

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
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A Maharatna Company

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

संदर्भ सं: CIL/C5A (PC)/Medical Rectt./ 508

दिनांक: 12.11.2020

कार्यालय ज्ञापन

विषय: Policy for decentralized Recruitment of Medical Executives at CIL/ Subsidiary level

CIL Board in its 413th meeting held on 14.10.2020 approved the policy for decentralized recruitment of Specialist & Non-specialist Medical Executives (GDMOs) at CIL/ Subsidiary level for implementation with immediate effect.

The approved policy is enclosed for information and compliance by all concerned.

नीला प्रसाद
12/11/2020

(नीला प्रसाद)

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/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. GM(P/EE)/ (P/Rect)/ (F), CIL
9. Company Secretary, CIL – in reference to letter No. CIL/XI(D)/04112/2020/25869 dated 28.10.2020.
10. GM, NEC
11. HoD, CIL NDLO
12. HoD, IICM
13. Dy.GM (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.



Policy for decentralized Recruitment of Medical Executives at CIL/ Subsidiary level

1.0 Recruitment

Recruitment activities of Medical personnel (GDMO/ Dental & Medical Specialist) in the Executive cadre would be made at CIL/ Subsidiary level for the concerned vacancies.

Before each recruitment activity, the Recruitment Department of CIL would obtain approval of the Chairman CIL regarding the number of Subsidiary-wise & Category-wise vacancies to be operated. While deriving the number of vacancies, superannuation of on-roll Medical Executives of the upcoming Financial Year will also be taken into account. Based on the approval, the Recruitment Department of CIL would communicate the details to the Subsidiaries for initiating necessary recruitment action to fill up their concerned vacancies.

To the extent possible, the recruitment activities would be planned and carried out in such a way that all Subsidiaries should complete the recruitment cycle for a Financial Year at the same period.

2.0 Reservation of vacancies

Reservation in vacancies will be provided for SC/ ST/ OBC/ PWD/ EWS category candidates as per the Presidential directives/ Govt. of India guidelines. It would be worked out by Recruitment Department of CIL. The number of vacancies, so reserved for SC/ ST/ OBC/ PWD/ EWS category candidates would be mentioned in the respective advertisement/ notification of the Subsidiaries.

3.0 Entry level of Recruitment

The entry level of recruitment of Medical Executives will be as under:

- a. Medical Specialist
 - i. Specialist – E3 grade
 - ii. Senior Specialist – E4 grade
- b. General Duty Medical Officer (GDMO)
 - i. Senior Medical Officer – E3 Grade
 - ii. Senior Medical Officer (Dental) – E3 grade

4.0 Recruitment Channel

Recruitment of Medical Executives would be done through the channel of Direct Recruitment/ Open selection through advertisement.



5.0 Eligibility Conditions

5.1 Minimum Qualification & Experience

a. For Senior Specialist in E4 grade

For General Surgery, General Medicine & Pulmonary Medicine, minimum qualification is MBBS from recognized Institute/ College approved by Medical Council of India with recognized Post Graduate Degree/ DNB with minimum 3 years post qualification experience.

For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.

b. For Specialist in E3 grade

For General Surgery, General Medicine & Pulmonary Medicine, minimum qualification is MBBS from recognized Institute/ College approved by Medical Council of India with recognized Post Graduate Degree/ DNB.

For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.

c. For Senior Medical Officer in E3 grade

MBBS from recognized Institute/ College approved by Medical Council of India.

d. For Senior Medical Officer (Dental) in E3 grade

BDS from recognized Institute/ College approved by Medical Council of India with 1-year post qualification experience from a Hospital/ Clinic.

Note:

1. Candidates who have obtained required eligible qualification from foreign University/ Institute will also be considered provided they submit the Certificate of passing qualifying examination from Medical Council of India.
2. For eligibility, Candidates should have obtained registration number from Medical Council of India/ State Medical Council against their qualification.

5.2 Upper Age limit

- a. For Senior Specialist, E4 grade – 42 years for General/ UR.
- b. For Senior Medical Officer (including Dental)/ Specialist, E3 grade – 35 years for General/ UR.



Note:

- i. The upper age limit is relaxable by 5 years for SC/ ST, 3 Years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC (Non-Creamy Layer) and 15 years for PWD-SC/ST candidates.
- ii. Age relaxation of 5 years applicable for candidates who are the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.
- iii. Age relaxation for Ex-Servicemen category candidates is applicable as per Govt. of India guidelines.
- iv. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General. The OBC Certificate in respect of 'Creamy Layer' status is valid only for that Financial Year in which the Certificate is issued as per DoPT guideline dated 31.03.2016.
- v. To avail such relaxation in upper age limit, an applicant has to submit valid certificates as required in the relevant guidelines. Such certificate will be from the designated Authority as required by the relevant Government guidelines.
- vi. The Date of Birth will be as recorded in Matriculation/ Secondary Level/ Sr. Secondary level Certificate/ Mark Sheet.
- vii. However, the maximum age of the applicant as on the cut-off date specified in the notification shall not exceed 56 years as per DoPT guideline dated 29.06.2015.

6.0 Selection Criteria

The selection of Medical Executives will be done based on personal interviews at the nearby locations of Company Hospitals/ any other suitable location, as decided by the CMD of the concerned Subsidiary/ CIL. The distribution of marks under different parameters are as under:



6.1 For selection of Senior Specialist, E4 grade

Sl.	Parameters	Max Marks	
1	Qualification:	30 Marks	
	i. Passed relevant PG Degree/ DNB in single attempt		30 Marks
	ii. Passed relevant PG Degree/ DNB in two attempts		25 Marks
	iii. Passed relevant PG Degree/ DNB in three attempts		20 Marks
	iv. Passed relevant PG Diploma in single attempt		20 Marks
	v. Passed relevant PG Diploma in two attempts		15 Marks
	vi. Passed relevant PG Degree/ DNB in more than three attempts or passed relevant PG Diploma in more than two attempts		0 Mark
2	Post Qualification Experience beyond 3 years: 2 marks for each completed year of experience (Maximum 5 Yrs.)	10 Marks	10 Marks
3	Personal interview: (Professional, Technical knowledge and General awareness)	10 Marks	10 Marks
	Minimum total marks (1+2+3) for empanelment General/ UR OBC (NCL) SC / ST/ PWD	30 Marks 27.5 Marks 25 Marks	50 Marks

6.2 For selection of Specialist, E3 grade

Sl.	Parameters	Max Marks	
1	Qualification:	30 Marks	
	i. Passed relevant PG Degree/ DNB in single attempt		30 Marks
	ii. Passed relevant PG Degree/ DNB in two attempts		25 Marks
	iii. Passed relevant PG Degree/ DNB in three attempts		20 Marks
	iv. Passed relevant PG Diploma in single attempt		20 Marks
	v. Passed relevant PG Diploma in two attempts		15 Marks
	vi. Passed relevant PG Degree/ DNB in more than three attempts or passed relevant PG Diploma in more than two attempts		0 Mark
2	Post Qualification Experience: 2 yrs & above ≥ 1 yr & < 2 yrs < 1 yr	10 Marks 5 Marks 0 Mark	10 Marks
3	Personal interview (Professional, Technical knowledge and General awareness)	10 Marks	10 Marks
	Minimum total marks (1+2+3) for empanelment General/ UR OBC (NCL) SC / ST/ PWD	30 Marks 27.5 Marks 25 Marks	50 Marks



6.3 For selection of Senior Medical Officer, E3 grade

Sl.	Parameters	Max Marks	
1	Qualification:	25 Marks	
	i. Passed MBBS in single attempt		25 Marks
	ii. Passed MBBS in two attempts		20 Marks
	iii. Passed MBBS in three attempts		15 Marks
	iv. Passed MBBS in more than three attempts		0 Mark
2	Post Qualification Experience 3 marks for each completed year of experience (Maximum 5 Yrs.)	15 Marks	15 Marks
3	Personal interview (Professional, Technical knowledge and General awareness)	10 Marks	10 Marks
Minimum total marks (1+2+3) for empanelment General/ UR OBC (NCL) SC / ST/ PWD		30 Marks 27.5 Marks 25 Marks	50 Marks

6.4 For selection of Senior Medical Officer (Dental), E3 grade

Sl.	Parameters	Max Marks	
1	Qualification:	25 Marks	
	i. For PG degree qualification i.e., MDS or any other equivalent in Dental Specialty		25 Marks
	ii. Passed BDS in single attempt		20 Marks
	iii. Passed BDS in two attempts		15 Marks
	iv. Passed BDS in three attempts		10 Marks
	v. Passed BDS in more than three attempts		0 Mark
2	Post Qualification Experience beyond 1 year: 3 marks for each completed year of experience (Maximum 5 Yrs.)	15 Marks	15 Marks
3	Personal interview (Professional, Technical knowledge and General awareness)	10 Marks	10 Marks
Minimum total marks (1+2+3) for empanelment General/ UR OBC (NCL) SC / ST/ PWD		30 Marks 27.5 Marks 25 Marks	50 Marks



7.0 Methodology for Selection

7.1 Issuance of Advertisement/ Notification

For Recruitment of Medical Executives of CIL/ Subsidiaries, advertisement would be issued by the concerned Company in the name of CIL as per details provided by CIL Recruitment Department. The detailed advertisement must consist of a short role profile, eligibility criteria (academic qualifications, age, experience, etc.), details of Subsidiary-wise vacancy, Subsidiary-wise Interview locations, general terms and conditions, required documentation details, general instructions, etc.

Short advertisement would be issued in the following:

- a. Minimum 1 National Daily Newspaper.
- b. Minimum 1 Regional Daily Newspaper of the concerned region of the Subsidiary/ CIL
- c. Employment News
- d. Any other publication platform, in addition to Company's website.

The detailed advertisement would be published in the websites of CIL/ Subsidiaries giving the format in which applications are to be submitted at the time of personal interview.

7.2 Selection of Candidates

1. For each Interview location, a Selection-cum-Interview Committee will be constituted with the approval of the Competent Authority. The Competent Authority for constitution of Selection-cum-Interview Committee at CIL Hq. shall be the Chairman, CIL whereas, in case of Subsidiary, the concerned CMD of the Subsidiary Company.

The members of the Committee will be as follows:

- a. One Functional Director of the concerned Subsidiary Company/ CIL as Chairman of the Committee. However, more than one Functional Director can be member of the Committee, if so desired by the Competent Authority. In such case, the senior Director will be the Chairman of the Committee.
- b. One Senior Medical Executive/ Medical Specialist of the Company (if applicable).
- c. Head of Recruitment Department/ General Manager (Personnel) of the concerned Subsidiary Company or his/ her representative.
- d. One Officer representing SC
- e. One Officer representing ST
- f. One Officer representing Minority Community.
- g. One Officer representing OBC.
- h. One Women representative
- i. One outside Medical expert.



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

2. The Recruitment Department or the Department as decided by the CMD of the concerned Subsidiary/ CIL will undertake the recruitment process as provided in the policy for recruitment of Medical Executives for their concerned vacancies.
3. The interested candidates would be advised to present themselves to the advertised interview locations with all the documents needed in original plus 2 copies along with the duly filled Application form as provided along with the detailed advertisement.
4. At the interview locations, the applications along with the Original documents of the candidates will be screened. Any candidate whose application is incomplete or any discrepancy found w.r.t. eligibility criteria, then such candidate will not be considered for personal interview.
5. The Selection-cum-Interview Committee will conduct interviews for all the screened candidates.
6. The recommendations of the Selection-cum-Interview Committee of all the Subsidiaries will be sent to Recruitment Department of CIL in a sealed cover.
7. On the basis of the total marks obtained by the Candidates as provided in Clause 6, a final select list in order of merit will be prepared for each Subsidiary separately for filling up the vacant posts of that concerned Subsidiary.
8. For Cadre seniority, all the select lists of each and every Subsidiary will be plotted based on the marks obtained in the selection criteria.
9. In case of tie in total marks obtained, the seniority will be decided on the following basis:
 - a. The marks obtained in experience criteria will be considered i.e., candidate with higher marks in the experience criteria will be placed above in the merit panel.
 - b. If the marks obtained in the experience criteria is same, then interview marks will be considered i.e., candidate with higher interview marks will be placed above in the merit panel.
 - c. If both the above marks are same, candidates whose Date of Birth is earlier will be considered for placing above in the merit panel.
10. The candidates in the merit panel will be called for initial medical examination by the concerned Subsidiary/ CIL. During the medical examination, the concerned Medical Officer shall use his/ her own discretion as to the scope of the general physical examination in each case, get a history of present & past illness and whether at present, under treatment or not and shall judge cases on their merits taking into consideration of the age, prevalence of diseases and prospective duties of the Medical Executives. The main object of medical examination is to secure continuous effective service from the candidate.



11. If found fit in the initial medical examination, the Offer of appointments will be issued centrally by the Recruitment Department of CIL with the approval of the Appointing Authority i.e., Chairman, CIL.
12. The merit panels will remain valid till one year with effect from the date of approval and if required, it can be operated beyond 1 year with the specific approval of the Appointing Authority.

7.3 General Conditions

1. 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.
2. A candidate dismissed from service by the previous employer including CIL by way of disciplinary action will not be eligible for appointment.
3. Character and Antecedent verification of the appointees will be done post appointment and in case if there is any discrepancy or concealment of information is found, the appointment will stand null and void ab initio.
4. No application fee would be charged from the candidates.
5. No TA/ DA is admissible for attending interviews. However, TA would be admissible at the time of initial medical examination and joining equivalent to AC 3 Tier (3rd ARC) by the shortest route for self.

8.0 Posting of Non-specialist Medical Executives (GDMO)

The selected Non-specialist Medical Executives will be initially posted in Dispensaries for a minimum period of three years before their posting to main Hospitals as per the requirements of the Company.

9.0 Repeal

All existing provisions of the Recruitment of Medical Executives to the extent modified above will stand superseded by this policy from the date of its commencement.

10.0 Interpretation

Interpretation of the provisions of the Policy will be reserved exclusively with the Director (P&IR), CIL and his/ her interpretation will be final.

11.0 Savings

CIL Board reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this Policy at its discretion for the reasons to be recorded in writing. However,



D(P&IR), CIL can amend the implementation methodology of this policy as per the approval of Chairman, CIL.