

COAL INDIA LIMITED  
RECRUITMENT OF MANAGEMENT TRAINEES

***Frequently Asked Questions***

| S No | Question   | Reply   |
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| 1.   | <b>In my application form my surname is appearing first then my name .</b>   | In your application your Surname will be first followed by your name.   |
| 2.   | <b>What is Discipline Code in MT 2016-17 Advertisement?</b>  | For the post of Management Trainee, there are 18 disciplines. Different codes are allotted for each discipline which has been mentioned in the detailed Advertisement, available on CIL Website.  |
| 3.   | <b>How do I apply for a post/discipline?</b>   | For each post/discipline, there will be an " <b>Apply Online</b> " link. Candidates will get 2-page important instructions to read and for accepting the terms & conditions by clicking <b>(J) I Agree</b> Check-box given below and press the START Button. <b>Registration</b> page will open for online application process.<br><br>Filling-up of applications have been explained in the Step(s) provided at <b>Point No. 10</b> in detailed advertisement.   |
| 4.   | <b>How do I register for the online application?</b>   | You will have to register by filling-up discipline, name, original category, applying category, PWD category, mobile number and valid e-mail ID for the online application process. After registration, the other steps are to be completed as per the guidelines given in the detailed advertisement.<br><br><b><i>The name/e-mail id/mobile number provided at the time of registration cannot be changed or corrected throughout the application process. Please fill-up your name and other details correctly as per your educational certificates.</i></b> |
| 5.   | <b>What if I do not have an e-mail Id and mobile number?</b>   | It is <b>mandatory</b> to have a valid <b>e-mail id and mobile number</b> since all the future communication will be sent to the candidates including e-admit card, interview letter, etc.  |
| 6.   | <b>What if I forget my log-in Id and password or want to change them in future?</b>                                  | The name and e-mail id provided at the time of registration cannot be changed or corrected throughout the recruitment process. If you provide a valid and active e-mail id at the time of registration, Application sequence no., user ID & Password will be mailed to that e-mail address. You may check it in your e-mail for future reference.<br><br>However, by filling-up necessary details as required by the System, the candidate may access the same clicking 'Forgot Password'.  |
| 7.   | <b>Can I apply for more than one discipline against one advertisement if I am eligible for Multiple disciplines?</b> | No, candidate can apply for one discipline only. Application of candidates applying for more than one discipline will summarily be rejected. In case of multiple applications by a single candidate, the last applications would be considered as final and all other applications made prior to the last one, shall be treated as <b>null and void</b> .   |
| 8.   | <b>How do I know that I am eligible for the post/discipline?</b>   | You can see the eligibility criteria for all the posts/ disciplines from the detailed advertisement by clicking on the " <b>View Details (Full Advertisement)</b> " link provided on our website.   |
| 9.   | <b>Are there any relaxations provided for SC/ST/OBC/PWD etc. category</b>  | Yes. You can view the respective relaxations from the detailed advertisement by clicking on the "View Details (Full Advertisement)" link.   |

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|      | candidates?   | <i>In case there is no vacancy under SC/ST/OBC-NCL category, the eligible candidates may apply against General(UR) Category however no relaxation in age/marks shall be available to them.</i>  |
| 10.  | <b>How do I apply for a post/discipline if I am an employee of Coal India?</b>        | Internal/Departmental candidates ( <i>employees of CIL &amp; Subsidiary Companies</i> ) are also eligible to apply through the online system if they are eligible for the post/discipline. Please note that in the online application form you have the option to indicate whether you belong to CIL/Subsidiary of CIL and fill the details accordingly and as per requirement of on-line application form.   |
| 11.  | <b>How do I pay the application fee?</b>  | <p>For General(UR) and OBC(<i>Non-Creamy Layer</i>) Category of candidates are required to pay a non-refundable Application fee of Rs. 1,000/- (<i>Rupees One Thousand Only</i>) through On-line mode i.e. <b>Debit Card/Credit Card/Net Banking</b>.</p> <p>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 the same.</p> <p>Fee once paid will neither be refunded nor adjusted against future recruitments under any circumstances. Candidates are therefore advised to verify their eligibility before applying.</p> <p>For employees of CIL &amp; Subsidiary Companies and for candidates belonging to SC/ST/PWD, the link for bank payment/application fee section will remain <b>disabled</b> as those candidates are exempted from paying application fee.</p> <p>The related guidelines/instructions, in details have been provided in the advertisement.</p> |
| 12.  | <b>Can I save my application while applying for the post/discipline?</b>              | <p>The online application form is divided in different sections. After filling the details in each section, please click on the "<b>Next</b>" button at the end in order to save the information filled and move to the subsequent section. If you are not able to complete the entire form in a single attempt, you can log in again and continue filling from the last saved status and complete the rest of the sections.</p> <p>Please note that application cannot be submitted after the last date/time, as mentioned in the advertisement.</p>   |
| 13.  | <b>What do I do after submitting the Application Form</b>                             | After submitting, candidates can take print out of the application for future record. Candidate will receive message on successful receipt of On-line application.  |
| 14.  | <b>What are the documents that I need to upload along with my online application?</b> | <p>While applying On-line, candidate needs to upload the following valid documents:</p> <ol style="list-style-type: none"> <li>a) Scanned copy of the recent passport size colour photograph (<i>not older than 3 weeks</i>). Candidates should ensure that the same photograph is used throughout this recruitment process.</li> <li>b) Scanned signature with Black ink Pen</li> <li>c) Documentary proof of Date of Birth (Matriculation<sup>10<sup>th</sup></sup> / 12<sup>th</sup>/HSC Certificate)</li> <li>d) Final/Provisional Degree/Certificate for Graduation and Post-Graduation, as applicable</li> <li>e) Caste Certificate in respect of reserved categories (OBC Non Creamy Layer, SC/ST).</li> <li>f) PWD Certificate in case of Persons with Disability in prescribed format.</li> </ol>  |

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|      |   | g) Service Certificate in case of Ex-servicemen.<br>h) Scribe Declaration/Application form, as case may be.<br><i>The details can be seen from Point No. 10 of Advertisement.</i>   |
| 15.  | <b>Can I make any changes to the Application Form after submission?</b>   | No, you cannot make any changes to the Application Form once submitted. Before final submission of the Form, you will be able to <b>Preview</b> the details filled in the application form and can make modifications if required using the Back/Cancel button at the end of Section of the application form.   |
| 16.  | <b>How would I be contacted by Coal India if required?</b>  | All communication will be made through registered e-mail id. One may visit CIL website regularly and check your e-mail or any other information related to examination.   |
| 17.  | <b>I am final year student / my final year/semester result is not yet declared. Am I eligible to apply?</b>                 | Candidate who have completed their Degree/Diploma on or before 01-Dec-2016 are only eligible to apply. The candidates appeared/appearing in the final year/ semester of minimum required qualification will not be considered for above recruitment.  |
| 18.  | <b>My father is Coal India Limited employee. Can I apply as departmental candidate?</b>                                     | No, only the concerned regular employees of CIL/ subsidiary Company can only apply as Departmental candidates.  |
| 19.  | <b>The average of all semesters is 59.75%, can I apply for MT post as general candidate?</b>                                | No, the minimum marks have to be 60% for UR/OBC(NCL) and not less than that. Even 59.99% marks also not eligible and it should be exactly 60% and above ( <i>except Finance &amp; Accounts</i> ). The rounding off principle will not be accepted for the minimum eligibility marks for any respective discipline or category.<br><br>In case of relaxation for other categories of candidates, detailed advertisement may be referred. |
| 20.  | <b>Can I apply if my age is 30 years and 01 day in General Category as on 01.12.2016?</b>                                   | No you are not eligible.<br>Similar rule will be applicable for reserved categories, after relaxation and as applicable.  |
| 21.  | <b>My current residential address is temporary and it is likely to be shifted soon, so which address, I should provide?</b> | It is advisable to furnish the correspondence address which will remain valid for minimum one year. Providing temporary addresses can lead to inconvenience for future communication.   |
| 22.  | <b>I have completed Dual Degree course (B.Tech + M.Tech / B.Tech + MBA), am I eligible to apply?</b>                        | Yes, A candidate with dual degree is eligible to apply, provided he/she has the minimum required marks of applied discipline/post & passed desired qualification on or before 01-Dec-2016.  |
| 23.  | <b>Is there any restriction on no. of times a candidate can appear/apply for this exam?</b>                                 | No, there is no restriction on appearing for examination even if he/she has appeared in the past recruitment process.   |
| 24.  | <b>Will CIL refund the Application fee in case my candidature is rejected due to any reason?</b>                            | No, the Application fee once deposited is neither refundable nor adjustable for future recruitment.   |
| 25.  | <b>I have done MBA with specialization in Finance.</b>  | No. For Finance discipline, only qualified CA/ICWA candidates are eligible.   |

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|      | Am I eligible for MT (Finance)?   |   |
| 26.  | I want to change my choice of center, can I do it?                            | A candidate is not allowed to change his/her choice of center after the on line application is submitted. Any city/center allotted by CIL has to be accepted by the candidates.   |
| 27.  | How I will receive admit card?  | The admit card is to be downloaded by the candidate from the Link sent to the candidates on their e-mail id or take print-out from CIL Website. Please bring print-out of the admit card at the examination center along with valid ID proof(Govt.), in original. The candidate will be informed through SMS/E-mail accordingly. Since all the related information will be uploaded on CIL Website, candidate is advised to visit the same frequently.  |
| 28.  | Where should I contact in case of any problem related to on-line application? | Candidate may contact Helpdesk through Telephone No. 18002109508 for queries related to online application form during 10 AM to 6 PM from Sunday to Saturday and for other queries e-mail at <a href="mailto:supportmtrectt.cil@coalindia.in">supportmtrectt.cil@coalindia.in</a> .   |
| 29.  | What is the Scheme of the Online Examination?                                 | The Computer Based On-line Exam will be held for 3 hours' duration ( <i>one sitting</i> ) with 200 questions in two Papers. <b>Paper-I</b> will consist of General Knowledge/Awareness, Numerical Ability, Reasoning & General English and <b>Paper-II</b> will consist of 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. |
| 30.  | How to convert CGPA in %age?  | 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:<br><br><b>On a 10 point scale CGPA/GPA of 6.0 will be considered as 60%</b>   |