



एक महारत्न कंपनी  
**A Maharatna Company**

## **INVITING APPLICATIONS FOR EXCITING CAREERS IN LEGAL FUNCTION**

**ADVT NO. – 01/2017**

**Coal India Limited (CIL)** - a Schedule 'A' - **MAHARATNA** Public Sector Undertaking under Ministry of Coal, Government of India, is the single largest coal producing company in the World and the largest corporate employer with approx 3.2 lakh employees, contributing around 84% of the total coal production in India. We produce non-coking coal and coking coal of various grades for diverse applications. It operates 413 mines in 82 mining areas across eight states in India (West Bengal, Jharkhand, Orissa, Madhya Pradesh, Maharashtra, Chhattisgarh, Uttar Pradesh & Assam). In Financial year 2015-16, Coal India produced 538.75 million tonnes of coal and has plans to increase its production up to 600 million tonnes by the end of 2016-17. 76% of total coal production of CIL caters to 98 out of 101 coal based thermal power stations of the country. **It has recorded a gross sales of ₹ 1,08,150.03 Crores with profit after tax of ₹ 14,274.33 Crores in financial year 2015-16.** The Company is also undertaking many mining operations abroad and joint ventures.

Coal India invites application from dynamic, result oriented, suitably qualified, experienced and motivated individuals in Legal discipline as detailed under:

1. **Designation & Grade:** General Manager (Legal) in E8 Grade
2. **Number of Posts:** 02 (UR – 02)
3. **Cut-Off Date:** 31-Oct-2016  
(For Age, Qualification, Experience, etc.)
4. **Age Limit:** 53 years (as on 31-Oct-2016)
5. **Scale of pay:** ₹ 51300 -73000
6. **Selection Mode:** Personal Interview

## 7. Qualification & Experience:

Minimum Qualification	Minimum Experience
a) Five years integrated law (LLB) with 55% of marks  OR  b) Graduate with minimum 55% marks with 03/05 year LLB with 55% marks	a) 21 years post qualification experience as Legal Practitioner in Hon'ble High Courts / Hon'ble Supreme Court or both courts together conducting cases on behalf of Govt and/or on behalf of Central PSU / State PSU.  OR  b) 21 years post qualification experience working in Legal Department of Central / State Govt. / PSUs / Public Sector Banks & Insurance Companies in handling of Labour / Industrial / Civil / Taxation / Service Matters / Consumer Disputes / Competition Law / International Contract Matters and must be in the pay scale of ₹ 43200-66000 or equivalent scale of pay.  OR  c) 21 years post qualification experience as an Executive in a large reputed Industrial Organization in private sector and presently heading the Legal Department and directly reporting to CEO of the company with an annual turnover of ₹ 5000 crores.  OR  d) 21 years post qualification experience in Judicial Service of any State.

## 8. Application Fee – NIL

## 9. Procedure of Application:

- a. Through hard copy application in prescribed format to be downloaded from the CIL website.
- b. The application completed in all respects along with above enclosures is to be sent to the office of General Manager (Pers/Rectt), CIL through Ordinary / Speed post or Courier.

## 10. Last date of receiving application form (on or before): 3-Feb-17

## 11. Other Terms & Conditions:

- i. **Only Indian Nationals are eligible to apply.**
- ii. Superannuation age is 60 years.
- iii. Completed application form is to be supported with the self-attested copies of all the certificates viz. DOB, Caste, Educational Qualification, Experience, etc.

- iv. Wherever CGPA/OGPA or any other grading system in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute. The candidate has to produce a certificate of such norms issued by the Competent Authority of his/her University/Institute at the time of Personal Interview.
- v. Candidates are advised to give specific, correct and full information. All original certificates/document in support of information furnished in the application form are to be produced at the time of Personal Interview, failing which the candidates may be disqualified for appearing in the Personal Interview. Candidature of the candidates is also liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- vi. In case of variation of Name/Surname/Name-spelling mentioned in the Application cum bio-data with that of educational/professional qualification certificates/caste certificate, the applicant should submit certificate from SDM (Sub-Divisional Magistrate) or Competent Authority, failing which the application will liable to be cancelled.
- vii. The mere fact that the candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered for selection process. In case of overwhelming response, CIL reserves the right to shortlist the candidates. Only shortlisted candidates will be intimated through e-mail for the proposed Personal Interview date.
- viii. Management reserves the right to interview the shortlisted candidates only. Canvassing in any form or bringing outside influence will disqualify the candidates for being considered for the position.
- ix. Vacancies mentioned in the advertisement are tentative.
- x. Candidates employed in Central Govt. /State Govt. /Public Sector Undertakings / Autonomous Bodies are advised to send their applications through proper channel. Other candidates can send their application directly to the address mentioned at the end of the advertisement for this purpose.
- xi. Candidates employed in Central Govt. /State Govt. /Public Sector Undertakings / Autonomous Bodies should produce NOC from Competent Authority at the time of interview in case the application is not forwarded through proper channel.
- xii. Management will not take any responsibility for any delay in receipt / loss of any application in postal transit.
- xiii. Candidates are advised to keep their **e-mail ID & Mobile Number** active for one year. All future correspondence will be sent via e-mail only.
- xiv. Shortlisted candidates called for personal interview will be reimbursed “to and fro” **Economy Class Air Fare / AC-I class** by shortest route on production of ticket.
- xv. Travelling allowance will not be paid to such candidates who are disqualified to appear in the Personal Interview because of failing to produce requisite certificates/documents in original.
- xvi. Medical Examination: Before joining service, the selected candidates will have to undergo Initial Medical Examination (IME) by the company Medical Board as per the

“Medical Attendance Rules (MAR)” of the company and the decision of the board will be final and binding. You are advised to refer to the details available on our website to understand the prescribed medical norms.

- xvii. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement shall be subject to jurisdictions of Hon’ble Courts at Kolkata. In case of any ambiguity / dispute arising on account of interpretation other than English, the English version will be final.
- xviii. For any query / clarifications regarding content of the advertisement, please send email to [lateral\\_recruitment.cil@coalindia.in](mailto:lateral_recruitment.cil@coalindia.in)
- xix. **Any addendum / corrigendum to the above advertisement will be hosted on career section of CIL website only. Candidates should visit the website regularly to keep themselves updated.**
- xx. CIL reserves the right to cancel this advertisement / recruitment without assigning any reason at any stage of recruitment process.
- xxi. Envelope containing the completed application form with required enclosures should be super-scribed as “**POST APPLIED FOR – GENERAL MANAGER (LEGAL)**” on the top of the envelope.
- xxii. Completed Application is to be sent to:

**General Manager (Personnel/ Recruitment)**  
**Coal India Limited**  
**Coal Bhavan,**  
**Premises No.-4, MAR Plot No AF-111,**  
**AA-1A, New Town, Rajarhat,**  
**Kolkata 700156**

**12. Important Date(s)**

Cut-off date for age, experience and qualification	31-Oct-2016
Last date for receiving Application through Ordinary/Speed Post or Courier	3-Feb-2017

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