

**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  
Action Area-1A, Newtown, Rajarhat  
KOLKATA-700156 (WB)



**एक महारत्न कंपनी**  
**A Maharatna Company**

**PERSONNEL DIVISION**  
**POLICY CELL**  
CIN: L23109WB1973GOI028844  
E-Mail: policycell.cil@coalindia.in  
Tel: 033-7110 4271  
Website: www.coalindia.in

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

संदर्भ सं: CIL/C5A (PC)/ED (IICM)/571

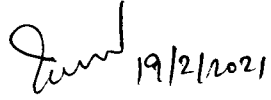
दिनांक: 19.02.2021

## कार्यालय आदेश

**विषय: Engagement of Executive Director (IICM) on fixed tenure contract basis**

CIL Board in its 418<sup>th</sup> meeting held on 11.02.2021 approved Selection Methodology and Terms & Conditions for engagement of Executive Director (IICM) on fixed tenure contract basis against a lump sum monthly remuneration.

The approved Selection Methodology and the Terms & Conditions are enclosed for kind information and compliance by CIL Recruitment department.

  
19/2/2021  
महाप्रबंधक (का./ नीति)

**ई-मेल के माध्यम से वितरण:**

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CVO, CIL
3. ED (Co-ordination), CIL
4. GM(P/EE)/ (P/Rect), CIL



## Selection methodology for engagement of Executive Director (ICM) on fixed tenure contract basis

### 1. Eligibility Conditions

The eligibility conditions for engagement of ED(ICM) are as under:

Grade	Designation	Minimum Qualification	Minimum Experience
E9	Executive Director (ICM)	Degree in Engineering (any discipline)/ CA/ MSW/ MBA or equivalent.  <b>Added advantage:</b> Ph.D. or Doctorate degree in Management/ HRM/ Behavioural Science.	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)  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 atleast 5 years' of experience in the last 10 years should be from any corporate HRD setup with flair for training and development functions.  (or)  Minimum 25 years' of post qualification experience in Government/ PSEs, out of which atleast 2 years' of experience should be as a member of Board of Directors of atleast Miniratna Category – I CPSE with flair for training and development functions.  <b>Added advantage:</b> Published papers in reputed journals of National/ International significance.

#### Note:

- i. The applications of candidates from Private sector will be considered only if the candidate is having a minimum of 28 years' of post qualification experience against the required 25 years as in the case of candidates of PSEs/ Govt. sector.
- ii. The applications of candidates from PSEs/ Government sector will be considered only 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

Note: 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.

- b. The applications against the notification are received through proper channel or with No Objection Certificate.
- iii. In addition to the above mentioned minimum eligibility conditions, preferably, 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 centres.
- iv. The engagement of ED (IICM) shall be subject to Medical fitness to be 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.

The Medical Officer shall use his/ her own discretion 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 the age, gender, prevalence of diseases and prospective duties of ED (IICM). The main object of medical examination is to secure continuous effective service from the candidate.

- v. The upper age limit for applying against the recruitment notification is 62 years.
- vi. The post is unreserved and age relaxation may be considered as per Government guidelines.
- vii. Candidates dismissed or removed or compulsorily retired from Govt./ PSEs or any other Organization are not eligible for engagement.

## 2. Selection Process

- a) For engagement of ED (IICM), advertisement would be issued by CIL Recruitment Department. The detailed advertisement would consist of a short role profile, eligibility criteria, interview locations, terms and conditions, required documentation details, general instructions, etc.
- b) A short advertisement of vacancies would be issued minimum in 2 National Daily newspapers and detailed advertisement in website of CIL would be made prior to selection.



- c) The detailed advertisement will also consist of the details of the form in which applications are to be submitted. A sample application format is attached as **Annexure I**.
- d) A Scrutiny Committee will be constituted with the approval of the Chairman, CIL. The members of the Committee will be not less than E8 grade. The Committee will screen the applications received against the notification as per the following predefined criteria:

Sl.	Parameters		Max Marks
1	<b>Qualification:</b>		10 marks
	i. Ph.D. or Doctorate degree in Management/ HR/ Behavioural Science	10 marks	
	ii. Degree in Engineering (any discipline)/ CA/ MSW/ MBA or equivalent.	7 marks	
2	<b>Post qualification experience:</b>		10 marks
	i. Minimum required experience	6 marks	
	ii. For each completed year of experience beyond the minimum required experience	2 marks	
	iii. Published papers in reputed journals of National/ International significance.	1 mark per each paper	
3	<b>Relevance of the experience with regard to the prospective role of ED (IICM)</b>	20 marks	20 marks
4	<b>Two page write-up of the candidate's vision on IICM &amp; how he/ she will contribute to CIL's Vision &amp; Mission {to be collected along with the application form}</b>	10 marks	10 marks
<b>Minimum total marks (1+2+3+4) for empanelment</b>		30 marks	50 marks

Note: The marks under each parameter for the candidates to be decided by Scrutiny Committee in consensus.

The Scrutiny Committee will scrutinize all applications on the basis of above criteria and submit two separate lists namely empanelled & non-empanelled list of candidates. Out of the empanelled list, first 15 candidates would be called for interview.

In case of tie in total marks obtained, the candidates to be called for interview will be decided on the following basis:

- The marks obtained in two page write-up will be considered i.e., candidate with higher marks in the two page write-up will be placed above in the panel.
- If the marks obtained in the two page write-up criteria are same, then relevance of experience criteria will be considered i.e., candidate with higher marks in the relevance of experience criteria will be placed above in the panel.
- If the marks obtained in the above two criteria are same, then post qualification experience criteria will be considered i.e., candidate with higher marks in the post qualification experience criteria will be placed above in the panel.



- iv. If the marks obtained in the above three criteria are same, then qualification criteria will be considered i.e., candidate with higher marks in the qualification criteria will be placed above in the panel.
  - v. If the marks obtained in all the criteria are same, then candidates whose Date of Birth is earlier will be considered for placing above in the merit panel.
- e) The candidates called for interview would be required to present themselves along with all the documents needed in original plus 2 copies at the time of the interview. Any candidate whose application is incomplete or any discrepancy is found w.r.t. eligibility criteria, then such candidate will not be considered for interview.
- f) A Selection Committee to be constituted with the approval of the Chairman, CIL will select ED(IICM) through personal interview. The members of the Committee will be as follows:
- i. Chairman, CIL as Chairman of the Committee
  - ii. Director (P&IR), CIL
  - iii. One more Functional Director of CIL
  - iv. Upto 2 CMDs of Subsidiary Companies
  - v. One External expert\*
- \*The honorarium to the external expert shall be decided by the Chairman, CIL as per the extant guidelines followed in the DPCs for promotion to E9 grade.*
- g) The Selection Committee would recommend the name of the selected candidate for approval of Chairman, CIL.
- h) Offer of engagement specifying the tenure and other terms and conditions of the engagement will be issued by CIL Recruitment Department. A draft Offer of engagement is attached as **Annexure II**.
- 3. Savings**  
The procedural aspects of engagement may be amended with the approval of Chairman, CIL as per administrative requirements.

**Annexure I****Sample Application form for the post of ED (IICM)**

Registration No: \_\_\_\_\_

Name:		<i>Recent Passport size self-attested Photograph</i>				
Gender:						
Father's / Spouse's Name:						
Nationality:						
Date of Birth:						
Category: << SC/ ST/ OBC(NCL)/ EWS >>		Religion:				
AADHAR No.		PAN No.				
Bank A/c No. along with Bank & Branch Name		IFSC Code:				
<b>Address for Communication</b>						
House No./ Flat No:						
Street:						
Post Office:		Pincode:				
District:		State:				
Mobile No.:		e-Mail ID:				
<b>Qualification Details (from Graduate level onwards)</b>						
Sl. No.	Examination Passed	Specialization (if applicable)	Year of Passing	Name of the Institute	Board/ University	% of Marks



Experience details since beginning of the career						
Sl. No.	Name of Organization	Details of Organization	Post held with scale of Pay or equivalent	Nature of work/ Tasks performed	From Date	To Date
Details of Publications and Research works:						
Details of experience/ proficiency in HRD:						

**Enclosures:** The following documents are to be enclosed along with the application form in 2 copies:

1. Passport size photograph
2. Copy of proof of Date of Birth
3. Copy of Category certificate, if applicable
4. Copy of Qualification certificates
5. Copy of Experience certificates
6. Two page write-up by candidate on his/ her vision on IICM & how he/ she will contribute to CIL's Vision & Mission {*Not more than 1000 words in Times New Roman font size 12 with single spacing*}

**Note:**

1. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies at the time of the interview.
2. Any candidate whose application is incomplete or any discrepancy found w.r.t the eligibility criteria, then such candidate will not be considered for interview/ selection.
3. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.



4. The applications of candidates from PSEs/ Government sector will be considered only if it is received through proper channel or with No Objection Certificate.

### **Declaration**

I do hereby declare that the above information as furnished by me is true to the best of my knowledge. I also give undertaking that at any point of time, if any of the above information is found false, it will automatically lead to cancellation of my contract and will also make me liable for prosecution under law.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

**Station:**

**Date:**

**Signature of the Applicant**





**Annexure II**

**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

ACTION AREA-1A, NEW TOWN, RAJHARHAT

KOLKATA-700156 (WB)



**एक महारत्नकंपनी**

**A Maharatna Company**

**PERSONNEL DIVISION**

**RECRUITMENT DEPT**

CIN:L23109WB1973GOI028844

E-MAIL: gmrectt.cil@coalindia.in

TEL: 033-7110 4282

FAX: 033-2324 4140

WEBSITE: www.coalindia.in

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

Ref: \_\_\_\_/\_\_\_\_/ED(IICM)/

Dated: \_\_\_\_\_

Shri/ Ms \_\_\_\_\_

**Subject: Offer of Engagement as ED (IICM)**

**Dear Sir/ Ma'am,**

Considering your performance in the selection process, the Competent Authority is pleased to engage you as ED (IICM) for a period of \_\_\_\_ year(s) from the date of your joining for the following job:

*To function as head of Indian Institute of Coal Management (IICM) with overall responsibility for the administration and management of the Institute.*

The terms and conditions for your engagement will be as under:

- You will be paid \_\_\_\_\_ as consolidated monthly remuneration.
- You will be governed as per the terms & conditions for Engagement of ED (IICM) on fixed tenure contract basis (attached) and amendments issued thereunder from time to time.

Please confirm acceptance of aforesaid engagement.

If you don't join within 15 days from the issue of this offer of engagement, the offer will stand withdrawn automatically.

Yours faithfully,

General Manager/ HoD (Pers/ Rect),  
Coal India Limited.



## **Terms & Conditions for engagement of Executive Director (IICM) on fixed tenure contract basis**

### **1. Contract period**

- a) The contract period of ED (IICM) should normally be for two years. However, it can be extended at the discretion of the Chairman, CIL in the interest of the Company for additional period upto two years (cumulative maximum four years) in not more than two spells. Any further engagement beyond four years can only be through fresh selection process and notification of vacancies.
- b) Any such engagement will not be beyond his/ her attaining the age of 65 years.
- c) The contract will automatically cease to exist on expiry of the period of contract or on the date of attainment of 65 years of age and for this, no separate notice would be necessary.

### **2. Consolidated monthly remuneration & other benefits**

The incumbent is eligible for consolidated monthly remuneration as under:

Till the age of 60 years	₹2,50,000/- plus statutory retiral benefits.
Beyond 60 years of age	₹3,00,000/- only.

Apart from monthly remuneration, the incumbent will be eligible for the following additional benefits:

#### **a) Variable Annual Increment linked to performance**

The incumbent is not eligible for Performance Related Pay (PRP). However, a variable annual increment of monthly remuneration will be applicable as on 1<sup>st</sup> April based on the performance rating of the last FY as under:

<b>Performance Rating</b>	<b>Variable Increment of remuneration</b>
Outstanding	7%
Very Good	5%
Good	3%
Fair	1%
Poor	0%

However, the entitlement of variable increment of the first FY after engagement would be regulated as under:



Engagement Period of the first FY	Entitlement of Variable Increment
< 3 months	No increment
> = 3 & < 6 months	Half of Variable increment
> = 6 & < 9 months	Three fourth of variable increment
> = 9 months	Full increment

The increment will be payable as a separate component and not to be linked with the fixed monthly remuneration of ₹2,50,000 or ₹3,00,000, as the case may be.

**b) Accommodation facility**

Suitable Company's accommodation will be provided as applicable to on-roll Executives against the standard rent fixed by the Company and it is necessary for the incumbent to stay inside the Institute campus.

**c) Medical**

The incumbent will be entitled for medical facilities for self, spouse & dependents as per the Coal India Medical Attendance Rules (MAR) during the period of engagement.

**d) Leave**

The incumbent will be entitled for paid leave of 15 days in every six months in addition to the casual leave of 12 days and paid holidays in the establishment. The paid leave shall be regulated as per the provisions of EL (Earned leave) applicable to the Executive cadre employees under the Coal India Executive Leave Rules 2010. However, the paid leave admissible as above is not encashable. The accumulated leave shall stand lapsed on expiry of period of engagement.

**e) TA/ DA**

Whenever tours are undertaken by the incumbent, the TA/ DA and other boarding/ lodging charges will be payable as per the entitlement applicable to the regular on-roll Executive Director.

**f) Superannuation Benefits**

Till attaining the age of 60 years, the incumbent is eligible for statutory retiral benefits like Gratuity & CMPF/ CMPS. Contributions for the said retiral benefit would be made by Employer and the incumbent at par with on-roll Executives on monthly basis as per the respective Acts/ Rules.

For the purpose of superannuation benefits, the Basic Pay & DA for the incumbent will be fixed as ₹1,50,000/- for the entire period of engagement.

If the candidate is already a member of EPFO, then he/ she will continue to be a member of EPFO instead of CMPF/ CMPS and the percentage contribution of Employer and the incumbent will be regulated accordingly.



The above mentioned superannuation benefits will not be applicable for incumbents beyond the age of 60 years.

The incumbent will not be eligible for other non-statutory retiral benefits like Post-retiral medical benefits and defined contribution pension for the period of engagement with CIL as ED (IICM).

### **3. Other Terms & Conditions**

#### **a) Secrecy**

The incumbent will maintain all information/ documents/ materials gathered during the course of the engagement in strict confidence. He/ she will not copy or make notes of such information/ documents except in connection with the work for the Company. He/ she will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for his/ her own or anyone else'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 him/ her or the Company in the normal course of the engagement with the Company.

The incumbent shall, while demitting the Office, handover all information/ documents/ materials under his/ her possession, during the engagement period, to the immediate Reporting Authority.

#### **b) Joining**

The candidate is required to join within 15 days from the date of issuance of offer of engagement or in exceptional circumstances, as approved by the Director (P&IR), CIL. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdrawn automatically.

#### **c) Other Conditions**

- i. Selection of ED (IICM) is subject to Character and Antecedent verification of the candidates, which would be done post appointment. In case, any discrepancy or concealment of information is found, the contract period will be terminated with immediate effect without any notice period.
- ii. The incumbent would be stationed at IICM, Ranchi & reports to D(P&IR), CIL. However, based on the requirement of the Company, Management will be within its rights to extend the services of the incumbent, anytime, to any Establishment of the Company/ Strategic location.
- iii. The offer of engagement shall not confer any right for regular appointment in CIL & its Subsidiaries.
- iv. No TA/ DA will be admissible for attending interview. However, the Candidates would be eligible for reimbursement of cost of fare incurred at the time of initial medical examination & joining equivalent to AC 2 Tier (2<sup>nd</sup> AC)/ Air travel (Economy Class) by the shortest route for self.
- v. During course of the engagement, the incumbent will employ himself/ herself efficiently, diligently and shall devote his/ her whole time and attention to the



interest of the Company to the best of his/ her ability, generally carry out work as assigned to him/ her and shall comply with all lawful orders and directions given by the immediate reporting authority. The incumbent shall honestly and faithfully serve the Company during the period of engagement.

- vi. The incumbent will function as Head of IICM with overall responsibility for the administration and management of the Institute and will exercise the power of Head of IICM or ED, whichever is higher, during the period of engagement.
- vii. Extension of contract will be granted based on the performance of the incumbent as per Clause (1) above. At the end of every financial year, the performance would be reviewed as per the prescribed format (**Annexure III**).
- viii. Any absence from work for a continuous period of fifteen days or more without proper written permission of the Reporting Authority will amount to voluntary abandonment of engagement and automatic termination without any notice or payment in lieu of notice period.
- ix. If the incumbent is either rated as “Poor” in any FY or “Fair” in two consecutive FYs, then his/ her engagement would be terminated as per sub-clause (x) below.
- x. The period of engagement is liable to be terminated at any time without assigning any reason thereof after giving one month’s notice or on payment of one month’s remuneration in lieu thereof on either side.
- xi. During the period of engagement, the incumbent will be governed under CDA Rules of the Company.
- xii. In respect of any other item concerning the terms & conditions of ED (IICM) which is not covered under the preceding paras, the same will be governed by the relevant Rules/ instructions applicable to regular on-roll Executive Director with the specific approval of the Chairman, CIL.

#### **4. Interpretation**

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



**Performance Appraisal Report of ED (IICM)**

Name	
EIS No.	
Designation	
Date of Joining	
Period of Contract	From: _____ To: _____
Period of Appraisal	From: _____ To: _____

**Tasks & Target for the year** – to be set on mutual discussion between Self & First level Assessing Authority during the beginning of the FY or on change of job assignments {Maximum 10 No. of tasks}.

Sl.	Tasks	Deliverables	Timeline
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Date:**

**Signature of Self**

**Acceptance of First level Assessing Authority**

**Date:**

**Signature of First level Assessing Authority**



<b>First level Assessing Authority</b>	
Assessment of First level Assessing Authority	<input type="checkbox"/> Outstanding [90 to 100] (Consistently exceeds Company's expectations) <input type="checkbox"/> Very Good [70 to 89] (Consistently meets Company's expectations) <input type="checkbox"/> Good [50 to 69] (Meets Company's expectations most of the times) <input type="checkbox"/> Fair [33 to 49] (Partially meets Company's expectations) <input type="checkbox"/> Poor [0 to 32] (Consistently does not meet Company's expectations) <p>{tick relevant box}</p> Assessment Score in the scale of 1 to 100, 100 being best: <input type="text"/>
Whether can be recommended for extension, if applicable.	<input type="text" value="Y/N"/> Reasons _____ _____
<b>Date:</b> _____ <b>Signature of the First level Assessing Authority</b> _____	

<b>Final level Assessing Authority</b>	
<input type="checkbox"/> I agree with the above. <input type="checkbox"/> I do not agree with the above with revised assessment rating along with reasons _____ _____ _____	
{tick relevant box}	
Assessment Score in the scale of 1 to 100, 100 being best: <input type="text"/>	
<b>Date:</b> _____ <b>Signature of the Final level Assessing Authority</b> _____	

*Copy of the duly filled appraisal report for a FY to be sent to GM/ HoD (P/Rect) of CIL by 30<sup>th</sup> June of the subsequent year.*