



**COAL INDIA LIMITED**  
**(A Navratna Govt. of India Enterprises)**  
**RECRUITMENT IN EXECUTIVE CADRE**

Coal India Limited, a Schedule-“A Navratna” Public Sector Undertaking-**the single largest coal producing company in the world having more than 3.9 lakhs employees with corporate Hqrs at Kolkata, invites applications in the prescribed format from Indian Nationals for recruitment of executives for CIL & its subsidiary companies as under:**

Sl. No.	Name of Post	Grade	Scale of Pay	Total No. of Posts	Cut-off date for age, qualification & experience.
1	General Manager ( Rajbhasha)	E8	Rs.51300 -73000/-	01	31.03.2010
2	Manager (Rajbhasha)	E5	Rs.32900-58000/-	05	31.03.2010
3	Dy.Public Relations Manager / Sr. Public Relations Officer	E4 /E3	Rs.29100-54500(E4) Rs.24900-50500(E3)	06	01.07.2009

**For Post No.1 & 2**

Total No. of Post : 06 (including 1 OBC & 1 PH)

**Upper Age Limit:** 53 years for E8 and 42 years for E5

Usual relaxation will be given to OBC, SC/ST & PH candidates

**Qualification for both the posts:**

(For General & OBC : Graduate with Minimum 50% marks with English & Hindi as main subjects and MA in Hindi with minimum 50% marks

(For SC/ST & PH) : Graduate with minimum 45 % marks with English & Hindi as main subjects and MA in Hindi with minimum 45% marks

**Experience:-**

**19 yrs. ( for E8) and 15 yrs.(for E5) post-qualification experience as an executive in large reputed Industrial Organisation in Public / Private Sector in implementation of OL Act & Rules, translation in English to Hindi and Hindi to English and independently handling Rajbhasha matter and he must be presently in the pay scale of Rs.43200-66000/ (For E8) and Rs..29100-54500/-(For E5) or equivalent in PSU. This pay scale is not applicable for candidates working in Private Sector but must be working as HOD(Rajbhasha) for E8 Grade.**

**For Post No.3**

No. of Posts : 06

(Genl-3, OBC-2 & SC-1 including 1 PH)

**Upper Age Limit:**

34 yrs. for E3 and 37 yrs for E4 –For General candidates

Usual relaxation will be given to OBC, SC/ST & PH candidates

**Qualification:**

Post-Graduate or MBA or PG Diploma (2 yrs.) / Graduate Degree in Public Relations/ Mass Communication / Journalism/Graphic Designing and Multi-Media from recognized University or Institute of repute

**Experience:** Should have 4 yrs./ 7 yrs. post-qualification experience for E3 & E4 Grade respectively as Public Relations Executive in large Public Sector Undertaking

Or

(i) must have served in Corporate Communications & Public Relations Discipline of a large Private Sector (having a minimum turn over of Rs.100 crores ) for a period of 4 yrs. for E3 and 7 yrs. for E4

Or

(ii) Experience of working for a period of 4 yrs. for E3 and 7 yrs. for E4 as Journalist in large Newspapers /Magazine having circulation of 75000 & above.

For determining the experience eligibility part, experience of Public Sector, Private Sector and working as Journalist shall be taken together. In addition to above, candidates of E4/E3 Grade should possess the following qualities:

- Must have excellent writing and verbal communication skills
- Should be well conversant in Media relations and Press liaison for planning and organizing press conferences and other corporate image building exercises
- Should be able to prepare / produce press communiqué /Corporate brochures etc., show casing company's success stories for internal and global audience
- Should be able to plan advertisement campaigns / media planning in cost effective manner
- Should have knowledge of organizing exhibitions both at National / International levels

The posts also carry attractive allowances and perquisites as per Company's Rules like Dearness Allowance, Perks (upto 50% of basic pay), Home Town LTC /Leave Travel Concession for any place in India and abroad limited to relevant provision, Provident Fund, Pension, Gratuity, Superannuation benefit etc., besides medical facilities for self and dependant as per rules of the company.

Other Terms and conditions

**General:**

Selection of candidates will be done through interview.

**For Post No. 1 & 2: Age, Qualification & experience would be as on 31.03.2010.**

**For Post No. 3 : Age Qualification & experience would be as on 01.07.2009**

Age relaxation will be granted (i) for 3 years in respect of OBC (Non-creamy Layer) & 5 years for SC/ST candidates (ii) Age relaxation for 5 years will also be granted to the candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1.1.80 to 31.12.89 provided they should submit a certificate from (a) District Magistrate within the jurisdiction he has ordinarily resided. (b) Any other authority designated to that effect clearly stipulating in the certificate that the candidate has ordinarily been domiciled during the period from 1.1.80 to 31.12.89, in absence of which age relaxation will not be entertained (iii) Additional Age relaxation for 5 years will also be granted to Physically Handicapped persons subject to submission of relevant disability certificate from the competent authority). **3 years relaxation of Upper Age Limit** in case of **Ex-Serviceman** will be applicable as per Govt. guidelines in the case of Ex-servicemen and Commissioned officers including ECOs/SSCOs who have rendered at least 5 years military service and have been released on completion of assignment other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment by 5 years. An Ex-serviceman who has once joined a Govt. job on the civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. ceases.

Departmental candidates mean employees of CIL and its subsidiary companies and not others. They should indicate their designation, Employee No., place of posting and company in the Application Form. They will be exempted from age bar and application fee but will have to fulfill all other advertised norms at par with the outsiders.

In support of age proof, candidates will have to submit Matriculation / Secondary Board level certificate.

In support of having requisite qualification, percentage of marks & experience, candidates will have to enclose all attested copies of the relevant mark-sheet/certificate along with application, failing which candidature will not be entertained.

In case of variation of Name/Surname/name spelling mentioned in the Application cum bio-data with that of educational/professional qualification certificates/caste certificate, the applicant should submit certificate from SDM or equivalent Competent Authority, failing which the application will liable to be cancelled.

Reservation of posts for SC/ST/PH & OBC (Non-creamy Layer) as per Govt. Directives. As the reservation of Physically Challenged **candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (Viz. General, OBC, SC&ST).**

**Higher starting pay in the scale may be offered to exceptionally qualified and experienced candidates.** Candidates belonging to SC/ST/PH & OBC (Non-creamy Layer) will have to attach attested copy of caste /relevant certificate in the prescribed format of Govt.of India duly issued by the competent authority. **Management reserves right to shortlist the candidates for interview depending upon the vacancy / no.of applications received or to cancel holding of interview in case sufficient eligible candidates are not available.** Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

Candidates appearing for interview will be reimbursed **“to & fro” Apex Air fair (For Post No.1) and AC 2 tier Fare (for Post No.2 & 3)** by shortest route on production of Ticket.

Candidates employed in Govt./Semi-Govt./Public Sector Undertaking should forward their applications through proper channel or should produce NOC from competent authority at the time of interview, failing which they will neither be interviewed nor be paid any TA.

A Non-refundable Crossed Demand Draft towards application fee amounting to Rs.250/-(No fees for SC/ST, Physically Handicapped / Departmental candidates of CIL & its subsidiary companies) drawn in favour of Coal India Limited payable at Kolkata, **having the validity period of six months** should be enclosed along with application. DD payable at the location other than Kolkata will not be accepted. The candidature of the candidates whose Demand Drafts are found faulty/defective/ dishonored for various reasons as per Bank statement will not be considered at subsequent stage and their applications will liable to be rejected.

Any amendment /corrigendum will be hosted on CIL's website only.

Application format may be downloaded from the website and submit the same alongwith 2 duly attested passport size recent photographs (with full name written on the backside for identification) and also attested copies of certificates in support of age, qualification, experience etc Application must superscribe the Post applied for on the envelope and **should reach Dy.Chief Personnel Manager(Recruitment),Coal India Limited, "Coal Bhawan",10-Netaji Subhas Road, Kolkata-700 001 by 16<sup>th</sup> July,2010 including departmental candidates.(Phone No.033-22488099 / 22310578)**



**/ CTC /**

<b>Particulars</b>	<b>E3</b>	<b>E4</b>	<b>E5</b>	<b>E8</b>
Basic	24900	29100	32900	51300
DA (34.8%)	8665.2	10126.8	11449.2	17852.4
HRA (30%)	7470	8730	9870	15390
CFA (7%)	1743	2037	2303	3591
Perks (50%)	12450	14550	16450	25650
Superannuation (30%)	10069.56	11768.04	13304.76	20745.72
NEC Allowance (12.5%)	3112.5	3637.5	4112.5	6412.5
Total Per Month	68410.26	79949.34	90389.46	140941.62
Total Per year	820923.12	959392.08	1084673.52	1691299.44
PRP per year	119520	175000	200000	424000
Total CTC per year	940443.12	1134392.08	1284673.52	2115299.44

\* **DA** varies as per the Variation of Consumer Price Index no .( AICPI Base year 2001=100)

\*\* **HRA** varies from place of posting and depends on population (30 to 10 percent )

\*\*\* **Coalfield Allowance** is payable in case of posting at Coalfield Area

\*\*\*\* **NEC Allowance** is payable in case of posting in North Eastern Region (Assam)

• **PRP** – subject to approval of Govt.of India & fulfillment of conditions laid down by the Management.  
It also varies from place to place



## P E R K S

### **1. Dearness Allowance**

The existing pattern of 100% neutralization of Dearness Allowance shall continue. Thus, DA as on 1.1.2007 has been Zero with link point of AICPI base year 2001=100, which is 126.33 as on 01.01.2007. The periodicity of adjustment will be once in three months, as per the existing practice.

Present rate of DA is 34.8% of the basic.

### **2. House Rent Allowance**

HRA will be paid based on the population of the places/ cities of posting of individual executives.

50 lakhs and above (Classified as "X")	30% of Basic Pay
5 to 50 lakhs (Classified as "Y")	20% of Basic pay
Less than 5 lakhs (Classified as "2")	10% of Basic Pay

### **3. Payment of LTC/LLTC**

- LLTC- Once in a Block of four years which includes abroad also.
- LTC -Once in every year for visiting home town. (No LTC will be admissible for the year LLTC has been availed.)

### **4. Perks & Allowances**

Out of the maximum ceiling of 50% of basic pay payable, the following percentage of perks & allowances shall be treated as compulsorily adjustable perks & allowances in the revised pay scales :

- Facilities of hospitals, colleges, schools, clubs etc. - 1%
  - LTC/LLTC - 3.5%
  - Subsidized Electricity - 2%
- (for those provided with company accommodation)

After every two years the actual expenditure on (a) above will be reviewed to effect changes if need be.

Based on the actual expenditure on LTC/LLTC in a block of 4 years, the matter will be reviewed for revision, required if any.

Therefore, the perks and allowances payable in the revised pay scales shall be subject to a maximum ceiling not exceeding 45.5% or 43.5% of basic pay (in case of those executives provided with company accommodation) as the case may be of basic pay following 'Cafeteria Approach'.

## **PERKS UNDER CAFETERIA APPROACH**

### **DOMESTIC & RESIDENTIAL ALLOWANCES: -**

#### ***1. House Furnishing Allowance***

An amount equivalent to 7% of basic pay per month for purchase, repair or replacement of household furniture and other durables.

#### **2. House up keep Allowance**

An amount equivalent to 5% of basic pay per month for purchase of curtains, wall paintings/hangings, carpets, decorative materials, cutlery and other household appliances etc.

#### **3. Domestic Assistance Allowance**

An amount equivalent to 5% of basic pay per month as Domestic Assistance Allowance. However, if the officers are provided with domestic servant by the company, 5% of basic pay will be treated as Perks.

#### **4. Electricity Allowance**

Officers residing in Houses owned by them or their family members or rented houses will be allowed Electricity Allowance limited to 3% of Basic Pay per month.

While officers residing in accommodation provided by the company will not be permitted to draw Electricity Allowance, they will continue to pay 1% of basic pay as Electricity charges apart from foregoing 2% of perks for such subsidized electricity consumption.

#### **5. Cook Allowance**

An amount equivalent to 5% of basic pay per month as Cook Allowance.

### **TRANSPORTATION ALLOWANCES**

#### **6. Conveyance Allowance**

An officer owning a motor vehicle & not availing facility of company's car/vehicle, will be entitled to Conveyance allowance @ 5% of basic pay p.m. for a four wheeler and @ 2% of basic pay p.m. for a two wheeler.

#### **7. Vehicle Maintenance Allowance :-**

An Officer owning a motor vehicle & not availing facility of company's car/vehicle, will be allowed an amount equivalent to 10% of basic pay for a four wheeler and 4% of basic pay for a two wheeler per month for repair and maintenance (including payment of statutory Taxes and Insurance premium etc.) of a motor vehicle registered in his/her name.

#### **8. Driver Allowance**

Officers owning a four wheeler, will be allowed @ 5% of basic pay per month as Driver Allowance.

#### 9. Transport Assistance

Officers not availing Conveyance allowance, Vehicle Maintenance Allowance or the facility of Company's car as also not possessing a motor vehicle will be paid Transport Assistance @ 5% of basic pay per month. The Amount received will be treated as income for the purpose of Income tax.

### **EDUCATIONAL ALLOWANCES**

#### 10. Children Education Allowance

On the basis of a certificate issued from the educational Institution/ /College/School, executives will be permitted to draw Children Education Allowance for maximum of two children at the following rates per child per month.

For Study in Schools	@ 2% of Basic Pay
For post school /Study in College	@ 3% of Basic Pav
For UG or PG Study in Professional Institutions /University.	@ 10% of Basic Pay

#### 11. Hostel Allowance

Officers whose children are studying at an out station & residing in Hostels/Own arranged accommodation for their education may be allowed for maximum of two children @ 5% of basic pay per child per month.

#### 12. Professional Development Allowance

Executives will be allowed an amount equivalent to 2% of their basic pay per month for purchase of any number of professional books, encyclopedia, Manuals, Journals, Audio/Visual aid for enrichment of their professional knowledge.

#### 13. Internet Allowance

An amount equivalent to 1% of basic pay per month will be payable for the use of Internet by the officers.

#### 14. Re-imburement of Professional membership Fees

An amount equivalent to 2% of basic pay per month for expenditures on membership subscription, attending conference, Seminars, workshops etc. organized by professional institutions. The existing scheme notified vide circular No.CIL/C-5A(vi)/Pay Perks/978 dated 21/25.11.2008 stands withdrawn.

### **PERSONAL ALLOWANCES**

#### 15. Entertainment Allowance

An amount equivalent to 10% of the basic pay per month will be allowed to officers for expenditures on entertainment of guests and visitors at his residence.

#### 16. Kit/Dress Allowance

The officers will be allowed an amount equivalent to 5% of the basic pay per month as Kit/Dress Allowance.

**17 Laundry/Washing Allowance**

For washing and maintenance of the Personal Clothing an amount equivalent to 3% of the basic pay per month will be allowed.

**18. Mobile/Telephone Allowance**

For expenditure on telephone/mobile, fax etc. an amount equivalent to 5% of basic pay per month will be allowed to officers of all grades.\

**19. Interest Subsidy**

The officers will be allowed interest subsidy to the extent of 15% of their basic pay per month for repayment of the interest of the HB Loans, Motor car loans, Personal loans, education loans for children, Computer/Laptop Loans taken from a bank or a financial institution. However, depending on situation the percentage may be less than 15%. In that case the actual percentage utilized only will be counted against the ceiling of 50%.

**20. Gardener Allowance**

Officers residing in their own houses or rented houses will be permitted an allowance limited to 3% of the basic pay per month.

**21. Coal Industry Allowance**

All executives irrespective of their places of posting can claim Coal Industry Allowance 20% of basic pay.

**OTHER ALLOWANCES(A)**

**1. North East Allowance**

Executives posted in Assam Coalfields or any of North East States of the Country shall be entitled to North East Allowance @12.5% of basic pay per month.

**2. Underground Allowance**

Executive required to work in underground shall be paid Underground Allowance @12.5% in case of executive posted in unit and 5% of basic pay in case of executive posted in area and required to inspect underground mine subject to fulfillment of conditions laid down in office Memorandum No. CIL/C-A(iii)/52010/1507 dated 7.2.1991.

**3. Non practicing Allowance**

Medical Executives are paid NPA @17.5% of the basic

**OTHER ALLOWANCES(B)**

**(a). Coalfields Allowance**

Executive posted in Coalfield Areas shall be paid Coalfields Allowance @7% of the basic pay per months.

**(b). Charge Allowance**

Executive holding statutory post shall be paid Charge Allowance @3% of the basic pay per months.

**(c). Exploration Camp Allowance**



Executive posted in Exploration Camp shall be paid Exploration Camp Allowance @3% of the basic pay per months.

(d). Rescue Station Allowance

Executive posted in Rescue Station upto level E-8 grade shall be paid Rescue Allowance @7% of the basic pay per months.

(e). Expert Allowance

Executive posted in CMPDIL and engaged in assignment demanding expertise skill shall be paid Expert Allowance @3% of the basic pay per months as per company guideline.

**(Note:- Total admissibility under clause a to e will be limited to 10% of basic pay per month.)**

Reimbursement of Medical Treatment

**Unlimited re-imburement of Medical Treatment for the treatment taken from the company's empanelled hospital as per extent Medical Attendance Rule of CIL**

Schooling Facility

**In the event of posting in Coalfields, good/reputed schools are available with subsidized transport facility for the school children.**

**Gratuity**

The existing ceiling of gratuity of Rs.3.5 lakhs stands revised to Rs.10(Ten) lakhs w e.f. 01.01.2007. The gratuity of executives payable will be calculated at the rate of 15 days wages (Basic pay + DA) for every completed year of service rendered up to 30 years and one month pay (Basic + DA) for every completed year of service rendered beyond 30 years.

CMPF

12% contribution with equal share of employee and employer. On retirement the accumulated amount for Management Trainee may come to approx.Rs.50 Lakhs as per present salary structure.

Pension

On retirement due to attaining the age of superannuation and completion of 30 years services of the company pension shall be payable @25% of the basic+DA.

Post retirement Medical Benefit

On retirement , Rs.5 lakhs will be covered for Medical Treatment of the executive and his/her spouse besides payment of Rs.10,000/- per year(payable in two installments) for the purchase of medicine without production of any document. The upper limit of Rs.5 lakhs in respect of indoor treatment has also been relaxed in case of certain specified diseases e.g. heart disease involving surgical intervention, Cancer, renal diseases, paralysis etc.

Exgratia payment for Accidental Death/Permanent total disablement

One time payment of Rs.5 Lakhs as an exgratia in addition to other statutory payment.

**APPLICATION    FORMAT**

Affix  
Passport Size  
Photograph  
Duly Attested

1. Application for the post of : -----Grade.....-

2. Name of Applicant (in Block Letters) : -----

3. Father's Name

4. Marital Status: -----

5. Date of birth (In figure ): -----

(In words) : -----

(Attach Matriculation Certificate)

6. Present Address :-----  
(with PIN Code)

-----  
-----

Telephone No./Mobile No.-----

E.Mail Address:-----

7. Permanent Address: -----  
(with PIN Code)

-----  
-----

8 Religion : -----

9. Caste: Genl./SC/ST/OBC(Non-creamy layer)/PH: -----  
(Enclose Certificate issued by the Competent Authority)

10(a). Educational Qualification:

Name of the Course	Name of the University/School	Year of passing	% age of Marks	Grade	Specialization, if any
High School/ Matriculation/ SSC Exam.					
Graduation (-----)					
Post Graduation (-----)					

10(b). Professional Qualification:

Sl. No.	Name of the Course	Name of the University/ Institution	Year of passing	% of Marks	Grade	Specialization, if any

(Enclose Photo Copy of Mark sheet issued by the competent authority duly attested by the Gazetted Officer and having signature of the candidate.)

10 ( c) Experience Details:

Sl. No.	Post held	Grade	Pay Scale	Nature of work	Name of the Organization	Period From/To	Total Period Yr. M.	Cause of leaving the organization, if any.

11. Other information, if any: -----

12 (For PR Discipline):-

(a) Details of circulation of News Paper / Magazine (indicate No. and enclose certificate issued by competent authority for the post of Public Relations Discipline

(b) Annual Turn over of the organization served by the applicant

(Enclose copy of the latest Annual Report duly certified by the Gazetted Officer)

**DECLARATION:**

I,-----, do 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 is found to be incorrect, my candidature for the post applied for, is liable to be cancelled.

Signature of the candidate

Date:

List of Enclosures:

1. Two .Passport size photographs duly attested by the Gazetted Officer

2 Bank Draft No.----- Dated:----- for an amount of Rs. -----  
---- (-----)

drawn in favour of Coal India Limited Payable at Kolkata.

- 3.
- 4
- 5
- 6.

Note :

If space is inadequate for Sl.No.10 (a) to (c) & 11, use separate sheet