

कोल इंडिया लिमिटेड

10 नेताजी सुभाष रोड, कोलकाता-700001

निगमित पहचान संख्या: L23109WB1973GOI028844

फोन-033 2248 8099, 22435147; ऐक्स: 4340 / 4312

फैक्स 033 2231 0578, ग्राम-COAL INDIA

ई-मेल: mtrecruitment@coalindia.in

वेबसाइट: www.coalindia.in



एक महारत्न कंपनी

A MAHARATNA COMPANY

COAL INDIA LIMITED

10 N S ROAD, COAL BHAWAN, KOLKATA -700001

Corporate Identity No.: L23109WB1973GOI028844

Phone No. - 033 2248 8099, 22435147, Extn: 4340 / 4312

GRAM - COAL INDIA; FAX - 033 2231 0578,

E-MAIL: mtrecruitment@coalindia.in

WEBSITE - www.coalindia.in

Date- July ,2014

Interview for the Post of Management Trainee 2014.

To	Date of Interview :
	Reporting Time of Interview :
	Venue :

Dear Sir/Madam,

1. This has reference to your application for the said post. We have pleasure in informing that, based on your performance in the written test you have been shortlisted for personal interview as per schedule mentioned above. Kindly make it convenient to attend the interview with the following documents in original and one set of photocopies self attested.
2. Bio-data form filled in and signed with one attested photograph pasted in the space provided. The biodata form can be downloaded from www.coalindia.in/careers under "Interview Biodata For MT 2014" heading.
3. You must bring any one photo identity proof in original- Voter ID Card/PAN Card/Aadhar Card/Passport/Driving License at the Interview venue, failing which you would not be allowed to appear in interview. Please also bring one self attested photocopy of ID proof.
4. Matriculation /Higher Secondary Certificate in support of date of birth.
5. **Valid certificate in support of the reservation category claimed i.e. Schedule Caste/Schedule Tribe/OBC(Non Creamy layer Certificate) issued for current financial year(1st April,2014 to 31st March,2015) as per Govt. Of India format. Sample format can be downloaded from the link.**
6. **Final year/Appearing Candidates who were provisionally allowed to appear in written examination are required to produce their final passing mark sheet and final passing certificate. Candidates who fail to do so would not be allowed to appear in interview and their candidature would be cancelled.**
7. In case of a physically handicapped candidate, Original certificate from the competent authority specifying the disability and percentage thereof. Please also bring one self attested photocopy of same.
8. For Candidates who had availed relaxation on the basis of domicile of J&K during the period 01.01.1980 to 31.12.1989 and Ex-serviceman category would be required to provide documentary proof regarding same to be eligible for consideration in that category.
9. Mark sheets in support of each of the qualifications passed and provisional degree certificate wherever applicable must be produced at the time of interview.
10. In mark sheet wherever percentage of marks are not awarded ,candidate is required to produce CGPA to percentage conversion formula certificate followed by his/her University/Institute.
11. **For candidates applying for HR and Sales & Marketing & Community Development discipline , the specialization in the relevant field is mandatory and it should be clearly mentioned in the degree/certificate/mark sheet or supported by certificate from the Head of the Institution.**
12. For candidates presently working in Government/Semi Government/Public Sector Undertaking/Local body/ Autonomous bodies, **it is essential to submit a "No objection Certificate" from your present employer.**
13. Certificates in support of any extra Curricular activities /representation at State/National Level /Bravery Awards/NCC certificates etc.
14. Kindly ensure that all certificates /documents submitted by you are neatly stapled / tied together and the photograph properly affixed in the space provided.
15. Your candidature is considered for interview subject to the conditions mentioned overleaf, which may be read and understood clearly.

Yours faithfully,

General Manager (Pers./Rectt.)

INSTRUCTIONS

1. The outstation candidates will be reimbursed to and fro 3 AC rail fare from place of residence to the interviewing place/city or Bus fare restricted to the rail fare by the shortest route on production of photo copy of the ticket /ticket number for the journey by rail/bus and also a copy of the Interview call letter. For reimbursement both tickets-onwards journey and return are must.
2. Before attending the interview, candidates are advised to satisfy themselves regarding their eligibility as per advertisement. Candidates who upon scrutiny are found to be ineligible or turn up for the interview without required documents/original certificates will neither be interview nor reimbursed the travel fare.
3. For candidates presently working in Government /Semi Government /Public Sector Undertakings/Local body/Autonomous bodies it is essential to submit a **“No Objection Certificate” from your present employer**, failing which you will not be interviewed and will not be paid travelling fare reimbursement.
4. While every effort will be made to conduct your interview on the date and time mentioned overleaf, but if due to any unforeseen circumstances the interview is carried on the subsequent day , no hotel expenses or extra charges will be paid to you for this delay
5. During the interview you shall have the liberty to answer in Hindi or English.
6. In the event of your selection, you will be liable to be posted to serve anywhere in the coal Field areas at the discretion of the company and your attending for interview will be taken as acceptance of the said condition.
7. This interview letter does not constitute any offer of Appointment /Employment
8. In the event of your final selection, you will be required to undergo medical examination by the Company’s Medical department/Board for determining your medical fitness. It is therefore suggested that in your own interest kindly satisfy yourself in fulfilling medical fitness norms before coming for the interview .Please visit our website for medical norms details.
9. Your candidature will be provisional subject to fulfillment of the prescribed qualification , age, percentage of marks , specialization and matching of photograph with your admit card/photograph on your application and other prescribed conditions for the said post as notified in the advertisement . Failure on this account could result in cancellation of your candidature at any stage, even after selection and appointment.
10. Request for change in mailing address and interview center cannot be entertained.
11. In case of any variation in Name/Surname as mentioned in admit card /Application and the bio data form/Education certificate etc , an affidavit in support of the contention made by the candidate will be required incorporate the changes to allow the candidate further in the selection process.
12. Any type of canvassing for securing employment will disqualify your candidature.