



## **RECRUITMENT OF MANAGEMENT TRAINEES**

**Advt No. : 02/2017**

**COAL INDIA LIMITED (CIL)** - a Schedule 'A' - **MAHARATNA** Public Sector Undertaking under Ministry of Coal, Government of India, is the single largest coal producing company in the World and one of the largest corporate employers of the country with manpower of 3.2lakhs approximately. It operates 413 mines in 82 mining areas across eight states in India (West Bengal, Jharkhand, Orissa, Madhya Pradesh, Maharashtra, Chhattisgarh, Uttar Pradesh & Assam). It has recorded gross sale of Rs.1,08,150.03 Crores with profit after tax of Rs. 14,274.33 Crores in financial year 2015-16. CIL produces over 84% of the country's entire coal output and around 72% of the power generation in the country is supported by CIL. It virtually fuels and empowers the power sector in the country on a continual basis. In order to support our future growth and transformation challenges, we invite applications from young, energetic and dynamic persons for the post of **MANAGEMENT TRAINEES recruitment through Online Applications Mode** in different disciplines as per details given below:

### **1. IMPORTANT DATES**

(i)	Opening date for On-line Registration of Applications	05.01.2017 : 10.00 AM
(ii)	Last date of On-line Submission of Applications with Fee	03.02.2017 : 11.00 PM
(iii)	Date of Computer Based On-line Examination	Sunday 26.03.2017

**NOTE:(i)** Detailed instructions may be referred at the time of applying On-line application.

(ii) Candidates in their own interest are advised, not to wait till the last date & time for applying online. They should register well before the time for last date of submission of applications. CIL shall not be responsible, if candidates are not able to submit their applications due to last time rush.

### **2. QUALIFICATION & ELIGIBILITY CRITERIA**

Post Code	Name of Discipline	Minimum Qualification
11	Mining Engg.	B.E./B.Tech./AMIE/B.Sc.(Engg.)in relevant branch of Engineering with Minimum 60% marks
12	Electrical Engg.	
13	Mechanical Engg.	
14	Civil Engg.	
15	Chemical/Mineral (Coal Preparation) Engg.	
16	Electronics & Telecommunications Engg.	
17	Industrial Engineering	

18	Environment Engg.	Degree in Environmental Engineering with minimum 60% marks Or any Engineering Degree with PG Degree/Diploma in Environmental Engineering from a recognized University/Institute with minimum 60% marks.
19	Systems/ IT	B.E./B.Tech./ B.Sc. (Engg) in Computer Science/ Computer Engg./ IT or MCA, with minimum 60% marks.
20	Geology	M.Sc./M.Tech. in Geology or Applied Geology with minimum 60% marks
21	Materials Management	Engineering Degree in Electrical or Mechanical Engineering with MBA/ PG Diploma in Management with minimum 60% marks.
22	Finance & Accounts	Qualified CA/ICWA
23	Personnel & HR	Graduates with at least two years full time Post Graduate Degree/ PG Diploma/ Post Graduate Program in Management with specialization in HR/ Industrial Relations/ Personnel Management or MHROD or MBA or Master of Social Work with specialization in HR from recognized Indian University / Institutes with minimum 60% marks.
24	Sales & Marketing	Recognised Degree with MBA/ PG Diploma in Management with specialization in Marketing (Major) from Institute/ University with minimum 60% marks
25	Rajbhasha (Hindi)	M.A. in Hindi with minimum 60% marks and Graduation with Hindi and English as main subjects with minimum 50% marks
26	Community Development	<p>Minimum Two years full time Post Graduate Degree or Post Graduate Diploma of two-year duration from a recognised University/ Institute in Community Development/ Rural Development / Community Organisation and Development Practice / Urban and Rural Community Development / Rural and Tribal Development / Development Management / Rural Management with minimum 60% marks</p> <p style="text-align: center;">OR</p> <p>Minimum 2 years full time Post Graduate Degree (from recognised University / Institute) in Social Work with specialization Community Development/ Rural Development/ Community Organization &amp; Development Practice / Urban &amp; Rural Community Development / Rural &amp; Tribal Development/ Development Management with minimum 60% marks</p> <p><i>In case of any dispute arising about admissibility of any particular qualification, the decision of Management of Coal India Limited shall be final and binding.</i></p>
27	Public Relations	Post Graduate Degree/ Post Graduate Diploma (Full time courses) in Journalism/ Mass Communication/ Public Relations from a recognised University with minimum 60% marks.
28	Legal	Graduate in Law of 3 years/5 years' duration from recognised University/Institute with minimum 60% marks.

**Note:**

- i. Candidates who have completed their Degree/Diploma **on or before 1 December 2016** are only eligible to apply. The candidates appeared/appearing in final year/semester and awaiting their results (*of minimum required qualification*) not eligible to apply.
- ii. The Educational Qualifications must be from the recognised University/Institute. In case of any dispute arising about admissibility of any particular qualification, the decision of the Management of Coal India Limited shall be final and binding.
- iii. Wherever percentage (%) of marks is not awarded by the University/Institute and only grades (e.g. GPA /CGPA/CQPI) are awarded, the same should be converted to the exact equivalent percentage (%) of marks as per the following formula  

**On a 10-point scale CGPA/GPA of 6.0 will be considered as 60%**
- iv. For the purpose of calculating final marks, the aggregate marks of all semesters/ years would be taken. Rounding of %age will not be acceptable under any circumstances, hence 60% of marks and above will only be considered.
- v. The MBA/PG Diploma/PG Degree/M.Sc/M.Tech must be from the recognized University/Institute, recognized by appropriate statutory authority in India and should be of **2 years regular/full time course**.
- vi. The qualifying marks for General and OBC (Non Creamy Layer) Category candidates are 60%. However, for **SC/ST and Persons with Disability (PWD)** candidates, **5%** relaxation is given in qualification marks (i.e., 55%)
- vii. In case there is no vacancy under SC/ST/OBC-NCL category in the advertised disciplines, for General Category Post/Vacancy, candidates of SC/ST/OBC-NCL meeting with all general category of eligibility can apply, but their consequent relaxation in **age/marks** otherwise applicable for reserved categories will not be considered (*for vacancy details, please refer Point No. 4 before submission and filling of application*). **However, they will be eligible for fee concession as mentioned in Sl.No. 6 of application of fees of this advertisement.**

**3. CLARIFICATION ON THE RELEVANT BRANCH OF ENGINEERING AND FOR FINANCE DISCIPLINE**

<b>DISCIPLINE (Post Code)</b>	<b>ELIGIBLE RELEVANT BRANCH OF ENGG./FINANCE DISCIPLINE</b>	<b>NOT ELIGIBLE BRANCHES OF ENGG./FINANCE DISCIPLINE</b>
Electrical (12)	Electrical, Electrical & Electronics Engineering	Instrumentation & Control, Power System, Power Electronics, Power Engineering and combination of Electrical with any of these or similar branches
Mechanical (13)	Mechanical	Production, Industrial, Automation, Thermal, Manufacturing Engineering and Combination of Mechanical Engineering and any of these or similar branches.
Civil (14)	Civil	Civil with Architecture or Structural Engineering or any other combinations with Civil
Electronics & Telecommunication (16)	Electronics & Telecommunication; Electronics & Communication	Instrumentation, Instrumentation & Control, Electrical, Instrumentation & Control and Electronics Engineering in combination with any other branch.

Industrial Engineering (17)	Industrial Engineering	Production & Industrial Engineering or any such other combinations with Industrial Engineering.
Finance & Accounts (22)	Qualified CA or ICWA	MBA or M.Com.

#### 4. DETAILS OF NUMBER OF VACANCIES(TENTATIVE) INCLUDING UNFILLED RESERVED VACANCIES

Post Code	Discipline	Total	UR	OBC (NCL)	SC	ST	Type of disabilities identified for the post*
11	Mining	191	102	53	27	09	None
12	Electrical	198	100	55	30	13	OH(OL),HH
13	Mechanical	196	99	54	27	16	OH(OL),HH
14	Civil	100	54	26	13	07	OH(OA,OL),HH
15	Chemical/Mineral (Coal Preparation)	04	03	01	-	-	OH(OA,OL)
16	Electronics & Telecommunication	08	05	02	01	-	OH(OA,OL)
17	Industrial Engg.	12	08	03	01	-	OH(OA,OL,BL),HH
18	Environment	25	17	04	02	02	OH(OL),HH
19	Systems/ IT	20	11	05	03	01	OH(OA,OL,BL,OAL),HH
20	Geology	76	40	20	11	05	OH(OA,OL),HH
21	Material Management	44	24	10	07	03	OH(OA,OL),HH
22	Finance & Accounts	257	126	72	38	21	OH(OA,OL,BL,OAL,BLOA),HH
23	Personnel & HR	134	69	37	19	09	OH(OA,OL,BL,OAL),VH(B,LV),HH
24	Sales & Marketing	21	17	04	-	-	OH(OA,OL),HH,VH(LV)
25	Rajbhasha	07	04	02	01	-	OH(OL,BL,OA),VH(B,LV),HH
26	Community Development	03	02	-	01	-	OH(OA,OL),VH(LV)
27	Public Relations	03	03	-	-	-	OH(OA,OL),VH(B,LV)
28	Legal	20	12	04	03	01	OH (OL, BL, OAL), VH (B, LV)
<b>Grand Total</b>		<b>1319</b>	<b>696</b>	<b>352</b>	<b>184</b>	<b>87</b>	
<b>Abbreviation:</b> OH-Orthopaedic Handicapped VH-Visually handicapped, HH-Hearing Handicapped, OL-One Leg, BL-Both Legs, OA-One Arm, OAL-One Arm and one Leg, BLOA-Both Legs and One arm, LV-Low vision, B-Blind							

\*Reservation is applicable for Persons with Disability (*minimum 40% Disability*) as per Government of India norms against the identified posts. Total 125 vacancies are reserved for PWD candidates including 85 Backlogs.

**Note:** Number of vacancies is tentative and may increase or decrease as per requirement in final selection.

#### 5. SELECTION PROCESS

Before applying, candidates should ensure that they fulfil the eligibility criteria as on the cut-off date (**01-Dec-2016**). Admission to Computer based On-line Examination will be purely provisional. Candidature will be subject to verification of details/documents at the time of interview, if shortlisted or even at a later stage.

- i. **Exam Cities:** The computer based online examination will be held in **91 cities** as mentioned in the On-line application form. Candidates may opt/choose 2 examination centres in order of their preferences. The centre(s) opted will not be changed at a later stage after submission of Application Form. Coal India Ltd. reserves the right to allocate any examination centre or change the centre opted by the candidate.
- ii. **Computer Based On-line Examination:** The On-line Exam will be held for duration of 3 Hours (*in one sitting*) consisting of two Papers. **Paper-I** will consist of General Knowledge/Awareness, Reasoning, Numerical ability and General English and **Paper-II** – Professional Knowledge (Discipline related) with **100 objective type questions with multiple choice answers in each Paper**. Each question will carry 1 mark and there is no penalty for wrong answer. No marks will be awarded for un-attempted questions. The question paper shall be set in bilingual language i.e. English and Hindi only. However, in case of any typographical error in Hindi, the English version of the question shall be considered as valid. The qualifying criteria of the examination will be as follows:

<b>Qualifying criteria in the Computer based Test</b>		
<b>GENERAL(UR)</b>	<b>OBC (Non Creamy Layer)</b>	<b>SC / ST / PWD</b>
Minimum 40 marks in each Paper	Minimum 35 marks in each Paper	Minimum 30 marks in each Paper

Candidates are required to appear in the All India Computer based Test at their own expenses and if shortlisted in the Computer Based Test as per the above criteria, they will be called for Personal Interview as per their merit in the ratio of 1:3 (3 candidates called against 1 vacancy) keeping in view the provision of reservation for SC/ST/OBC (Non Creamy Layer)/PWD. Management reserves the right to shortlist the candidates for Computer Based Test/Interview. Final selection will be based on the consolidated merit of Computer Based Test and Personal Interview.

- iii. **Personal Interview:** List of candidates who are declared as qualified/shortlisted for the Interview will be uploaded in the website and they will be intimated about the date, time and venue through E-mail only. The Interview call letters are also required to be downloaded/printed from the Company's website on the announcement of Interview schedule. Similarly, the final list of selected candidates will also be uploaded in the website and they will also be intimated about the joining date and other formalities through website and to candidates Email Id.

## **6. APPLICATION FEE**

Candidates belonging to General / OBC(Creamy Layer & Non Creamy Layer) categories are required to pay a Non-Refundable Application Fee of Rs 1000/- (*Rs. One Thousand only*). SC/ST/PWD candidates/Employees of Coal India Limited and its Subsidiaries are exempted from the payment of Application Fee. Application fee will be paid through On-line mode i.e. Debit Card/Credit Card/Net Banking etc. There will not be any other mode of payment of application fee. In case a candidate deposits the fee in any wrong account or through any other mode, CIL will not be responsible for non-receipt of application fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility conditions before applying.

## **7. AGE LIMIT**

Upper age limit is **30 years** for GENERAL (UR) category candidates.

Cut-off date for age limit is **01-Dec-2016**.

## 8. RESERVATIONS AND RELAXATIONS

- i. Reservations and relaxations for SC/ ST/ OBC (Non-Creamy Layer) / PWD (**Degree of Disability 40% or above**) candidates will be provided as per guidelines of Govt. of India for the purpose.
- ii. Relaxations for employees of Coal India Limited or its Subsidiary companies applying against advertisement will be as per the rules of the company i.e. **no age limit and no application fee.**
- iii. Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.
- iv. Age relaxation of 5 years applicable for candidates who have the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.
- v. The upper age limit is relaxed by 5 years for SC/ST, 3 Years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC(Non-Creamy layer) and 15 years for PWD-SC/ST candidates.
- vi. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General.

## 9. OTHER DETAILS

- i. **Compensation/Pay Scale:** Selected candidates will be placed as Management Trainee in E2 grade in the scale of pay of Rs. 20,600 - 46,500 at the initial Basic of Rs. 20,600/- during the first year (Training Period). On successful Completion of Training and passing the test conducted for the purpose, candidate shall be regularized in E3 grade in the scale of pay of Rs. 24,900 - 50,500 at the initial Basic of Rs. 24,900/- with probation for 1 year. Besides basic pay, candidates will also be entitled to other pay and perks, such as Dearness Allowance, HRA, perquisites and allowances under cafeteria approach and other allowances as applicable for the post. Benefits such as leave, medical treatment, CMPF, pension, gratuity etc. will be admissible as per company rules in force during training and after absorption.
- ii. **Posting:** Candidates may be posted anywhere in Subsidiary companies especially in coalfield areas. Only candidates willing to serve anywhere in India should apply.
- iii. **Service Agreement Bond:** The selected candidates are required to serve the company for a minimum period of 60 months. An amount of Rs.5000/- per month will be deducted from their salary for a period of 60 months. Failure on the part of candidate to serve the Company for a minimum period of 60(sixty) months would be termed as breach of bond agreement. The amount so deducted will be refunded in full with simple interest on completion of 60 months of service. The candidate will be required to execute a bond of Rs. 3 Lakhs (Rupees Three Lakhs) for the same at the time of joining.
- iv. **Medical Examination:** Before joining service, the selected candidates will have to undergo an initial medical examination by the company Medical Board as per the Medical Attendance Rules of the company and the decision of the Board will be final and binding. You are advised to refer to the details available on our website to understand the prescribed Medical norms.

## 10. HOW TO APPLY:

**Sequence-wise actions to be followed by the candidates for filling-up of Online Applications are as under:**

- Visit CIL website and Click **Apply Online** button.
- Read Important Instructions and Click on (J) '**I Agree**' Button.
- Register by filling up necessary details (*discipline opted, name, original category, applied category, PwD category, Mobile No. and e-mail ID and click on Submit Button*).

- Check Application Sequence No., User ID & Password received on your e-mail and mobile number.
- Re-login to your account by entering user ID and password received through e-mail.
- Fill-up application form and upload Photo, Signature and relevant Documents.
- Check Preview of the Application Form and make corrections, if any.
- Press Submit Button.
- Make payment through Debit Card/Debit Card/Net Banking (*if applicable*).
- Take Print out of application form and payment acknowledge slip.
- **Please do not send hard copy document to Coal India Ltd.**

### General Instructions for filling up of Application

- i. The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.
- ii. Before starting to fill-up the online application, keep ready with you the following details/documents/information:
  - a. E-Mail ID (*valid at least for one year*)
  - b. Mobile No. (*valid at least for one year*)
  - c. Personal and Educational qualification details
  - d. Details of Debit Card/Credit Card/Net Banking for making fee (*Rs. 1000/- for General Category and OBC Creamy Layer and Non Creamy Layer, as applicable*)
  - e. Scanned Copy of Recent Photograph (*not more than 3 weeks old in jpg/jpeg format*)
  - f. Scanned Copy of Signature with Blank ink pen (*in jpg/jpeg format*)
  - g. Scanned Copies of documents (*in pdf format*), as follows:
    1. *Documentary proof of Date of Birth (Matriculation/10<sup>th</sup>/12<sup>th</sup> /HSC ,Certificate)*
    2. *Final/Provisional Degree/Certificate for Graduation & Post Graduation, as applicable*
    3. *Caste Certificate in respect of reserved categories in prescribed proforma(OBC Non Creamy Layer, SC/ST)*
    4. *PWD Certificate in case of Persons with Disability candidates in prescribed format*
    5. *Service Certificate in case of Ex-servicemen*
    6. *Scribe Certificate, if applicable (may be downloaded during filling-up of application)*
    7. *Declaration from recognized Non creamy layer status in respect of OBC (NCL) candidates in prescribed format*
    8. *Certificate in the prescribed format issued by the competent authority in respect of J&K domicile.*
- iii. A candidate can apply for one discipline only. Application of candidate applying for more than one discipline will summarily be rejected. In case of multiple applications for the same discipline, the last application would be considered as final and all other applications made prior to the last-one, shall be treated as null and void.
- iv. The last date for submission of application is **03.02.2017 up to 11.00 PM.**

## 11. GENERAL INFORMATION AND INSTRUCTIONS

- i. Only Indian Nationals are eligible to apply.
- ii. Incomplete On-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
- iii. All qualifications should be recognized by AICTE/ appropriate Indian Statutory Authorities.
- iv. No TA/DA will be paid to any candidate for appearing in the written examination.
- v. If any information provided by the candidate is found to be false or incorrect or not in conformity

with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.

- vi. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature is liable to be rejected.
- vii. Candidates employed with Government / PSUs / Autonomous bodies have to produce NOC at the time of interview. ***If the candidate fails to provide the NOC at the time of Interview he/she will not be allowed to appear for the interview.***
- viii. For queries, candidates are advised to visit the **Frequently Asked Questions (FAQs)** section uploaded on the company's website.
- ix. Coal India Limited reserves the right to raise the minimum eligibility standards. The management reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. Coal India Limited also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- x. Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on CIL's Website. No further press advertisement will be published. Hence prospective applicants are advised to visit CIL's Website regularly for this purpose.
- xi. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website. Important information regarding recruitment will be available in Coal India Limited website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/Interview Letters. Company will not be responsible for any loss of email sent, due to invalid/wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.
- xii. In case of any problems faced by the candidates in filling up the online application form they may contact the Help Desk on the phone number: 18002109508 between 10 AM and 6 PM on the working days (Monday - Saturday), for queries other than online application form candidates may send email to company's email id: supportmtrectt.cil@coalindia.in
- xiii. The Company reserves the right to shortlist candidates for Computer Based Test, reschedule the test date &venue etc. or alter any of the advertised condition depending upon the circumstances.
- xiv. In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall be final.
- xv. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Kolkata only.