

EASTERN COALFIELDS LIMITED

Notification for engagement of full time Advisor(Secretarial) in ECL on contract basis

Eastern Coalfields Limited (A Subsidiary of Coal India Limited) invites application for engagement of Advisor(Secretarial) from retired executives of Secretarial Discipline of E-5/E-6 grades from PSUs/autonomous organizations of Central/State Govts., Officers of Class-C & above of Central/State Govts. on contractual basis for an initial period of six months subject to extension of CIL's policy which is valid upto 15.01.2014. The contract may be extended depending upon requirement and satisfactory performance. VRS optees will not be considered.

Benefits and conditions

1	No. of posts	5(Five)																					
2	Maximum age limit for eligibility	Less than 65 years as on 31.07.2013																					
3	Nature of work	As Advisor(Secretarial), ECL his services will be utilized mainly for Secretarial assistance/Advice to Directors/GMs/HODs as per requirement on day-to-day basis.																					
4	Remuneration and other benefits	<table border="0"> <thead> <tr> <th></th> <th align="center">E6 grade</th> <th align="center">E5 grade</th> </tr> </thead> <tbody> <tr> <td>(i) Consolidated Compensation.</td> <td align="center">50000</td> <td align="center">40000</td> </tr> <tr> <td>(ii) Conveyance charges</td> <td align="center">2000</td> <td align="center">2000</td> </tr> <tr> <td>(iii) Mobile sim with CUG facility for both grades</td> <td></td> <td></td> </tr> <tr> <td>(iv) Medical, Leave and TA/DA shall be governed as per CIL's policy</td> <td></td> <td></td> </tr> <tr> <td>(v) H.R.A</td> <td align="center">2500</td> <td align="center">2000</td> </tr> <tr> <td></td> <td align="center" colspan="2">(If quarter/accommodation not provided)</td> </tr> </tbody> </table>		E6 grade	E5 grade	(i) Consolidated Compensation.	50000	40000	(ii) Conveyance charges	2000	2000	(iii) Mobile sim with CUG facility for both grades			(iv) Medical, Leave and TA/DA shall be governed as per CIL's policy			(v) H.R.A	2500	2000		(If quarter/accommodation not provided)	
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5	Terms & Conditions	<p>The selected advisors would be stationed at any of the HQ.Estb./areas of Eastern Coalfields Limited.</p> <ol style="list-style-type: none"> The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical Officer Notice Period for termination of contract – one month's notice or consolidated compensation amount from either side. The Advisor so engaged has to maintain the integrity and secrecy of the company's business and shall not engage himself with any other business during his tenure as Advisor. He shall perform the duties of the advisor with due diligence. Tax – In case payment of service Tax is required, then the same shall be re-imbursed on production of proof of such payment. Other terms and conditions will be as per CIL's policy in vogue. 																					

The Application Forms can be downloaded from ECL website www.easterncoal.gov.in under the caption "Notices".

Interested candidates fulfilling the above criteria may submit their resume along with relevant testimonials(attested/self signed) documents including the documentary proof of eligibility as per first para(whichever applicable) to the office of Dy.GM(EE), ECL, Sanctoria, P.S. Disergarh, Pln-713333, Burdwan(W.B) latest by 20.08.2013 by Registered post/Speed Post.



P.T.O

APPLICATION FORMAT



For the Post of Advisor(Secretarial) in Eastern Coalfields Limited

1. Reference No. and Date of Advertisement:
2. Name (in block letter)
3. Father's Name
4. Present address for communication
5. Contact No. a) Telephone b) Mobile:
6. E-mail ID:
7. Permanent Address
8. Caste (Gen/SC/ST/OBC)
9. Date of Birth:
10. Educational Qualification
11. Experience:
12. EIS No. (if retired from CIL)

Name of Organisation/Deptt.	Post Held with Grade	Period	Remark
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13. Special Achievement (if any)
14. Details of any Departmental Case or Court Case (if pending)
15. Superannuation Notice No. & Date:
16. Any Other Information:

Signature of the
candidate with date

List of Enclosures: