



Coal India Limited
(A Govt. of India Undertaking)
(A Maharatna Company)

ENGAGEMENT OF EXECUTIVE DIRECTOR
(INDIAN INSTITUTE OF COAL MANAGEMENT)
ON FIXED TENURE CONTRACT BASIS

Advertisement No.: 05 /2021

Indian Institute of Coal Management (IICM), an autonomous Institution registered under Societies Act was established in 1994 at Ranchi. It is sponsored and funded by Coal India Limited. Its function is managed by the Board of Trustees (BoT) and Board of Governors (BoG) of the Institute. IICM functions as a Centre of Excellence and imparts specialized trainings for the executives of Coal India & its Subsidiaries on a regular basis.

Executive Director(IICM) is the head of the Institute and works to meet its objectives and organizational goals. CIL proposes to engage one Executive Director (IICM), on contract basis and consolidated monthly remuneration for an initial period of two years extendable for another two years at the discretion of Chairman, CIL in the interest of the Company.

Sl.No.	Name of the Post and Grade	Number of Post	Upper Age limit as on the date of notification
1	Executive Director(IICM)/ E9	01	Not exceeding 62 years

ROLE PROFILE OF ED(IICM):-

- Shall function as Head of IICM and would be responsible for planning, administration and management of the Institute as a self sustained centre and for providing leadership on all technical, administrative and financial functions. He would be responsible for any other HR related Initiative/Intervention as assigned from time to time and will report to Director (P&IR), CIL.
- Shall be responsible for Training, Quality Evaluation, Skill Certification, Development of learning material, Coordination and implementation of projects, updation of Syllabi and other activities assigned by management from time to time.
- Should be well experienced in running a Management Institute/Training & Development Institute and Assessment centres and have a good understanding and knowledge of Organisational Behaviour, OD interventions, experience in designing and conducting MDPs, flair for teaching Management subjects ,
- Should be able to build people capabilities for achieving organizational goals and create a learning culture in the organization. He should ensure analysis of training need, design, prepare and implement Training Plan as per needs and requirements of employees that meets organizational objectives, values etc. consistent with core competencies and goals. He should also oversee orientation programs of new employees.
- Should oversee the introduction of new mediums in learning like webinars, online forums, e-courses, etc. and planning, prioritization and development of new training programs based on emerging technologies in this area. He should ensure that these programs and initiatives are consistent with the overall business strategies, objectives, and needs by making the best use of available resources and

to create a pool of internal trainers through certification programs and evaluate the effectiveness of training programs and instructors.

ELIGIBILITY CRITERIA:-

A. Upper Age Limit: The upper age limit for applying against the engagement is 62 years.

B. Minimum Educational Qualification :

Essential:-

- (1) Degree in Engineering (any discipline),
OR
(2) MSW
OR
(2) MBA or equivalent of MBA from a recognized University/ Institution
OR
(4) Chartered Accountant from Institute of Chartered Accountants of India
OR
(5) Post-graduation in Management/HRM/ Behavioral Sciences/Finance & Accounts.

Added Advantage:

Doctorate degree or equivalent in Management/ HRM/ Behavioral Sciences/ Finance & Accounts/ Engineering.

C. Experience :

- i. Minimum 25 years of overall experience in Executive cadre/Officer grade, out of which
a. Minimum 10 years of experience with the last 2 years in a reputed Management Institute/ Management Training Institute/Govt. Officers Training Institute.
OR
b. Minimum 2 years as Dean/Head of Dept./ Professor-in-charge during 10 years of experience in the Institutes as in (a) above.
OR
ii. Minimum 25 years of overall experience in Executive cadre/Officer grade of Government/ PSEs/ Private Organizations, out of which atleast 4 years' out of last 8 years should be from any corporate HRD/T&D setup .
OR
iii. Minimum 25 years' of overall experience in Government/ PSEs in Executive cadre/Officer grade, out of which atleast
a. 2 years' of experience should be as a full-time member of Board of Directors of minimum Miniratna Category - I CPSE and was in-charge of training and development functions.
OR
b. 2 years as CMD of minimum Miniratna Category - I CPSE

Added Advantage: Published papers in reputed journals of National/International significance.

Note-

- a. The applications of candidates from **PSEs/Government sector** will be considered only if:
- (1) The candidate is having minimum two years' cumulative experience in E8 and/or E9 grade in either of the following scales or equivalent/higher scales:
 - (i) ₹120000-280000 (IDA) Post 01.01.2017
 - (ii) ₹144200-218200 (Level 14) CDA Post 01.01.2016

Note: Applicants of PSEs who are having the required experience in the above mentioned pay scale but not in E8 /E9 grade will not be eligible.

- (2) Candidates employed with Government / Semi-Govt. / Public Sector Undertaking / Autonomous body should produce No Objection Certificate (NOC) from the present employer.
- b. **For candidates from Private Sector/Organisation:** Should be from a large Public Limited Company from Mining Sector/Manufacturing sector such as Coal, Power, Steel, Petroleum & Gas, having net worth of minimum ₹ 500 crores with Executive manpower of 1000 or more.

Preference would be given to candidates from listed companies.

D. Medical Fitness:

The engagement of ED (IICM) shall be subject to Medical fitness certified by Company Medical Officer. To be deemed medically fit, a candidate must be in good physical and mental health and free from any disease/ syndrome/ disability likely to interfere with the efficient performance of ED (IICM) in any environment, climate, remote areas and austere conditions with no frequent medical aid.

E. Candidates are requested to go through the Terms and Conditions for engagement of Executive Director (IICM) on fixed tenure contract basis annexed with this advertisement as **Annexure- A**.

HOW TO APPLY

- The application form for the post of ED(IICM) is annexed with this advertisement as **Annexure-B**. The candidates will be required to send the duly filled in signed application form in the prescribed format along with self –attested copy/copies of the testimonials through speed post superscribing the post applied to the below mentioned address so as to reach latest by **5:00 PM** of **06.08.2021**:

General Manager (Personnel/Rectt.)
Coal India Limited, “Coal Bhawan”,
Premise No-04, MAR Plot No.AF-III, Action Area-1A,
New Town, Rajarhat, Kolkata-700156

- Candidates who had applied against earlier Advertisement No. 01/2021 for the post of Executive Director (IICM) since cancelled, will be required to apply afresh.
- Candidates may submit an advance copy of the application form well before the last date through

email, alongwith NOC, if applicable. However, the application will not be considered, if it is not received through proper channel, if applicable, within the stipulated date.

- Candidates employed with Government / Semi-Govt. / Public Sector Undertaking / Autonomous body should produce No Objection Certificate (NOC) from the present employer alongwith the application.
- The Candidates will be required to present themselves along with all the requisite documents in original plus 2 copies at the time of interview.
- In case of Executives superannuated from CIL or any other organisation, Relieving Certificate issued by last employer needs to be submitted.
- Any candidate whose application is found having discrepancy w.r.t. eligibility criteria, then such candidate will not be considered for interview.

MODE OF SELECTION:

- i. Shortlisting of eligible applicants (upto a maximum of 15 candidates out of the total applicants)will be based on the marks distributed amongst four parameters namely qualification, experience, relevance of experience with regard to the prospective role of ED(IICM) and candidate's vision on IICM & CIL (a two-page write-up) as laid down in the policy for **Engagement of Executive Director(IICM) on fixed tenure contract basis** as available in CIL website.
- ii. Shortlisting for Personal Interview will be purely provisional.
- iii. Merit Panel will be prepared based on the performance in the Personal Interview of the shortlisted eligible candidates.

INTERVIEW LOCATION:

List of candidates who are shortlisted for interview will be uploaded in CIL website and they will be intimated about the date, time and the venue through email only.

GENERAL INFORMATION AND INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. All certificates / testimonials should be in English or Hindi.
- c. For ED(IICM) - Age, Qualification & experience would be considered as on the date of notification/advertisement.
- d. The post is unreserved and age relaxation may be considered as per Government guidelines.
- e. All qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities
- f. While applying, the candidates are advised to ensure that they fulfill the eligibility criteria and other requirements mentioned in this notification/advertisement and the particulars furnished by them are correct in all respect. At any stage of engagement process if it is detected that the candidate does not fulfill the eligibility criteria and/or does not comply with other requirements as required as per this notification/advertisement and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected

- at any stage of the selection process or even after engagement or joining. Hence, utmost care should be taken to furnish correct details before submitting the application form and documents.
- g. Illegible / unsigned / multiple applications / applications not in the prescribed format or without photograph / without copies of all certificates in support of candidature or those received after last date are liable to be rejected.
 - h. Depending on the requirement, the Company reserves the right to cancel/restrict the engagement process without any further notice and without assigning any reason thereof.
 - i. Candidates dismissed or removed or compulsorily retired from Govt./ PSEs or any other Organization are not eligible.
 - j. The candidates must have an active E-mail Id & Mobile number which must remain valid for at least next one year. Candidates have to ensure accuracy of their E-mail id & Mobile number. No change in E-mail Id & Mobile number as declared in the online application will be allowed.
 - k. All correspondence with the candidates shall be done through e-mail / announcement on the Website only. For this purpose, candidates are advised to visit our website www.coalindia.in regularly for further instructions. Company will not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to other reasons. Any modifications/amendments/corrigendum relating to the entire process will be notified on CIL website www.coalindia.in only and as such, candidates are advised to visit the same frequently.
 - l. The decision of CIL in all matters relating to eligibility, acceptance, rejection of the application, mode of selection, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard.
 - m. CIL shall not be responsible for any delay / loss in transit at any stage of the recruitment process. No request in this regard will be entertained.
 - n. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
 - o. The contractual hiring will not confer any right to claim the status of a regular employee of the Company or to claim for employment or assignment in CIL in any manner in future.
 - p. In case of any dispute, legal jurisdiction will be at Kolkata only.
 - q. For any queries, please contact us at 033-71104280/4278 (on all working days from 10:00 a.m to 5:00 p.m) from 07.07.2021 to 06.08.2021 and email id: lateral-recruitment.cil@coalindia.in.

CIL's DECISION FINAL

The interpretation of the terms and conditions of engagement will be reserved exclusively with Director (P&IR) CIL and his/her interpretation will be final.

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General Manager (Personnel/Rectt.)
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