

कोल इण्डिया लिमिटेड

महारात्न कम्पनी
(भारत सरकार का एक उपक्रम),
"कोल भवन", कर्मिक विभाग, 2 तल,
प्रेमिसेस न.04 एम.ए.आर., प्लट न.ए.एफ.111,
आक्सन एरिआ-1ए, नियु टाउन, राजारहाट,
कोलकाता-700156



Coal India Limited

A Maharatna Company
(A Govt. of India Enterprise)
"COAL BHAWAN"
PERSONNEL DIVISION, 2ND FLOOR,
PREMISES NO.04 MAR, PLOT NO.AF-III,
ACTION AREA-1A, NEW TOWN,
RAJARHAT, KOLKATA - 700 156, W.B.
CIN No.L23109WB1973GOI028844
Email: gmpers.cil@coalindia.in
Phone : 033-71104228

Reference No.: CIL/C-5A(IV)/EE/ Advisor-Sect./ B-1049

Date: 28/10/2021

Notification for engagement of full time Advisor (Secretarial) in CIL on contract basis as per CIL's policy for availing services of the retired CMDs/ Directors/ Sr. Level Executives, etc. as full time/ part time Advisors.

Coal India Limited (A Maharatna Company) invites application for engagement of one (01) full time Advisor (Secretarial) from retired executives of secretarial discipline from CIL and its subsidiaries, PSUs/autonomous organization of Central/State Government on contractual basis for a period of 03 months. VRS optees will not be considered.

The eligibility criteria, terms of engagement, pay and allowances, other benefits are mentioned below:

No. of posts	01 (One)																
Maximum age limit for eligibility	Not more than 65 years during the contract period.																
Educational qualification	Graduate in any discipline from a recognized university /institution.																
Experience	Minimum 05 years in Secretarial Discipline.																
Nature of work	a) The incumbent will function as full time Advisor (Secretarial). His services will be utilized for assistance/ advice/ coordination on behalf of CMD/Director/ GMs/ HODs with different subsidiaries of CIL, Ministry of Coal and State Government on day to day basis. b) He shall also be responsible for any other work/ jobs assigned to him from time to time as per requirement.																
Remuneration and other Benefits	(i) Consolidated Monthly Compensation/ Honorarium <table border="1"><thead><tr><th>Grade of Retd. Executive</th><th>Compensation/ Honorarium (Rs./ month)</th></tr></thead><tbody><tr><td>E-8</td><td>Rs. 1,05,000/-</td></tr><tr><td>E-7</td><td>Rs. 90,000/-</td></tr><tr><td>E-6</td><td>Rs. 75,000/-</td></tr><tr><td>E-5</td><td>Rs. 60,000/-</td></tr><tr><td>E-4</td><td>Rs. 52,500/-</td></tr><tr><td>E-3</td><td>Rs. 45,000/-</td></tr><tr><td>E-2</td><td>Rs. 37,500/-</td></tr></tbody></table>	Grade of Retd. Executive	Compensation/ Honorarium (Rs./ month)	E-8	Rs. 1,05,000/-	E-7	Rs. 90,000/-	E-6	Rs. 75,000/-	E-5	Rs. 60,000/-	E-4	Rs. 52,500/-	E-3	Rs. 45,000/-	E-2	Rs. 37,500/-
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(ii) Conveyance charges: Company shall provide Conveyance for full time Advisors as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charges.

(iii) Accommodation facility: Suitable Company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as under:

For X Class Cities	For Y Class Cities	For Z Class Cities
24% of Consolidated Pay per Month	16% of Consolidated Pay per Month	08 % of Consolidated Pay per Month

(iv) Reimbursement for mobile telephone- reimbursement for the use of mobile telephone based on the actual bills or Rs. 750/- per month whichever is less.

(v) Medical – All executives of CIL covered under the post retiral medical benefits scheme will continue to govern by the said scheme. Those appointed who are not under the roll of CIL will be given the same coverage of benefit, if they are not covered under any post retiral medical scheme.

(vi) Leave- The Advisor shall be entitled for paid leave of 15 days in every six months spell in addition to the paid holidays in the establishment. The paid leave should be regulated as per the provision of earned leave applicable to executive cadre employee under CIL Executive Leave Rules'. However the paid leave admissible as above is not encashable. The accumulated leaves will stand lapsed on the expiry of each period of engagement of Advisor.

(vii) TA/DA and other boarding charges shall be payable as per entitlement applicable to the existing executive of equal grades whenever tours are undertaken for the jobs related to assignment.

Terms & Conditions

- a) The selected Advisor would be stationed at CIL Kolkata.
- b) The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical Officer.
- c) Notice Period for termination of contract – one month's notice or consolidated compensation amount from either side.
- d) The Advisor will maintain all information/ documents/ materials gathered during the course of engagement in strict confidence. They will not copy or make notes of such information/ documents except in conjunction with the work for the Company. They will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for their own or anyone's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by them or the Company in the normal course of the engagement with the Company.
The Advisor shall, while demitting the Office, handover all information/ documents/ materials (in soft/ hard format) under their possession, during the engagement period, to the concerned HOD.
- e) Vigilance/Departmental Clearance- The rules of promotion on the matter of vigilance/departmental/safety clearances shall hold good on the matter of appointments/engagements of retired officials of Coal India Ltd.

	<p>Further, compliance to circular no. 07/05/21 dated 03.06.2021 of Central Vigilance Commission to be made regarding procedure for obtaining Vigilance clearance before engaging retired officials other than that of Coal India Limited.</p> <p>f) Tax- In case payment of GST is required, then the same shall be reimbursed on production of proof of such payment.</p> <p>g) Other terms and conditions will be as per CIL's policy in vogue.</p>
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The Application Forms can be download from CIL's website www.coalindia.in under the caption "Career with CIL".

Cutoff date for eligibility is **12/11/2021**.

Interested candidates fulfilling the above criteria may submit their resume along with following (self-attested) documents:

1. Proof of age (Matriculation Certificate)
2. Superannuation notice
3. Certificates of qualification.
4. Experience certificate& Promotion details
5. Certificate of scale of pay

These documents along with application format should reach the office of Chief Manager(Pers)/HOD(EE),CIL, Coal Bhawan, Action Area 1A, Newtown, Rajarhat, Kolkata, Pin-700156, West Bengal latest by **12/11/ 2021 by 5.00 PM** by Registered Post/ Speed Post or through email on gmpers.cil@coalindia.in

Following important points may also be noted:

- i. Applications received after **12/11/2021, 5.00.PM** will not be considered and the company will not be responsible for any postal delay/loss in transit in submission on application within specified time.
- ii. CIL reserves the right to change the number of vacancies and cancel/ restrict/modify/ alter the engagement process, if required, without issuing any further notice or assigning any reason thereof. Any modifications/ amendments, if any, in this notification will be given in CIL website only.
- iii. All correspondence with the candidates shall be made as per his address, given in the application. However, important information will also be available at CIL's website.
- iv. CIL reserves the right to shortlist candidates for interview/ selection process. No T.A will be paid to any candidate for appearing in interview / selection process.


 Chief Manager (P)/HOD (EE)
 Coal India Limited



Distribution:

- 1) Director (Tech.)/Director(Marketing)/Director(P&IR)/Director (Finance), CIL, Kolkata
- 2) CVO, CIL, Kolkata
- 3) Director (Personnel),WCL/ECL/CCL/MCL/NCL/BCCL/SECL
- 4) Director (T/P&D), CMPDIL, Ranchi
- 5) ED(Co-ordination)/ TS to Chairman, CIL, Kolkata
- 6) GM(CC/PR), CIL, Kolkata
- 7) GM (System)/HOD (System), NCL/ECL/SECL/CCL/BCCL/WCL/MCL/CMPDIL- with a request for uploading the notification on their official website.
- 8) GM (System), CIL, Kolkata- with the request to upload on CIL website.
- 9) General Manager/HOD (P/EE) - NCL/ECL/SECL/CCL/BCCL/WCL/MCL/CMPDIL
- 10) HOD/TS to Dir(P&IR), CIL, Kolkata
- 11) Chief Manager(Min)/TS to Dir(Tech) CIL Kolkata
- 12) Chief Manager (P-EE) C5A (IV) EE Deptt. CIL Kolkata
- 13) Deputy. Manager (Secretarial) to Chairman, CIL, Kolkata
- 14) Deputy. Manager (Secretarial) to D(T)/D(P&IR)/D(F)/D(Mktg.) CIL, Kolkata