

कोल इण्डिया लिमिटेड

महाराष्ट्र कंपनी
10, नेताजी सुभाष रोड, कोलकाता-700001
फोन: 033 2248 8099, फेक्स: 033 2243 5316
www.coalindia.in



Coal India Limited

(A Maharatna Company)
10, NS ROAD, KOLKATA - 700001, W.B.
PHONE: 033 2248 8099, FAX: 033-2243 5316
www.coalindia.in

Ref. No: CIL/C-5A/Circular/985

Dated : 28. 03 .2012

To
The Directors (Personnel),
Eastern Coalfields Limited, Sanctoria
Bharat Coking Coal Limited, Dhanbad
Central Coalfields Limited, Ranchi
South Eastern Coalfields Limited, Bilaspur
Western Coalfields Limited, Nagpur
Mahanadi Coalfields Limited, Sambalpur
Northern Coalfields Limited, Singrauli

The Director (Operation/P&D), CMPDIL, Ranchi

Sub: Strengthening of HRD Department of CIL and subsidiary companies

Dear Sir/Madam,

It has been decided to strengthen the Human Resource Development departments of CIL and its subsidiary companies by posting executives of different disciplines of E-6 and above grades. For this purpose a multi disciplinary pool of willing and capable executive of E-6 and above grades will be generated for further necessary action.

In view of the above, it is requested to kindly arrange for wide circulation of said requirement among executives of E-6 and above grades in your subsidiary company and applications of willing executives may please be forwarded to CIL (Hqrs) after due verification by the respective executive establishment department.

A standard format of the application is enclosed, with a request to send duly verified application on or before 30.04.2012.

Yours faithfully,

Sanjay Kumar

(Dr. SANJAY KUMAR)

M/K General Manager (Personnel)

Encl: (as above)

Copy to:

Sr Manager(P/EE),C-5A(iv),CIL,Kolkata

Application for posting in HRD Department

1. General details:

1	Name of Executive & EIS NO (Block letters)	
2	Designation & Grade	
3	Date of Birth	
4	Date of initial Appointment	
5	Date of promotion/ joining to Executive cadre (if applicable)	
6	Date of coming to present grade	

2. Details of Educational/professional qualifications (from SSC onwards/attach self attested copies):

SNo	Qualification	Duration of course	School/College/Institute	Board/University	Year of Passing	% of Marks obtained/ grade

3. Experience/professional details:

01	Present Place of Posting (Unit/Area/company)	Unit /Project	Area	Company

02	Details of places of posting & Jobs performed # (since appointment)	Designation/ Post held	Period			Description of Duties performed and responsibilities held
			From (dd/mm/yy)	To (dd/mm/yy)	Total (yrs & months)	

I do hereby declare that all the information as furnished above is correct and to best of my knowledge

I am interested in rendering my services to the HRD Departments of CIL and/or its subsidiary companies.

Date & Place

Signature :
Name:

If required , attach an additional sheet.