

# कोल इण्डिया लिमिटेड

महाराज 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, नियो 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(Chairman Sectt.)/8-317

Date: 12.04.2023

## COAL INDIA LIMITED

### Notification for engagement of Advisor, Technical Secretariat, Chairman Office in CIL.

Coal India Limited (A Maharatna Company) invites application for engagement of one (01) full time Advisor, Technical Secretariat, Chairman Office at CIL from General Manager executives retired/retiring in the current month (i.e till 30 Apr, 2023) of Mining Discipline in E8 grade/equivalent from CIL and its subsidiaries, PSUs/autonomous organization of Central/State Government for a period of **one (01) year**. VRS optees will not be considered.

The eligibility criteria, terms of engagement, pay and allowances, other benefits for the proposed engagement 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>B.Tech(Mining) with First class Mining Competency Certificate</li></ul> Desirable- M.Tech
Work Experience	<ul style="list-style-type: none"><li>More than 10 years' experience in Secretariat of a Board level appointee during the last 15 years of service preceding superannuation.</li></ul>
Nature of work	<ul style="list-style-type: none"><li>Follow up and monitoring activities, which, inter alia include, coordination with senior officials of Ministry of Coal, Directorate of Subsidiaries and other external Govt agencies, implementation of action points for periodical review meetings etc.</li><li>Presentation for field visits, urgent meetings with various stakeholders and overall coordination for critical events/seminar/workshops etc which necessitate constant monitoring for smooth conduct of scheduled events</li></ul>
Remuneration and other Benefits	<p>(i) Consolidated Monthly Compensation/ Honorarium of Rs.1,05,000/-</p> <p>(ii) Conveyance charges: Company shall provide Conveyance for full time Advisor as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charges.</p> <p>(iii) Accommodation facility: Suitable Company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as:</p>

For X Class Cities	For Y Class Cities	For Z Class Cities
24% of Consolidated Pay per Month	16% of Consolidated Pay per Month	08% of Consolidated Pay per Month

- (iv) Reimbursement for mobile telephone- reimbursement for the use of mobile telephone based on the actual bills or Rs. 750/- per month whichever is less.
- (v) Medical – All executives of CIL covered under the post retiral medical benefits scheme will continue to govern by the said scheme. Those appointed who are not under the roll of CIL will be given the same coverage of benefit, if they are not covered under any post retiral medical scheme.
- (vi) Leave- The Advisor shall be entitled for paid leave of 15 days in every six months spell in addition to the paid holidays in the establishment. The paid leave should be regulated as per the provision of earned leave applicable to executive cadre employee under CIL Executive Leave Rules'. However the paid leave admissible as above is not encashable. The accumulated leaves will stand lapsed on the expiry of each period of engagement of Advisor.
- (vii) TA/DA and other boarding charges shall be payable as per entitlement applicable to the existing executive of equal grades whenever tours are undertaken for the jobs related to assignment.

Terms & Conditions

- a) The selected Advisor would be stationed at CIL Kolkata and will be reporting to Chairman, CIL.
- b) The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical Officer.
- c) Notice Period for termination of contract – one month's notice or consolidated compensation amount from either side.
- d) The 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 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.  
The 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.
- e) 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.  
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.
- f) Tax- In case payment of GST is required, then the same shall be reimbursed on production of proof of such payment.
- g) Other terms and conditions will be as per CIL's policy in vogue.

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 30/04/2023.**

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 **26/04/2023 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 Advisor, Technical Secretariat, Chairman Office" on the envelope. In case of Application through Email "Application for the post of Advisor, Technical Secretariat, Chairman Office at CIL" should be mentioned in the subject.**

Following important points may also be noted:

- i. **Applications received via email/post after 26/04/2023, 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. VRS optees will not be considered.
- v. CIL reserves the right to shortlist candidates for personal talk for the selection of the post of Advisor, Technical Secretariat, Chairman Office. No T.A will be paid to any candidate for appearing in personal talk.

*K. Banerjee*  
12/04/23  
Chief Manager (P)/ HOD (EE)  
Coal India Limited

Distribution:

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

**APPLICATION FORMAT**

**For the Post of Advisor, Technical Secretariat, Chairman Office at CIL**

1. Name ( in block letter):
2. Employee No. ( retired / retiring till 30.04.2023):
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 having more than 10 years' experience in Secretariat of a Board level appointee during the last 15 years of service preceding superannuation. (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		Work Experience
			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: