  
PREMISES NO.04 MAR, PLOT NO.AF-III,  
ACTION AREA-1A, NEW TOWN,  
RAJARHAT, KOLKATA - 700 156, W.B.  
CIN No.L23109WB1973GOI028844  
Email: [gmpers.cil@coalindia.in](mailto:gmpers.cil@coalindia.in)  
Phone : 033-71104228

Reference No.: CIL/C-5A(IV)/EE/Advisor(Marketing)/B-781

Date: 07.10.2022

## COAL INDIA LIMITED

### Notification for engagement of Part time Advisor (Marketing) in Coal India Limited.

Coal India Limited (A Maharatna Company) invites application for engagement of one (01) part time Advisor (Marketing) from retired/retiring CMDs/Directors/Sr. level Executives from CIL and its subsidiaries, PSUs/autonomous organization of Central/State Government on fixed tenure basis for a period of 1 (one) year. VRS optees will not be considered.

The eligibility criteria, terms of engagement, pay and allowances, other benefits are mentioned below:

No. of posts	01 (One)
Maximum age limit for eligibility	Not more than 65 years during the contract period.
Educational qualification	<ul style="list-style-type: none"><li>• Master's in Business Administration.</li><li>• MBA with specialization in Marketing and Bachelor/ Master Degree in Engineering would be preferred.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Should have worked from minimum 02 years in any of the top 500 market capitalised companies in India as Director (Mktg)/ HoD (Mktg.)</li><li>• 10-15 years' experience in Marketing of Coal.</li><li>• Expertise in logistic management, implementation of marketing policies &amp; guidelines and building Consumer Relationship.</li></ul>
Nature of work	To provide assistance to the Ministry of Coal (MoC) in all Coal marketing matters.
Remuneration and other Benefits	<b>Consolidated Monthly Compensation/ Honorarium:</b> Part-time Advisors are entitled to 60% of consolidated pay of the Full-time Advisors of the corresponding grade. They would not be entitled to any other facility/ benefit stipulated in the policy.
Terms & Conditions	<ol style="list-style-type: none"><li>a) The engagement of Part time Advisor shall be subject to Medical fitness to be certified by Company Medical Officer.</li><li>b) The selected Part time Advisor would be stationed at CIL Delhi and will be reporting to JS-CPD, MoC.</li><li>c) The Part time Advisor shall render services for a minimum of 10 days in a month during the period of engagement.</li><li>d) The Advisor shall not accept any full time appointment or post, whether advisory or administrative, in any other firm or company during the period of their engagement with CIL and its subsidiaries.</li><li>e) The Part time Advisor will maintain all information/ documents/ materials gathered during the course of engagement in strict confidence. They will not copy or make notes of such information/ documents except in conjunction 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</li></ol>

	<p>course of engagement for their own or anyone'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.</p> <p>f) Notice Period for termination of contract – one month's notice or consolidated compensation amount from either side.</p> <p>g) The Part time Advisor shall, while demitting the Office, handover all information/ documents/ materials (in soft/ hard format) under their possession, during the engagement period, to the concerned HOD.</p> <p>h) Vigilance/Departmental Clearance- The rules of promotion on the matter of vigilance/departmental/safety clearances shall hold good on the matter of appointments/engagements of retired officials of Coal India Ltd.</p> <p>i) Further, compliance to circular no. 07/05/21 dated 03.06.2021 of Central Vigilance Commission to be made regarding procedure for obtaining Vigilance clearance before engaging retired officials other than that of Coal India Limited.</p> <p>j) Tax- In case payment of GST is required, then the same shall be reimbursed on production of proof of such payment.</p> <p>k) Other terms and conditions will be as per CIL's policy in vogue</p>
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The Application Forms can be downloaded from CIL's website [www.coalindia.in](http://www.coalindia.in) under the caption "Career with CIL".

**Cutoff date for eligibility is 31/10/2022.**

Interested candidates fulfilling the above criteria may submit their resume along with following (self-attested) documents:

1. Proof of age (Matriculation Certificate)
2. Superannuation notice
3. Certificates of qualification.
4. Details of Experience & Promotion.
5. Certificate of scale of pay

These documents along with duly filled in application format should reach the office of Chief Manager(Pers)/HOD(EE), CIL, Coal Bhawan, Action Area 1A, Newtown, Rajarhat, Kolkata, Pin-700156, West Bengal latest by **22/10/2022 by 3.00 PM by Registered Post/ Speed Post or through Email on [gmpers.cil@coalindia.in](mailto:gmpers.cil@coalindia.in)**

**The applicant should super scribe "Application for the post of Part time Advisor (Marketing)" on the envelope. In case of Application through Email "Application for the post of Part time Advisor (Marketing) CIL" should be mentioned in the subject.**

Following important points may also be noted:

- i. **Applications received via email/post after 22/10/2022, 3.00.PM** in the office of Chief Manager (Pers)/HOD(EE) CIL, Coal Bhawan, Action Area 1A, Newtown, Rajarhat, Kolkata, **will not be considered** and the company will not be responsible for any postal delay/loss in transit in submission on application within specified time.
- ii. CIL reserves the right to change the number of vacancies and cancel/ restrict/modify/ alter the engagement process, if required, without issuing any further notice or assigning any

reason thereof. Any modifications/ amendments, if any, in this notification will be given in CIL website only.

- iii. All correspondence with the candidates shall be made as per his address/email, given in the application. However, important information will also be available at CIL's website.
- iv. CIL reserves the right to shortlist candidates for personal talk for the selection of the post of Part time Advisor (Marketing). No T.A will be paid to any candidate for appearing in personal talk.

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Chief Manager (P)/ HOD (EE)  
Coal India Limited  
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Distribution:

- 1) Dir(Fin)/ Dir(P&IR)/Dir(Tech)/ Dir (Mktg)/ Dir (BD), CIL, Kolkata
- 2) CVO, CIL, Kolkata
- 3) CMD, SECL/ECL/WCL/CCL/CMPDIL/BCCL/NCL/MCL
- 4) Director(Personnel), WCL/ECL/CCL/MCL/NCL/BCCL/SECL
- 5) Director(T/CRD), CMPDIL, Ranchi
- 6) ED(Coordination)/ TS to Chairman, CIL, Kolkata
- 7) ED (Personnel)/ ED (Finance), CIL, Kolkata
- 8) General Manager(M&S)/ TS to Dir(Mktg), CIL Kolkata
- 9) GM(CC/PR), CIL, Kolkata
- 10) GM(System)/ HOD(System): NCL/ECL/SECL/CCL/BCCL/WCL/MCL/CMPDIL-  
with a request for uploading the notification on their respective website
- 11) GM (System), CIL, Kolkata- with a request to upload on their official website.
- 12) General Manager/ HOD(P/EE)-  
NCL/ECL/SECL/CCL/BCCL/WCL/WCL/MCL/CMPDIL
- 13) Chief Manager (M&S)/Head, CIL, Delhi
- 14) Chief Manager(P)/ TS to Dir(P&IR), CIL, Kolkata
- 15) Chief Manager(P-EE) C5A(IV), EE Department, CIL, Kolkata
- 16) Deputy Manager(Secretarial) to Chairman, CIL, Kolkata
- 17) Deputy Manager(Secretarial) to Dir(Tech)/Dir(P&IR)/Dir(Fin)/Dir(Mktg.), CIL,  
Kolkata

**APPLICATION FORMAT**

**For the Post of Part time Advisor (Marketing) in Coal India Limited**

1. Name ( in block letter):
2. Employee No. ( retired / retiring till 31.10.2022):
3. Father's Name:
4. Present address for communication:
5. Contact No. a) Telephone:  
b) Mobile:
6. E-mail ID:
7. Permanent Address:
8. Caste (Gen/ SC/ST/OBC):
9. Date of Birth:
10. Date of Superannuation with Superannuation Notice No.:
11. Educational Qualification:
12. Experience:  
(A) Whether worked in any of the Top 500 Market Capitalized Company in India as Director (Marketing)/Head of Marketing. (**YES / NO**):

(B) If Yes, details thereof:

S No	Name of the Company with details	Details of Posting (Designation, Place of posting)	Period of work		Nature of work
			From	To	

13. Detail of employment till superannuation:

Name of Organisation/ Deptt.	Last Held Post	Grade	Basic Pay with Grade Pay (where applicable)	Discipline	Period of last post held	Remark

14. Special Achievement (if any):

15. Details of any Vigilance/Departmental/Safety/Court/Police case (if pending):

16. Any Other Information relevant to the Post:

**Declaration**

I, \_\_\_\_\_ (Name), hereby certify that the details furnished by me in point no. 1 to point 16 are true to the best of my knowledge and belief.

**Signature of the Candidate with date**

List of Enclosures: