

कोल इण्डिया लिमिटेड

महारत्न कम्पनी
(भारत सरकार का एक उपक्रम),
"कोल भवन", कर्मिक विभाग, 2 तल,
प्रेमिसेस न.04 एम.ए.आर., प्लॉट 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-Materials & Contracts/ **B-617**

Date: 03.08.2021

Notification for engagement of full time Advisor (Materials & Contracts) 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 Advisor (Materials & Contracts) from retired executives of Materials Management & Contract Management in E-8/ E-9 grades from PSU/autonomous organizations of Central/ State Govts., Officers of Class-C & above of Central/ State Govts. (Non-Clerical) on contractual basis for an initial period of 03 months (extendable upto 06 months).

1. Eligibility criteria:

- (i) The candidate should have worked for atleast 25 years in Procurement and experience in Contract Management will be an added advantage.
- (ii) A minimum five (05) years compounded experience of working in Subsidiary Head Quarter/ Corporate Office including Area/ Project is mandatory.

2. The contract may be extended for a period of 06 months or till the attainment of age of 65 years whichever is earlier, depending upon requirement and satisfactory performance and fulfillment of norms as per Policy. VRS optees will not be considered.

No. of posts	01 (One)
Maximum age limit	Not more than 64 years as on 01.08.2021
Nature of work	The role of Advisor, with respect to the specified discipline, will broadly include- <ol style="list-style-type: none">a) Contributing towards plan and execution of new policy and guidelinesb) Contributing in overcoming major constraints & bottleneck faced by departments of the domain they are engaged for.c) Identifying the "areas of improvement" in the domain and to suggest the way out.d) Identifying non-value adding activities that may be eliminated and to advice on the gainful alternative deployment of system/ procedures that were engaged in such non- value adding activities.e) Capacity building of the department for being self- reliant in their respective domain.f) To come out with innovative ideas to simplify and shorten the process of workflow reasonably to accelerate the pace of obtaining and end result.g) Taking up specific Task/ Projects, formulating schemes etc. and playing the role of Change Agent in execution of such Task/ Projects.h) Any other jobs assigned to him/her as per requirement.

4

Remuneration
and other
Benefits

- (i) Consolidated Monthly Compensation
Retd. E-8- Rs. 1,05,000/-, Retd. E-9- Rs.1,20,000/- or equivalent.
- (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 Kolkata or HQs of any subsidiaries of CIL.
- 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.

1

	<p>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.</p> <p>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. 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>
--	--

The Application Forms can be download from CIL's website www.coalindia.in under the caption "Career with CIL".

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.

These documents along with application format should reach the office of GM(P-EE)CIL, Coal Bhawan, Action Area 1A, Newtown, Rajarhat, Kolkata, Pin- 700156, West Bengal **latest by 18th August, 2021, 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 18TH August, 2021 5:00PM 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.


 General Manager (P/EE)
 Coal India Limited

Distribution:

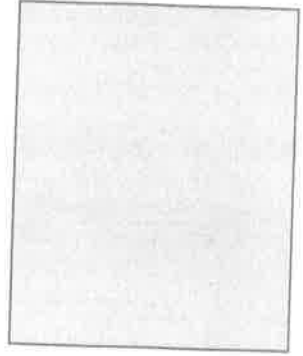
- 1) Director (Tech.)/ Director(Marketing)/Director(P&IR)/CIL/Director (Finance) CIL Kolkata
- 2) CVO, CIL, Kolkata
- 3) Director (Personnel),WCL/ECL/CCL/MCL/NCL/BCCL/SECL
- 4) Director (T/P&D), CMPDIL, Ranchi
- 5) ED(Co-ordination)/ TS to Chairman, CIL, Kolkata
- 6) GM(CC/PR) CIL Kolkata
- 7) GM (System)/HOD (System), NCL/ECL/SECL/CCL/BCCL/WCL/MCL/CMPDIL- with a request for uploading the notification on their official website.
- 8) HOD (Systems), CIL, Kolkata- with the request to upload on CIL website.
- 9) General Manager (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) Sr. 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

2

APPLICATION FORMAT

For the Post of Senior Advisor (Materials & Contracts) in Coal India Limited

1. Name (in block letter):
2. EIS No. (if retired from CIL):
3. Father's Name:
4. Present address for communication:
5. Contact No. a) Telephone:
b) Mobile:
6. E-mail ID:
7. Permanent Address:
8. Caste (Gen/ SC/ST/OBC):
9. Date of Birth:
10. Educational Qualification:
11. Experience:
12. Details as prescribed below:



Name of Organisation/ Deptt.	Last Held Post	Grade	Basic Pay with Grade Pay (where applicable)	Discipline	Period of last post held	Remark

13. Special Achievement (if any):
14. Details of any Departmental Case or Court Case (if pending):
15. Superannuation Notice No. & Date:
16. Any Other Information relevant to the Post

List of Enclosures:

Signature of the Candidate with date