



Frequently Asked Questions

1. What is Discipline Code in MT 2014 advertisement of Coal India Ltd.?

Ans. There are multiple disciplines, which have been advertised under advertisement for MT-2014. Discipline code is a unique number associated with each post advertised.

2. Where can I see the advertisement?

Ans. You can see the full advertisement by clicking on the running link on our Website under heading - “**Advertisement for MT 2014**” or **Under section Careers with CIL-Jobs At Coal India-Online Application/Current Job notification under link "View Details (Full Advertisement)"** on website of Coal India Ltd. Complete details of the advertisement including eligibility norms, deadlines etc. are available under this link.

3. How do I apply for a job?

Ans. For each discipline code, there will be an "**Apply Online**" link. You should click on the link in order to apply for a job against that discipline code under that advertisement number. On clicking the link, the **Registration** page will open which is Step I of the online application process.

The details of each step are explained in the **Instructions** section.

4. How do I register for the online application?

Ans. You have to register for the online application process with your **name**, a valid **e-mail id** and a **password**. The name and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process. Please ensure to fill your name and other details correctly as per your educational certificates.

5. What if I do not have an e-mail Id?

Ans. It is mandatory to have a valid **e-mail id** since all the future communication with the candidate shall be through e-mail.

6. What if I forget my log-in Id and password or want to change them in future?

Ans. The name and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process. If you provide a valid and active e-mail id, the log-in id which is same as the e-mail id given at the time of registration will be mailed to that e-mail address after you register for the online application system. Your Password is also sent in this mail, which you can refer if you forget the password.



7. Can I apply for more than one discipline against one advertisement if I am eligible for multiple discipline?

Ans. You cannot apply for more than one discipline against a single discipline code even if you are eligible for multiple disciplines. **In case of duplicate or multiple applications by a single candidate, his/her candidature will stand cancelled.**

8. How do I know that I am eligible for the job?

Ans. You can see the eligibility criteria for all the posts from the detailed advertisement by clicking on the "**View Details (Full Advertisement)**" link provided on our website.

9. Are there any relaxations provided for SC/ST/OBC/PH etc. category candidates?

Ans. Yes, there are relaxations available for certain categories of candidates. You can view the respective relaxations from the detailed advertisement by clicking on the "**View Details (Full Advertisement)**" link.

10. How do I apply for a job if I am an employee of Coal India?

Ans. Internal / Departmental candidates (employees of CIL & Subsidiary Companies) are also required to apply through the online system if they are eligible for the job. If you fall under this category, please note that the online application form you have the option to indicate whether you are internal candidate or external candidate by clicking on the corresponding button. Some subsequent sections of the form are different for internal candidates applying against advertisement and for external candidates.

11. How do I pay the application fee?

Ans. You have to download and print the SBI Challan form, fill your details correctly in the form and make application fee payment at the nearest SBI branch. A unique SBI Challan Journal number will be provided by the Bank where payment is made. This unique number and the branch code will have to be entered in the online application form. The company copy of the Challan in original shall have to be sent to Coal India Limited as per instructions given in the detailed advertisement. For employees of CIL & Subsidiary Companies and for candidates belonging to SC/ST/PH, the field of bank payment section will remain disabled as those candidates are exempted from paying application fee.

12. Can I save my application while applying for the job?

Ans. The online application form is divided in multiple sections. After filling the details in each section, please click on the "**Save and Next**" button at the end in order to save the information filled and move to the subsequent section. If you cannot complete filling the entire form in single attempt, you will be able to log in again and continue filling from the last saved status and complete the rest of the sections. However, please note that no application can be submitted after the time and date mentioned in the advertisement.



13. What do I do after submitting the form?

Ans. After submitting the online application form, a unique Reference Number and completed Application (pdf) will be generated by the system along with certain instructions. The reference no. and pdf format will be sent to your e-mail id if you had provided at the time of registration. Read the instructions carefully, download the application form and take a print of the same. Please securely paste your recent passport size photo in the space provided and self attest it.

CIL/ subsidiary company employees are to get their photo pasted on the form, attested by controlling officer before sending the same. After completing the above procedures, the application form with relevant enclosure must be sent to the address mentioned in the advertisement by speed post only so that it reaches within the last date as indicated in the advertisement.

14. What is a Reference No?

Ans. Reference number is a unique system generated number which is given to your online application against a particular job.

15. What are the documents that I need to send along with the hard copy of my application?

Ans. In the application form generated after submission there will be a list of enclosures given at the end. You have to tick on the enclosures that are relevant for you and send the same along with the application form to the address mentioned.

16. Can I make any changes to the form after submission?

Ans. No, you cannot make any changes to the form after you submit the same. Before final submission of the form, you will be able to review the details filled by you in the application form and you can make modifications if required using the Back button at the end of Section of the application form.

17. How would I be contacted by Coal India if required?

Ans. All communication shall be through the e-mail id provided by you and information shall be hosted on Coal India Limited's web site.

18. I am final year student/My final year/Semester result is not yet declared. Am I eligible to apply?

Ans. Yes, those candidates who are studying in the final year (academic year 2013-14) and would be expecting their final results by mid of July, 2014 can apply. However, they will have to produce their final certificate of eligibility qualification at the time of interview.

19. My father is Coal India Limited employee, can I apply as departmental candidate?

Ans. No, only the regular employees of CIL/ subsidiary companies can apply as Departmental candidates.



20. The average of all semesters of my engineering degree is 59.75%, can I apply for MT post as general candidate?

Ans. No. the minimum marks has to be 60% and not less than that. The rounding off principle will not be accepted for the minimum eligibility marks for any respective discipline or category.

21. My age on 1.04.2014 is 30 years 1 day and I want to apply under GEN Category. Am I eligible to apply?

Ans. No. To be eligible to apply under GEN category Candidate must be born on or after 1.04.1984. If a candidate was born before 1.04.1984 for eg. on 31.03.1984, he is not eligible to apply in GEN Category.

22. My current residential address is temporary and it is likely to be shifted soon, so which address, I should provide?

Ans. Candidate should provide correct correspondence address with Pin Code which remains valid for atleast one year, and it may be used by Coal India for future communications.

23. Is there any restriction on number of times a candidate can appear for CIL Management Trainee exam?

Ans. No, there is no restriction on number of attempts a candidate can apply for selection as MT in CIL provided he/she fulfils the eligibility criteria for the particular year.

24. I have done MBA with specialization In Finance. Am I eligible for MT (Finance)?

Ans. No. For Finance Discipline, candidates with CA/ICWA qualification are only eligible to apply.

25. Is it mandatory to have 60% in CA/ICWA to be eligible to apply under Finance & Accounts discipline.

Ans. In Finance & Accounts- CA/ICWA Qualification-Percentage criteria is not applicable. You should have passed your final examination and be able to produce final passing certificate at the time of interview.

26. Can GEN category candidate with engineering degree in any discipline with MBA/PG Diploma in management with minimum 60% percentage are eligible to apply in Materials Management?

Ans. No. In Materials Management discipline Engineering degree in **Electrical or Mechanical engineering** along with MBA/PG Diploma in management with minimum 60% percentage are eligible to apply in GEN category.



27. In Environmental discipline if a candidate who has done B.Sc and M.Sc in environment eligible to apply? Also if B Tech-Civil/Mechanical/ any other branch of Engineering are eligible to apply in Environment discipline?

Ans. No. In environment discipline it is mandatory to have engineering degree.(Candidates with diploma in engineering are not eligible)

Either Engineering degree in Environment Engineering with minimum 60% marks

Or If You have Engineering degree in any other branch then it is mandatory to have PG degree/Diploma in Environment Engineering.

28. If MA-Sociology eligible to apply under Community Development discipline?

Ans. In community Development discipline only qualifications and specializations given in the advertisement are eligible to apply. MA-Sociology is not admissible.

29. I have done MBA with HR as minor specialization. Am I eligible to apply in HR discipline? Also whether am I eligible to apply for Sales & Marketing discipline with Sales & Marketing –Minor specialization.

Ans.No. In HR and Sales & Marketing Discipline-It is mandatory to either have major specialization or equal weightage in case of dual specialization in the discipline applied. Also it is mandatory to produce specialization certificate from your College/Institute/University confirming the same, If specialization is not mentioned in your degree certificate or mark sheets.

30. I am a reserved Category candidate. There is no vacancy in particular discipline in reserved category. Can I Apply under Unreserved category? If age/Percentage relaxations would be applicable for me? Would I be required to pay application fees?

Ans. If in a particular discipline, there is no Vacancy in reserved categories (OBC-NCL/SC/ST) then candidate can apply under unreserved category. No relaxations in Age/Qualifying percentage/Qualifying criteria would be given to them. **Though relaxation in fees would be applicable to SC/ST/PH/Employees of Coal India and subsidiaries.**

31. I want to change my choice of centre, can I do it?

Ans. A candidate once selected the test centre is not allowed to change his/her choice of centre after the on line application is submitted.