

कोल इण्डिया लिमिटेड
(भारत सरकार का उपक्रम)
COAL INDIA LIMITED
(A Govt. of India Enterprise)
कोल भवन "COAL BHAWAN"
Premise No. 04, MAR, Plot No. AF-III
Action Area-1A, Newtown, Rajarhat
KOLKATA-700156 (WB)



एक महारत्न कंपनी
A Maharatna Company

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POLICY CELL
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(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/CS Cadre/448

दिनांक: 04.07.2020

कार्यालय ज्ञापन

विषय: Creation of Company Secretary Cadre in CIL/ Subsidiaries

CIL Board in its 405th & 406th meetings held on 12.06.2020 and 26.06.2020, respectively, approved the following for implementation with immediate effect:

1. Creation of Company Secretary Cadre for operation in Executive Cadre employees as per the following provisions:
 - a. Selection/ Recruitment/ Career growth of Executives of Company Secretary Cadre will be governed as per the Cadre Scheme brought out in **Annexure A**.
 - b. Creation of 28 posts for operation of Company Secretary Cadre through re-appropriation from the existing sanctioned strength of Finance Discipline of the respective grades. Details of Company wise & grade wise Sanctioned Strength of Company Secretary Cadre will be as per **Annexure B**.
2. Modalities for one-time selection of Executives of other disciplines to Company Secretary Cadre as per **Annexure C**.
3. If the posts remain unfilled after the completion of one-time selection process of internal candidates as specified at point No. (2), then such unfilled posts will be filled through Departmental Promotion/ Open Recruitment mode as per the Cadre Scheme, where the reservations will be followed as per the Presidential Directives/ DoPT guidelines.
4. As already provided vide Clause No. 8 (iii) of CIL Executive Job Rotation & Transfer Policy, the Executives selected/ recruited for Company Secretary Cadre will be transferred as per the administrative requirements. As such, they will be exempted from the planned transfer/ rotations.

This is for information and compliance by all concerned.

(Handwritten signature)
4/7/2020

(नीला प्रसाद)

उप महाप्रबंधक (का./नीति)

ई-मेल के माध्यम से वितरण:

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/ES), CMPDIL

6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. Company Secretary, CIL – in reference to letters No. CIL/XI(D)/04112/2020/25207 dated 23.06.2020 and CIL/XI(D)/04112/2020/25288 dated 02.07.2020.
9. GM(P/EE), CIL
10. GM(P/Rect), CIL
11. GM, NEC
12. GM, NDLO
13. GM/ HoD, IICM
14. HoD (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.

Annexure A

Cadre Scheme of Company Secretary

Sl. No.	Designation	Gr	Outside Recruitment		Promotion	
			Minimum Qualification	Minimum Experience	Minimum Qualification	Minimum Experience
1	Management Trainee (CS)	E2	Graduate in any discipline from a recognized University/ Institute having acquired Company Secretary qualification with Associate/ Fellow membership of ICSI. Preference would be given to those candidates who have worked in a listed Company.	Nil		
2	Sr. Officer (CS)	E2	-	-	Graduate in any discipline from a recognized University/ Institute having acquired Company Secretary qualification with Associate/ Fellow membership of ICSI.	Nil
3	Asstt. Manager (CS)	E3	Graduate in any discipline from a recognized University/ Institute having acquired Company Secretary qualification with Associate/ Fellow membership of ICSI. Preference would be given to those	Minimum 4 years' experience as Company Secretary	-do-	1 year as MT (CS) in E2 grade subject to closure of probation. or 1 year as Sr. Officer (CS) in E2 grade

			candidates who have worked in a listed Company.			
4	Deputy Manager (CS)	E4	-do-	Minimum 8 years' experience as Company Secretary	-do-	4 years' experience as Asst. Manager (CS) in E3 grade
5	Manager (CS)	E5	-do-	Minimum 12 years' experience as Company Secretary	-do-	4 years' experience as Deputy Manager (CS) in E4 grade
6	Senior Manager (CS)	E6	-do-	Minimum 16 years' experience as Company Secretary	-do-	4 years' experience as Manager (CS) in E5 grade
7	Chief Manager (CS)	E7	-do-	Minimum 20 years' experience as Company Secretary	-do-	4 years' experience as Sr. Manager (CS) in E6 grade
8	General Manager (CS)	E8	-do-	Minimum 23 years' experience as Company Secretary	-do-	3 years' experience as Chief Manager (CS) in E7 grade

Note:

The Quota reserved for Direct Recruitment & Departmental Selection/ Promotion is 2/3rd and 1/3rd respectively. However the unfilled vacancies if any under departmental quota will be diverted to the direct recruitment quota with the approval of Cadre Controlling Authority i.e., Chairman, CIL.

Annexure B**Company wise & grade wise Sanctioned Strength of Company Secretary Discipline**

Comp\ Grade	E2	E3	E4	E5	E6	E7	E8	Total
BCCL	0	0	1	0	1	0	0	2
CCL	1	0	1	0	0	1	0	3
CIL	1	0	1	1	1	0	1	5
CMPDI	0	1	0	1	0	0	0	2
ECL	0	0	1	1	0	0	0	2
MCL	1	1	1	0	0	1	0	4
NCL	1	1	0	0	1	0	0	3
SECL	1	1	0	1	0	1	0	4
WCL	1	1	0	0	1	0	0	3
Total	6	5	5	4	4	3	1	28

Note:

As authorized by CIL Board in its 244th meeting held on 11.07.2008, the Sanctioned Strength could be re-appropriated by the Cadre Controlling Authority i.e., Chairman, CIL based on the operational requirements within the overall sanctioned strength.

One-time selection of Executives of other Disciplines to Company Secretary Cadre

- a. Those Executives who opt to work in Company Secretary Department may be selected under Company Secretary Cadre against an internal notification based on their applications as per the following criteria:
 - i. Acquired Company Secretary Qualification from ICSI. Preference would be given to Executives who have already acquired Associate/ Fellow Membership of the Institute.
 - ii. Left with minimum 5 years of service as on the date of the notification.
 - iii. The applicants have to submit a declaration stating that on selection, they will work in Company Secretary Department and will never request for reverting back to their parent Cadre.
- b. The promotion of all such selected Executives will be decided as under:
 - i. If the candidate is already having Associate/ Fellow membership:
 1. After one year of joining Company Secretary Cadre, he/ she will be promoted to next higher grade subject to other conditions of promotion.
 2. In case, his/ her junior in same grade in previous cadre/ discipline gets next higher grade promotion, then after one year of such promotion of junior Executive, he/ she will be promoted to next higher grade subject to other conditions of promotion. However, his/ her notional seniority will be at par with such junior Executive.
 - ii. If the candidate does not possess Associate/ Fellow membership at the time of selection and obtains it later:
 1. After one year of joining Company Secretary Cadre or from the date of obtaining fellowship, whichever is later, he/ she will be promoted to next higher grade subject to other conditions of promotion.
 2. In case, his/ her junior in same grade in previous cadre/ discipline gets next higher grade promotion, then after one year of such promotion of junior Executive or from the date of obtaining fellowship, whichever is later, he/ she will be promoted to next higher grade subject to other conditions of promotion. However, his/ her notional seniority will be at par with such junior Executive.
- c. The modalities of selection with regard to distribution of marks under different parameters will be as per **Annexure D**.

The Selection Committee will be chaired by D(P&IR), CIL and will consist of the following members:

- i. Company Secretary, CIL
- ii. One Company Secretary of other Maharatna CPSE
- iii. One Officer representing SC
- iv. One Officer representing ST
- v. One Officer representing Minority Community.
- vi. One Officer representing OBC Community.
- vii. One Women representative

A Committee member may represent more than one category of representation in the Selection Committee. However, a member representing SC shall not represent ST/ OBC and vice versa.

The administrative action/ decision to fill the vacancies are vested with the Cadre Controlling Authority i.e., Chairman, CIL as per the Cadre Scheme and the same will be followed.

Note:

Reservation will not be applicable in case of internal selection of Executives of other Disciplines to Company Secretary Cadre as the existing Executives of other Disciplines are already appointed as per the Reservation roster. However, on all the selection parameters being equal, preference will be given to the candidates from weaker section i.e., SC/ ST.

Distribution of marks for one-time selection

Sl.	Parameters	Max Marks	
1	Qualification	50 Marks	
	i. Acquired Company Secretary Qualification without any membership		40 Marks
	ii. Associate Member of ICSI		45 Marks
	iii. Fellow Member of ICSI	50 Marks	
2	Experience in Company Secretary Department of CIL/ Subsidiaries: 1 Mark per completed year- maximum 10 Yrs.	10 Marks	10 Marks
3	PMS Ratings of last 3 years* Ultimate year (7) + Penultimate year (7) + Year preceding penultimate year (6)	20 marks	20 marks
4	Personal Interview (Professional, Technical knowledge and General awareness)	20 Marks	20 Marks
Total marks (1+2+3)			100 Marks**

* The absolute PMS scores are proportionately computed to the respective marks allocated for the concerned year.

Example:

PMS Scores

Ultimate year → 1.5 (Outstanding)

Penultimate year → 2.6 (Good)

Year preceding penultimate year → 2.5 (Very Good)

Ultimate year	7	1.5 in 1 to 5 scale → (6-1.5) → 4.5 in 5 to 1 scale	$(4.5/5)*7 \rightarrow 6.3$
Penultimate year	7	2.6 in 1 to 5 scale → (6-2.6) → 3.4 in 5 to 1 scale	$(3.4/5)*7 \rightarrow 4.76$
Year preceding penultimate year	6	2.5 in 1 to 5 scale → (6-2.5) → 3.5 in 5 to 1 scale	$(3.5/5)*6 \rightarrow 4.2$
Total Score out of 20			15.26

** Minimum marks for empanelment will be 60 marks out of 100.