



Coal India Limited
(A Govt. of India Undertaking)
(A Maharatna Company)

Detailed Advertisement for Recruitment of Company Secretary in E6, E7 and E8 Grades in Executive Cadre

Advertisement No. 04/2021

LAST DATE FOR RECEIPT OF APPLICATIONS – 29.07.2021

Coal India Limited (CIL) - A Schedule A, “MAHARATNA” Public Sector Undertaking under Ministry of Coal, Government of India, with Corporate Hqrs at Kolkata, is the single largest coal producing company in the world with the largest corporate employer with approx. 2.62 lakhs employees, which contributes around 83% of the total coal production in India.

CIL is looking for Enterprising, Dynamic and Experienced COMPANY SECRETARY to work in CIL and its eight Subsidiary Companies, BCCL-Dhanbad(Jharkhand), CCL-Ranchi(Jharkhand) CMPDI- Ranchi, ECL-Sanctoria(West Bengal), NCL- Singrauli (Madhya Pradesh), SECL-Bilaspur(Madhya Pradesh), MCL-Sambalpur(Orissa),and WCL-Nagpur(Maharashtra).If you are ready to accept the challenge and meet our requisite criteria, this is your best opportunity to join CIL. Applications in the prescribed format attached herewith are invited for the following Posts:-

Details of Vacancies:

Sl. No.	Name of the Post and Grade	Number of Post	Scale of Pay(₹)	Upper limit	Age
1	General Manager (Company Secretary) in E-8 grade	01	1,20,000-2,80,000	55	
2	Ch. Manager (Company Secretary) in E-7 grade	03	1,00,000-2,60,000	52	
3	Sr. Manager (Company Secretary) in E-6 grade	04	90,000-2,40,000	48	

Note- 1. One Candidate can apply for one Post only.

2. Higher Starting pay in the scale may be offered to exceptionally qualified and experienced candidates.

3. Candidates who had applied against no. 02/2021 for the posts in above grades are required to apply afresh.

4. If any of the candidates who had applied earlier for the posts in the lower grades, against notification no. 02/2021, and meet the prescribed criteria of the above mentioned grades, they may apply afresh against the current notification. However, their applications for lower post already received if any will not be considered.

Educational Qualification & Experience: -

1. Essential: -

Acquired Company Secretary Qualification with Associate/Fellow membership of ICSI along with a Graduation in any discipline from a recognized University/Institute.

2. Added Advantage: - Full time UG/PG Degree in Law OR Chartered Accountant.

3. Post Qualification Experience:-

a. For candidates from PSEs/Govt/ Sector

Grade	Min. No. of Years
E8	17 years
E7	15 years
E6	13 years

The applications of a candidate from PSEs/Government Sector will be considered for particular grade only if the candidate has minimum two years' experience(residency period) in the immediate lower grade.

In case of Selection in the parallel grade, the Grade Seniority and the Basic Pay would be protected.

b. For candidates from Private Sector

Grade	Min. No. of Years
E8	19 years
E7	17 years
E6	15 years

The applications of candidates from Private Sector will be considered only if:-

The candidates have the required years of relevant post qualification experience in organization having net worth of minimum ₹. 500 crores with an average annual turnover of ₹. 1,000 crores or more (to be ascertained based on its audited Balance Sheet along with details of Equity Share Capital and details of other equity and Profit/Loss account for immediate past 3 years of last 3 FYs)

c. Candidates applying for E7/E8 grades should have at least 03 years of experience in a listed company out of his/her last 07 years.

Nature of Experience:

Relevant post qualification experience means relevant work experience in a Company Secretarial set-up with good understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, Competition Act, FEMA Act, Listing requirements, maintenance of statutory books/ registers/ records/ etc., Memorandum and Articles of Association.

It also includes having good knowledge of process, procedures and formalities of Public issue/ Right issue/ Bonus issue/ Split/ allotment of shares & certificates thereon/ listing of shares/ dividend payment/ monitoring activities of share transfer agents regarding share transfer/ demat/ etc.

Details of VACANCIES:- (Tentative)

The break-up of vacancies in different grades is indicated below: -

Grade	Total	UR	OBC(NCL)	SC	ST	EWS
E6	4	2	1			1
E7	3	3				
E8	1	1				
TOTAL	8	6	1			1

- Reservation is applicable for Persons with Disability (minimum 40% Disability) as per Government of India norms against the identified posts. Total 01 vacancy is reserved for PWD which is in E-2 grade and action for filling the post will be taken up separately while recruiting E2 grade Executives in CS Cadre
- 03 posts in E3, E4 and E5 for SC and 01 post in E-4 grade for ST is Reserved as specified in the advertisement no.-02/2021

NOTE- The above vacancy indicated may increase or decrease as per requirement.

Reservations and Relaxations:-

1. Reservations and relaxations for OBC (Non-Creamy Layer)/EWS candidates will be provided as per guidelines of Govt. of India for the purpose. A person who wants to avail the benefit of reservation will have to submit a certificate issued by the Competent Authority.

OBC (Non-Creamy Layer) category candidates applying against General (UR) category post shall be considered against the general category merit and no relaxation in Upper Age Limit is applicable to them.

The authorities empowered to issue caste certificates are:-

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra-Assistant Commissioner.
- ii. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate
- iii. Revenue officer not below the rank of Tehsildar.
- iv. Sub-Divisional Officer of the Area where the candidate and/ or his family normally resides.

Age- relaxation to Ex-servicemen/Dependents of those who died in riots of 1984 (Dep 1984)/ Dependents of Defence Persons Killed in Action (DODPKIA) as per DoPT guidelines.

The Upper Age limit is relaxed subject to the condition that the maximum age of the applicant on the date of notification i.e. 30.06.2021 shall not exceed 56 years.

2. Departmental candidates mean employees of CIL and its Subsidiaries and not others. They should indicate their designation, EIS /NEIS, Place of Posting and Company in the Application Form. Relaxations for employees of Coal India Limited or its Subsidiary companies applying against the advertisement will be as per the rules of the company i.e., there will be no age limit. But they have to fulfill all other advertised norms at par with the outsiders.
3. EWS/OBC applicants must submit copy of caste/category certificates, as per the format attached with the notifications, if applicable.

4. If the EWS/OBC certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in English.

How to apply

1. Eligible applicants have to submit their Application (Hard Copy) in the Format which may be downloaded from the Web Site www.coalindia.in and send through speed post to General Manager (Personnel/Recruitment), COAL INDIA LIMITED, COAL BHAWAN, PREMISE NO-04-1111, AF-111, ACTION AREA-1A, NEW TOWN, RAJARHAT, KOLKATA- 700156.
2. Applicants must invariably super scribe the Post and Grade applied.
3. Application is to be submitted along-with 2 self-attested recent passport photographs (with full name written on the backside for identification) and also self-attested copies of documents/certificates in support of claim regarding age, qualification, experience etc.,
4. Non- attachment of required documents as per application format will be treated as incomplete application and will be rejected forthright.
5. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email address, contact mobile number, address for correspondence, Aadhar card number/Pan Number/ Bank Account Details (Name of the Bank, Account Number, IFSC Code, MICR Code.) etc.
6. The applicant should affix her/his one passport photograph in 4.4 cm x 5.8 cm dimensions on the application in the space provided. The Second one should be attached with it and not pasted.
7. In case of variation of Name/ surname/name, spelling mentioned in the Application cum Bio-data with that of educational/ professional qualification certificates/caste certificates the applicant should submit certificate from SDM or equivalent competent Authority, failing which the application will be liable to be cancelled.
8. Applicant is requested to enter her/his active email address and mobile phone number which should be valid at least till the interviews are held as all important communications will be sent to this email id and Mobile number.
9. Candidates who are working in Public/Govt Sector should forward their Applications through proper channel clearly indicating their present grade and present scale of pay separately or NOC should be submitted at the time of interview failing which their candidature will be rejected.
10. Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

Selection Process

Selection will be on the basis of Qualification, Relevant Post qualification experience and Personal Interview.

Travelling Allowance (TA) for appearing in interview:

1. Only those outstation applicants who are shortlisted and are called for interview, will be re-imbursed to and fro fare by the shortest Route on production of original tickets/boarding passes.
2. Re-imburement in respect of the posts of E6 grade will be AC 2 tier train fare and in respect of the posts from E7 and E8 Grades it will be Economy Class Air fare or AC 2 tier.
3. The amount towards reimbursement of TA will be remitted to the bank account of the candidates.
4. No cash Payment shall be made.
5. If applicant is not interviewed due to non-meeting the eligibility criteria or non-production of the required documents including NOC, no travelling expenses will be reimbursed.

Documents to be attached with the Application: -

1. Graduation Certificate,
2. LLB passing Certificate or CA Qualified Certificate
3. Associate/Fellow Membership Certificate of Institute of Company Secretaries of India
4. Experience Certificate/s in chronological order
5. Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/Government issued ID.
6. NOC of the Present Employer, clearly mentioning the grade, as well as scale of pay separately, if working in Central/State Govt./PSUs/Aided Institutions etc., if applicable
7. For candidates from Private Sector- Copy of audited Balance Sheet along with details of Equity Share Capital and details of other equity and Profit/Loss account for immediate past 3 years regarding annual turnover and net -worth.
8. For candidates applying for E7/E8 grade, experience of working in a listed company and period of working.
9. Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview, if called for.

The following original documents will be verified at the time of interview. Non Production of original documents will debar the candidate from appearing for the interview.

a. Date of Birth (DoB) proof:

- I. Xth Std Passing Certificate indicating Date of Birth
- OR

- II. School Leaving Certificate

b. Qualification

- (i) All Certificates/Mark Sheets for each Year/Semester in support of Educational/Professional Qualification, as prescribed.
- (ii) Applicants who are awarded gradation under the CGPA system are required to bring proof issued by the University/Institute converting the CGPA gradation in to appropriate percentage.

c. Experience Certificates.

d. Caste Certificate.

c. All other certificates as per the application submitted

Important Dates

The Last date for submission of application will be i.e. 29/07/2021 (including departmental candidates).

Interview Centres

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 subsequently through email.

General Terms/Conditions

1. Only Indian Nationals are eligible to apply
2. Mode of Selection: The mode of Selection is through shortlisting of eligible applications and Personal Interviews for shortlisted eligible candidates. Shortlisting for interview will be purely provisional.
3. Candidates should bring along 2 sets of photocopy of all documents at the time of interview.

4. Mere fulfilment of eligibility conditions as laid down in the advertisement does not entitle a candidate to be called for Interview
5. Shortlisting for interview will be as under:-

No. of vacancies	No. of Candidates to be called for interview
1	5
2	8
3	10
4 or more	1 : 3 ratio
For EWS/OBC/SC/ST/ Category	1 : 3 ratio against each category

6. If suitable candidates are not found among the candidates interviewed, CIL reserves the right to call for interview from the remaining eligible applicants.
7. Candidates may note that mere empanelment does not make them entitled for recruitment.
8. For all the posts - Age, Qualification & experience would be as on the date of notification i.e. 30.06.2021
9. All qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities
10. Before submitting the application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post applied.
11. In case of more than one application by candidate for the post, only latest application will be considered.
12. No modifications are allowed after candidate submits the application form. If any discrepancy is found in the data filled by the candidate in the Application and that of the original testimonies, the candidature of such candidate is liable to be rejected. Hence, utmost care should be taken to furnish correct details while submitting the application.
13. CIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without assigning any reason thereof. CIL may at its discretion, re-conduct Interview in case of any eventualities.
14. Appointment of the selected candidate will be subject to medical fitness by the Medical Officer of CIL as per company rules.
15. Appointment of the candidate in CIL will be subject to verification of Character & Antecedents by the prescribed authorities
16. The posts advertised carries with it the liability to serve in any of the Subsidiary of Coal India Limited depending upon CIL requirement.
17. If, at any stage of the recruitment process or subsequently, it is found that, the applicant:
- has provided wrong information or submitted false documents or
 - has suppressed relevant information or
 - does not meet the eligibility criteria for this recruitment or
 - has resorted to unfair means during selection process or
 - is found guilty of impersonation or
 - Created disturbance affecting the smooth conduct of the Physical Assessment & Command Test/Personal Interview.
 - She/he will be liable to be disqualified, prosecuted and debarred for all appointments in CIL and her/his application/appointment will be cancelled/rejected forthwith.
18. Applicants applying in response to this advertisement may please visit CIL website i.e. for latest updates in this regard from time to time.
19. Canvassing in any form will be a disqualification.
20. Legal jurisdiction will be Kolkata only.

Contact Us :

1. In case of any problems faced by the candidates in filling up the application, they may contact the help desk on the phone number: 033-71104276/4278 from between **10 AM to 5 PM on the working days i.e. Monday to Friday.**
2. Any further information/corrigendum/addendum etc., pertaining to recruitment will be uploaded on the website www.coalindia.in only and as such, candidates are advised to visit the same frequently.

CIL's DECISION FINAL

The decision of Chairman CIL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s) and interviews and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

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General Manager (Personnel/Rectt.)
Coal India Limited, "Coal Bhawan",
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New Town, Rajarhat, Kolkata-700156