

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, 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
Phone : 033-71104228

Reference No.: CIL/C-5A(IV)/EE/Advisor(Sectt)BD/ B-349

Date: 22.04.2024

COAL INDIA LIMITED

Notification for engagement of full time Advisor(Sectt) BD Secretariat, CIL Kolkata on contract basis as per CIL's policy for availing services of the retired CMDs/ Directors/ Sr. Level Executives, etc. as full time/ part time Advisors.

Coal India Limited (A Maharatna Company) invites application for engagement of one (01) full time Advisor(Sectt) Business Development Secretariat in CIL Kolkata from retired executives of Secretarial discipline in E5 grade, from CIL and its subsidiaries or PSUs/autonomous organization of Central/State Government on contractual basis for a period of 01 year (further extendable for 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 | Post Graduate from recognised university | | | | |
| Work Experience | A minimum of 30 years in Secretarial cadre (inclusive of both executive and non-executive cadre) | | | | |
| Nature of work | Arrangement of logistics, managing emails on daily basis, managing e-office from Govt. site (Parichay Portal), managing dak on daily basis, information of meetings(preparation of meeting schedules), handling petty expenses and any other official job assigned by the seniors. | | | | |
| Remuneration and other Benefits | (i) Consolidated Monthly Compensation/honorarium <table border="1"><thead><tr><th>Grade of Retired Executives</th><th>Compensation/honorarium</th></tr></thead><tbody><tr><td>E-5 or equivalent</td><td>Rs.60,000/-</td></tr></tbody></table> (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. (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: | Grade of Retired Executives | Compensation/honorarium | E-5 or equivalent | Rs.60,000/- |
| Grade of Retired Executives | Compensation/honorarium | | | | |
| E-5 or equivalent | Rs.60,000/- | | | | |

| 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 Director (Technical), 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 under the caption "Career with CIL".

Cutoff date for eligibility is 06/05/2024.

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 **06/05/2024 by 03:00PM by Registered Post/ Speed Post or through Email on gmpers.cil@coalindia.in.**

The applicant should super scribe "Application for the post of Advisor(ICT), CIL" on the envelope. In case of Application through Email "Application for the post of Advisor(Sectt.) BD Secretariat) at CIL Kolkata" should be mentioned in the subject.

Following important points may also be noted:

- i. **Applications received via email/post after 06/05/2024, 03:00PM** 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 (Sectt) BD Secretariat CIL. No T.A will be paid to any candidate for appearing in personal talk.

Prasanna Reddy
22/4/24
Chief Manager (P)/ HOD (EE)
Coal India Limited
Pr

Distribution:

- 1) Dir(P&IR)/Dir(Tech)/Dir(BD)/Dir(Fin)/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), CIL, Kolkata
- 6) ED(Finance), CIL Kolkata
- 7) GM(PMD), 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 CIL official website.
- 10) General Manager/ HOD(P/EE)-
NCL/ECL/SECL/CCL/BCCL/WCL/WCL/MCL/CMPDIL
- 11) Ch. Manager(P)/ TS to Dir(BD) CIL Kolkata
- 12) HOD(CC/PR), CIL, Kolkata
- 13) Chief Manager(P-EE), C5A(IV), EE Department, CIL, Kolkata
- 14) TS to Dir(P&IR), CIL, Kolkata
- 15) Manager(Secretarial) to Chairman, CIL, Kolkata
- 16) Manager(Secretarial) to Dir(Tech)/Dir(P&IR)/Dir(Fin)/Dir(Mktg.)/Dir(BD), CIL,
Kolkata

APPLICATION FORMAT

For the Post of Advisor(Sectt.) BD Secretariat, CIL Kolkata

1. Name (in block letter):

2. Employee No.:

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 minimum of 30 years working in Secretarial cadre (inclusive of both executive and non-executive cadre) (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: