

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-IA, Newtown, Rajarhat  
KOLKATA-700156 (WB)



एक महारत्न कंपनी  
A Maharatna Company

PERSONNEL DIVISION  
EXECUTIVE ESTABLISHMENT  
CIN: L23109WB1973GOI028844  
e-Mail: gmpers.cil@coalindia.in  
Tel: 033-7110 4228  
Website: www.coalindia.in

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

संदर्भ सं: CIL/C5A(v)/CRC/ED/2024/B-539

दिनांक: 10.7.2024

## NOTICE

Inviting applications for various posts of Executive Directors in E9 grade at CIL in the scale of pay of ₹1,50,000/- to ₹3,00,000/-

Applications from eligible and willing Executives of E8 grade are invited to fill up the following 09 posts of Executive Director at CIL Hq, Kolkata:

Sl No	Post
1.	ED (Land & Rehabilitation)
2.	ED (Safety & Rescue)
3.	ED(Corporate Affairs & Business Development)
4.	ED (Community Development)
5.	ED (Medical Services)
6.	ED (Environment)
7.	ED (Personnel)
8.	ED (Quality Management)
9.	ED (Information & Communication Technology)


The Job allocation/role Minimum qualification & Minimum experience and Guidelines for promotion from E8 to E9 is as per provisions contained in CIL HR Manual in the chapter "Cadre Scheme & Promotion Procedures", which are available on CIL's website.

An executive can apply maximum for 03 posts.

The cut off date of eligibility is **10<sup>th</sup> July, 2024.**

The applicants should submit their applications in the prescribed format, within 10 days from the date of issue of the notification i.e. by 20<sup>th</sup> July, 2024; thereafter subsidiary companies to verify, certify and forward eligible applications to CIL within one week i.e. by 27<sup>th</sup> July, 2024.

This issues with approval of Competent Authority.

  
(Surapureddi V Ravindranath)  
Dy. General Manager (P/EE)

Encl. Application Format

वितरण:

1. D (P&IR)/ D(T)/ D(BD)/ D(M)/D(F), CIL
2. CVO, CIL
3. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
4. D(P)/ D(T)/ D(F), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/RD&T)/ D(T/CRD), CMPDIL
6. ED(Co-ordination), CIL.
7. ED (IICM), Ranchi.
8. GM (P/EE)/Dy.GM(P&A)/HOD(EE), CCL/WCL/ECL/BCCL/MCL/ NCL/ SECL/CMPDIL
9. GM(Systems), CIL – with a request to upload the same in CIL Website under “Employee Corner - Transfers/ Promotions - DPC”.
10. GM, NEC
11. GM, CIL New Delhi Office
12. TS to D(M)/ D(T)/ D(BD)/ D(P&IR)/ D(F), CIL
13. Chief Manager (P/EE-iv), CIL

# APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR/ E9 GR IN CIL

1. Name of the post applied for: \_\_\_\_\_
2. (a) Name: \_\_\_\_\_
- (b) EIS No.: \_\_\_\_\_
- (c) Date of Birth (DD/MM/YYYY): \_\_\_\_\_
- (d) Designation: \_\_\_\_\_
- (e) Present Place of Posting: \_\_\_\_\_
- (f) Deemed Date of entry in E8 grade: \_\_\_\_\_
- (g) e-Mail id: \_\_\_\_\_
- (h) Mobile No.: \_\_\_\_\_

3. (i) Educational/Professional Qualifications\*:

Sl. No.	Qualification	Name of Institution	Period of Study	
			From	To

\* Qualification should be exactly as per Certificate issued by the University/Institute.

(ii) Positions held during the last ten years till date (in descending order):

Sl. No.	Grade and Designation	Place of posting	Period		Assignment/duties performed
			From	To	

NB: The positions should be indicated in order of the most recent assignments.

4. In case of application for ED (Quality Management) & ED (Land & Rehabilitation), the following information be provided for last 10 years along with supporting documents:

4.(a)

ED Post applied for	Details of experience related to Coal Preparation/Quality Control/Marketing Discipline			
	Period		Place of posting(s)	Brief of duties performed
	From	To		
ED(QM)				

4.(b)

ED Post applied for	Details of posting in Land/R&R department OR Details of experience as Area General Manager, in an Area/s where Land Acquisition/Rehabilitation related works were in progress during tenure of service as Area General Manager			
	Period		Place of posting(s)	Brief of duties performed
	From	To		
ED(L&R)				

4.(c) For the post of ED (Corporate Affairs & Business Development) Exposure in Diversification areas/projects; for the post of ED (CD) exposure to the areas of Community Development/Welfare/CSR activities; and for the post of ED (Environment) exposure to Environment works should be mentioned in details.

Post	Details

5. Any Remarkable/Special achievement during last 10 years:

**DECLARATION**

I ....., Designation: ..... hereby certify that the details furnished by me in Columns 1 to 5 wherever applicable are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

**Note:**

1. Please attach a separate write-up, **not exceeding 400 words**, in support of your candidature.
2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or in a separate attachment.

**DECLARATION**

I ....., Designation: ..... hereby certify that the details furnished by me in Columns 1 to 5 wherever applicable are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

**Note:**

1. Please attach a separate write-up, **not exceeding 400 words**, in support of your candidature.
2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or in a separate attachment.

**VERIFICATION**

It is certified that particulars furnished above have been scrutinized and found to be correct as per official records.

Signature  
Name and Designation of HoD EE Dept.

**Note:**

In case of experience given under SI No.4 of the application, the same is to be certified by CMDs/ concerned Director of Subsidiary companies where applicant is working/ by Concerned Director, in case of Executives of CIL. A separate certificate to this effect may be sent to CIL Hq preferably along with application.