



**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.: 01/2021**

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.

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

**ROLE PROFILE OF ED(IICM):-**

- The incumbent will function as Head of IICM and would be responsible for the administration and management of the Institute. 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.
- The candidate should have a good understanding and knowledge of Organizational Behavior, OD interventions, experience in designing and conducting MDPs, flair for teaching Management subjects and well experienced in running a Management Institute/Learning/ Assessment centers.
- The candidate 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.
- The candidate 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 the outcome of performance appraisal, competency assessment, training need assessment, feedback etc. 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 :-**

**i. Essential:** - Degree in Engineering (any discipline)/ CA/ MSW/ MBA or equivalent.

**ii. Desirable:** - Ph.D. or Doctorate degree in Management/ HRM/ Behavioural Science.

**C. Experience:-**

i. Minimum 25/ 28 years' (25 years for candidates of Govt./ PSEs & 28 years for candidates of Private sector) of post qualification experience, out of which half of the overall experience should be in academic area of a Management Institute with minimum 2 years as Head/ 2<sup>nd</sup> in Command of Management Institute.

**OR**

ii. Minimum 25/ 28 years' (25 years for candidates of Govt./ PSEs & 28 years for candidates of Private sector) of post qualification experience in Government/ PSEs/ Private Organizations, out of which at least 5 years' of experience in the last 10 years should be from any corporate HRD setup with flair for training and development functions.

**OR**

iii. Minimum 25 years' of post qualification experience in Government/ PSEs, out of which at least 2 years' of experience should be as a member of Board of Directors of at least Miniratna Category – I CPSE with flair for training and development functions.

**Added Advantage: Published papers in reputed journal/s of National/International significance.**

**Note-** The applications of candidates from PSEs/Government sector will be considered if:

a. The candidate is having minimum two years' experience in E8 grade or equivalent in either of the following scales or equivalent:

(i) ₹120000-280000 (IDA) Post 01.01.2017

(ii) ₹144200-218200 (Level 14) CDA Post 01.01.2016

b. Applicants of other PSEs who are having the required two years' experience in the above mentioned pay scale but not in E8 grade will not be eligible.

c. The applications against the Notification are received through proper channel or with No Objection Certificate.

**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 to the below mentioned address so as to reach latest by 5:00 PM of **10.04.2021**:

**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

- The application of the candidates not received within the stipulated date, will not be entertained.
- No other mode of delivery of the application along with the requisite documents apart from the one mentioned above will be entertained.
- The Candidates will be required to present themselves along with all the requisite documents in original plus 2 copies at the time of interview.
- Any candidate whose application is incomplete or 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, post 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 and time of the venue through email only.

## **GENERAL INFORMATION AND INSTRUCTIONS**

- i. Only Indian Nationals are eligible to apply.
- ii. For ED(IICM) - Age, Qualification & experience would be as on the date of notification/advertisement.
- iii. The post is unreserved and age relaxation may be considered as per Government guidelines.
- iv. All qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities
- v. If any information provided by the candidate is found to be false or incorrect or is not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected at any stage of the engagement process or even after engagement or joining.
- vi. Candidates dismissed or removed or compulsorily retired from Govt./ PSEs or any other Organization are not eligible.

- vii. If any discrepancy is found in the data filled by the candidate and/or document/s submitted by him/her with that of the original testimonials, their candidature is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the application form and documents.
- viii. Candidates employed with Government / Semi-Govt. / Public Sector Undertaking / Autonomous body should produce No Objection Certificate (NOC) from the present employer at the time of interview if not produced earlier with the application.
- ix. Any modifications/amendments/corrigendum relating to this engagement will be notified on CIL website [www.coalindia.in](http://www.coalindia.in) only and as such, candidates are advised to visit the same frequently.
- x. Legal jurisdiction will be at Kolkata only.
- xi. For any queries, please contact us at 033-71104280/4273 (on all working days from 10:00 a.m to 5:00 p.m) from 17.03.2021 to 10.04.2021 and email id: [lateral-recruitment.cil@coalindia.in](mailto: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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