



cmpdi
A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड
(कोल इंडिया लिमिटेड की अनुबन्धी कम्पनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)
CORPORATE IDENTITY NUMBER - U14292JH1975GOI001223

पत्रांक : सीएमपीडीआई/मुख्या./का. एवं प्रशा./एनईई/E-

दिनांक : 10.08.2023

सेवा में,

- समस्त महाप्रबंधक/विभागाध्यक्ष, सीएमपीडीआई (मुख्या.), राँची
- क्षेत्रीय निदेशक, क्षेत्रीय संस्थान-1, 2, 3, 4, 5, 6, एवं 7
(आसनसोल, धनबाद, राँची, नागपुर, बिलासपुर, सिंगरौली एवं भुबनेश्वर)

विषय : गैर-अधिकारी से अधिकारी विभिन्न संवर्ग में पदोन्नति / चयन हेतु आन्तरिक अधिसूचना बावत।

महोदय,

महाप्रबंधक (कार्मिक/भर्ती), कोल इंडिया लिमिटेड, कोलकता द्वारा जारी आन्तरिक अधिसूचना क्रमांक 01/2023 दिनांक 01.08.2023 के माध्यम से गैर-अधिकारी से अधिकारी विभिन्न संवर्ग हेतु विभागीय योग्य कर्मचारी के चयन/पदोन्नति हेतु आन्तरिक अधिसूचना जारी करते हुये Online आवेदन आमंत्रित किये गये हैं।

सभी संवर्ग हेतु अधिसूचना क्रमांक 01/2023 दिनांक 01.08.2023 के आधार पर निर्धारित **Cut-of-date 30 Sep, 2022** के अनुसार ही कर्मचारी पात्रता रखेंगे। विस्तृत जानकारी के लिये कोल इंडिया द्वारा जारी आन्तरिक अधिसूचना की प्रति संलग्न है।

क्षेत्रीय कार्यालय द्वारा विभागीय कर्मचारियों का बायोडाटा तथा संबंधित समस्त दस्तावेजों की महाप्रबंधक (कार्मिक / भर्ती), कोल इंडिया लिमिटेड द्वारा पत्र क्रमांक 5002 दिनांक 02.08.2023 के माध्यम से जारी संलग्न SOP के अनुसार जांच उपरान्त विभागीय कर्मचारियों का बायोडाटा इस कार्यालय को SOP के अनुसार प्रेषित करना आवश्यक है।

यहां यह उल्लेखित किया जाना आवश्यक है, कि ऑनलाईन आवेदन जमा करने की तारीख से 04 (चार) दिनों के अन्दर ही संलग्न SOP के अनुसार निर्धारित दिशा-निर्देशानुसार संबंधित कर्मचारी को अपना ऑनलाईन आवेदन की हार्डकापी, **विभागाध्यक्ष (का. एवं प्रशा.)-क्षेत्रीय संस्थान/प्रबंधक(का./एसई)** के समक्ष प्रस्तुत करना आवश्यक है।

कोल इंडिया द्वारा दिये गये निर्देशानुसार एवं निर्धारित प्रारूप में संबंधित क्षेत्रीय कार्यालय के क्षेत्रीय कार्मिक प्रबंधक द्वारा सम्पूर्ण विवरण की जांच करने के उपरान्त हस्ताक्षर एवं सील लगाकर ही बायोडाटा एवं Annexure-A इस कार्यालय को प्रेषित किया जाना अनिवार्य है।



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वेब साइट/Website: www.cmpdi.co.in



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सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इंस्टीच्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)
Central Mine Planning & Design Institute Limited
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साथ ही अंतिम तिथि तक प्राप्त आवेदनों का विवरण संयुक्त रूप से विभागाध्यक्ष (का. एवं प्रशा.)-क्षेत्रीय संस्थान द्वारा प्रतिहस्ताक्षरीत Annexure-A की Consolidated Exel Sheet बनाकर भेजना भी अनिवार्य है।

इसके अतिरिक्त संबंधित कर्मचारी का विवरण ERP Recruitment Module Platform में भी संलग्न SOP के अनुसार निर्धारित समयावधि में दर्ज किया जाना आवश्यक है।

अतः उक्तानुसार कोल इण्डिया द्वारा दिए गए निर्देशानुसार सीएमपीडीआई के विभिन्न क्षेत्रीय संस्थानों में पदस्थ कर्मचारियों का बायोडाटा SOP के अनुसार इस कार्यालय को भिजवाने की व्यवस्था की जाए।
यह आपके अवलोकनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

भव दी या

संलग्नक : यथोक्त।

सुमन रस्तोगी
(सुमन रस्तोगी) 10/08/23

महाप्रबंधक(का. एवं प्रशा.)

10/08/23

वितरण :

1. अध्यक्ष-सह-प्रबंध निदेशक के सचिव, सीएमपीडीआई, राँची।
2. निदेशक (टी/आरडी एंड टी) / निदेशक (टी/सीआरडी) / निदेशक (टी/ईएस) / निदेशक (टी/पी एंड डी) / मुख्य सतर्कता अधिकारी के सचिव, सीएमपीडीआई, राँची।

प्रतिलिपि :

1. महाप्रबंधक (आईसीटी), सीएमपीडीआई (मुख्या.), राँची। (सीएमपीडीआई वेबसाइट पर अपलोड करने हेतु)



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CONSOLIDATED PROFORMA														NAME OF SUBSIDIARY:-		ANNEXURE-A				
S.No.	Discipline Applied	Name of the Candidate	Designation	NEIS No	Category (OBC/SC/ST)	Present Place of Posting	Date of Birth	Date of Initial Appointment	Grade as on cut-off date (Cut-off date as 30-Sep-2022)	Date of entry in the Grades as mentioned in Column 10)	Date of entry in various Grades beginning from Date of Initial Appointment (i.e. Grade History)		Educational Qualification		Religion	Mobile No.	EmailId	Eligibility as per Notification	Eligible for Grade E1/E2 (as per Notification)	If ineligible (Reason for Ineligibility)
											12	13	14	15						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
EXAMPLE	X	X	X	X	X	X	15-01-1966	28-01-1986	T&S Grd-A1	29-11-2014	Grade of Grade A1	31-08-2000 1. Matric 31-01-2007 2. Intermediate 29-11-2014 3. Diploma	1982 1980 1983	XXX XXX XXX	Hinduiism	9836777777	ABC1379@GMAIL.COM	Yes	E2	

The Date of Birth, Date of Initial Appointment, Date of entry in the Grade should be in DD-MM-YYYY format only

कोल इण्डिया लिमिटेड

(भारत सरकार का एक उपक्रम)
भर्ती विभाग

कोल भवन, प्रीमाईस-4, एम.ए.आर.प्लाट सं: ए.एफ.।।।
एक्सन एरिया: 1-A, न्यूटाउन, राजरहाट, कोलकाता-700156
सी.आई.एन: L23109WB1973GOI028844
फैक्स - 033-23244125
ई-मेल - gmrectt.cil@coalindia.in
वेबसाइट: www.coalindia.in



एकमहारत्नकंपनी
A Maharatna Company



COAL INDIA LIMITED

(A Govt of India Undertaking)
RECRUITMENT DEPARTMENT

Coal Bhawan Premise No.4 MAR, Plot NoAF-III
AA-1A, New Town, Rajarhat, Kolkata 700156
CIN: L23109WB1973GOI028844
Fax - 033 23244125
E-Mail: gmrectt.cil@coalindia.in
Website - www.coalindia.in

(एक आई एस ओ:9001:2015, आई एस ओ:14001:2015 एवं आई एस ओ:50001:2011 प्रमाणित कंपनी)

संदर्भ सं: CIL/RECTT/ 5002

दिनांक: 02.08.2023

सेवा में,

GM (MP&IR), CIL(HQ)

GM/HOD(P/EE)/ GM/HOD(P/IR)/GM/HOD(P/NEE)-

ECL/BCCL/CCL/WCL/SECL/NCL/MCL

HOD(P&A), CMPDI

GM, NEC

GM, CIL, New Delhi Office

ई-मेल द्वारा

विषय: - SOP for Promotion/Selection from Non- Executive cadre to Executive cadre in various disciplines at CIL/Subsidiary Level -2023

महोदय/महोदया,

In reference to the Notification No. 01/2023 dated 02-08-23 for promotion/selection of departmental employees from Non-Executive to Executive Cadre in various disciplines uploaded on CIL Website, please find attached a copy of the "SOP" approved by the Competent Authority along with a copy of the said Notification for your perusal and ready reference.

It is requested to kindly forward the same to all the concerned HOD's/ Area GMs/APMs/Unit/Establishment Personnel Executives for information and wide publicity. It will be not out of place to mention that the timeline and action as mentioned in the approved SOP must be adhered to strictly so that different activities of promotion/selection is completed in time as per the approved schedule.

This is for your kind information and further needful.

भवदीय/Yours faithfully,

11/08/23

Encl: As above

महा प्रबंधक (कार्मिक/भर्ती)
General Manager (Pers./Recrt.)

सूचनार्थ:

1. ED(Co-ordination)/ TS to Chairman, CIL
2. TS to Director(P&IR)/Director(Technical)/Director(Finance)/Director(Marketing)/Director(BD), CIL
3. TS to Director(Personnel), ECL/BCCL/CCL/WCL/SECL/NCL/MCL/ TS to Director (T/CRD) CMPDI

SOP FOR PROMOTION/SELECTION OF DEPARTMENTAL CANDIDATES (CBT-2023)

Sl. No.	Activity	Responsibility	Timeline	Remarks
1.	<p>Submission of online application:</p> <p>The eligible candidates will apply online through the link available in the CIL Website www.coalindia.in only under Career with CIL>>>>Departmental Recruitment >>>>Promotion/Selection from Non-Executive to Executive Cadre (CBT).</p> <p>Detailed instruction for filling the form will be given under the tab HOW TO APPLY and the application form will be given under the tab APPLY HERE.</p>	Eligible candidate	30 days for submitting the online application	
2.	<p>Submission of hard copy of online application:</p> <p>After submission of online application, the candidate will submit hard copy of online application after affixing his/her signature on the printed application form along-with self-attested photocopies of all relevant documents, viz., educational certificates, caste certificates (in case of SC/ST) and disability certificate (PwD) etc. to the Unit/Establishment Personnel Executive, where he is posted.</p>	Eligible candidate	Within 4 days from the date of submission of online application failing which it may not be accepted by the Unit/Establishment Personnel Executive.	
3.	<p>The Unit/ Establishment Personnel Executive after getting the details furnished by the candidate, verify from the records, will certify about the correctness of details mentioned in it & will forward the same to the Area Office under his signature. Simultaneously the details may be updated in the ERP Recruitment Module Platform by the Unit/Establishment Personnel Executive. The hard copy of the applications of the Non-Eligible candidates may be kept separate and forwarded to Area Personnel Executive alongside, mentioning the reasons of rejection/non eligibility.</p>	The Unit/ Establishment Personnel Executive	Within 3 working days from the date of submission of hard copy of online application, forward to Area Personnel Executive.	Establishment where there is no Personnel Executive, APM/ concerned HOD of the unit/Establishment after certifying the details and submit to GM(MP & IR), HQ/GM(P/EE),HQ for needful.

Qx

Qx

4.	Area Personnel Executive will forward the hard copy of the Applications received from Unit/Personnel Executive to GM (MP&IR), HQ /GM (P/EE), HQ of the concerned subsidiary, as the case may be, declaring him 'Eligible' or 'Not Eligible'- with reasons for the post applied for as per eligibility criteria detailed in the notification. The hard copy of the applications of the Non-Eligible candidates may be kept separate and forwarded to GM (MP&IR), HQ /GM (P/EE), HQ of the concerned subsidiary.	Area Personnel Executive	Within 7 working days from the date of submission of hard copy of online application forward to the GM (MP&IR), HQ /GM (P/EE), HQ of the concerned subsidiary, as the case may be	
5.	For applications from candidates of CIL(HQ)/NEC/RSO's./GM(MP&IR),CIL(HQ)/CIL, New Delhi will get it verified from the service records/ERP/ Personal Files of the candidate in hard copy declaring him 'Eligible' or 'Not Eligible' with his certification about the correctness of details mentioned in the application for the post applied for as per eligibility criteria detailed in the notification and arrange for updating of details in the ERP Recruitment platform.	GM(MP&IR), CIL(HQ)	Within 7 working days from the date of submission of hard copy of online application	
6.	Subsidiaries will constitute a Scrutiny Committee with the approval of the Director (Personnel)/Director(T/CRD) of the respective subsidiary/GM(MP&IR), CIL in case of CIL/RSO/NEC & then scrutinize the said applications, Eligible and Non-Eligible strictly as per relevant notification i.e., educational certificates/caste certificates issued by competent authority(in case of SC/ST) and Disability certificate(PwD) etc. In case of any requirement of change in the record of ERP based on the scrutiny of hard copy of the applications with the service records, as per the observation of Scrutiny Committee, concerned GM (MP&IR),HQ/GM (P/EE), HQ of the concerned Subsidiary, Scrutiny Committee in consultation with the Unit/Establishment/Area Personnel Executive etc will decide for needful, if required	GM (MP&IR), HQ /GM (P/EE),HQ of the concerned subsidiary / GM(MP& IR), CIL in case of CIL/RSO/NEC	Within 20 working days from the last date of online submission of the application	

6x

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7.	The final list of eligible / not eligible candidate in the consolidated proforma (Annexure-A) should be submitted to CIL Recruitment division along with hard copy of online application form by the subsidiaries. The concerned subsidiary companies /CIL(HQ)/RSO/NEC will release the candidates for appearing the CBT exam on the scheduled date.	GM (MP&IR), HQ /GM (P/EE), HQ of the concerned subsidiary / GM(MP&IR), CIL in case of CIL/RSO/NEC	Within 31 working days from the last date of online submission of the application	Hard copy of the applications along with annexure not received in time at CIL(HQ), will not be considered
8.	After publication of result of CBT with the approval of Director (P&IR), CIL, a Scrutiny Committee at CIL(HQ) will be constituted for the said purpose who scrutinize and screen the hard copy of the applications as per the notification based on the provisional Merit List of CBT at Recruitment Department CIL and submission of report thereof.	GM, Recruitment, CIL	Within 7 working days from the date of declaration of list of provisionally selected candidates in the CBT	
9.	Subsidiaries will furnish the details of the Qualification, Experience, and ACR's of the last three years (2019-2020,2020-2021,2021-2022) in respect of the Provisional Shortlisted candidate in CBT. Subsidiaries should also ensure that the Qualification, Experience, and ACR's details are updated in the ERP Recruitment Portal.	GM(MP&IR), HQ /GM(P/EE), of the concerned subsidiary HQ/ GM(MP&IR), CIL in case of CIL/RSO/NEC		
10.	The DPC to be constituted as per the presidential directive who will consider and prepare the final merit-list and make two lists Eligible and Non-Eligible with Reasons of Non-Eligibility.	GM, Recruitment, CIL	Within 10 working days from the date of receipt of details of the Qualification, Experience, and ACR from subsidiary	

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एक महारत्न कंपनी
A MAHARATNA COMPANY



(एक आई एस ओ:9001:2015, आई एस ओ:14001:2015 एवं आई एस ओ:50001:2011 प्रमाणित कंपनी)

दिनांक: 01-Aug-2023

NOTIFICATION- 01/2023

For Promotion/Selection of departmental employees to Executive Cadre in the 16(Sixteen) disciplines, as mentioned below, applications are invited from the Eligible departmental employees of Coal India Limited through online mode link, which will be available on Coal India website from **04.08.2023 (10 AM)**.

Sl.No.	Disciplines	Sl.No.	Disciplines
1.	Electrical & Mechanical	2.	Electronics & Telecommunication
3.	Excavation	4.	Environment
5.	Finance	6.	Hindi
7.	Personnel	8.	Legal
9.	Materials Management	10.	Marketing & Sales
11.	System	12.	Secretarial
13.	Public Relations	14.	Security
15.	Civil	16.	Company Secretary

The interested eligible candidates is required to submit online application as per the dates mentioned below:

1. IMPORTANT DATES:

Activity	Important Dates
Cut-off date for Qualification & Eligibility Criteria	30-Sep-2022
Opening date for Submission of Online Applications	04-Aug-2023, : 10.00 AM
Closing date of Submission of Online Applications	02-Sep-2023, : 11.59 PM

2. QUALIFICATION & ELIGIBILITY CRITERIA:-

Post Code	Name of Disciplines	Grade	Minimum Qualification	Minimum Experience
1.	ELECTRICAL & MECHANICAL (E&M)	E1	Matriculation or equivalent	7 years' experience in Foreman Incharge/Engg. Asst in T&S grade 'A' in relevant branch
		E2	Recognized diploma of 3 years duration in the relevant branch of Engg.	7 yrs. Post qualification experience out of which minimum 3 yrs must be in T&S grade 'A'

Post Code	Name of Disciplines	Grade	Minimum Qualification	Minimum Experience
			Recognized degree in relevant branch of Engg	3 yrs experience in Tech Supv. grade 'A'
2.	ELECTRONICS & TELECOMMUNICATION (E&T)	E1	Matriculation	7 years as Foreman-in-charge in the Sup. Tech. grade A in E&T
		E2	Advance Diploma in Mining Electronics of atleast one year duration for those having 3 yrs Diploma in Electronics/ Telecommunication/ Instrumentation	Three years' experience in E1 Grade as Officer if they acquire degree. Or 7 years post qualification experience out of which minimum 3 years must be in T&S grade 'A' if they acquire Diploma.
3.	ENVIRONMENT	E2	B.Sc with 8 weeks training at ISM, Dhanbad or IICM, Ranchi or any course on Management/ Environment i.e. PG Degree/ Diploma awarded by the recognized Universities/ Instt. like IITs, some NITs/ RECs, BHU, BE College NEERIE, IISWBM, etc. approved by AICTE	3 years in T&S grade A after passing prescribed examination/ test conducted by CIL
4.	EXCAVATION	E1	Matriculation or equivalent	7 years' experience in Foreman Incharge/Engg. Asst in T&S grade 'A' in relevant branch
		E2	Recognized diploma of 3 yrs duration in the relevant branch of Engg.	7 yrs. Post qualification experience out of which minimum 3 yrs must be in T&S grade 'A'
			Recognized degree in relevant branch of Engg	3 yrs experience in tech Supv. grade 'A'
5.	FINANCE	E2	Final Exam of CA/ ICWA	Nil
			Inter Cost/ Chartered and CIL Accounts exam Pt. I	3 years' experience in T&S grade A Post of Ministerial Accounts cadre
			Graduate	3 years' experience in T&S grade A Post of Ministerial Accounts cadre
6.	HINDI	E2	MA (Hindi) minimum 2nd Class or 55% marks from a recognized University	10 years post qualification experience, out of which 03 years working experience as Office Supdt (OL)/ Sr Translator (OL)/ Sr PA (OL) in T&S grade 'A'
7.	LEGAL	E2	Law Graduate	3 yrs. experience in Tech. & Supv. grade A.
				2 yrs. Experience in E-1 grade

Post Code	Name of Disciplines	Grade	Minimum Qualification	Minimum Experience
8.	MARKETING & SALES	E2	Matriculate	5 yrs experience T&S grade 'A'
			Graduate	3 yrs experience T&S grade 'A'
9.	MATERIALS MANAGEMENT	E2	Matriculate	5 yrs experience as inspector of Stores/ Purchase or Chief Store Keeper in the Tech. & Superv. grade 'A'
			Graduate in Arts/ Science/ Commerce or recognized Dip. in Engg. (3 yrs duration) or 2nd/1st Class Mine Manager's Certificate or MBA	3 yrs experience as inspector of Stores/ Purchase or Chief Store Keeper in the Tech. & Superv. grade 'A'
10.	PERSONNEL	E2	Graduate with Post Graduate Diploma or post graduate degree in Social Science or Labour Welfare as recognized by Labour Ministry for the post of Welfare Officer in Mines.	3 years' service in Tech & Supervisory grade 'A'
11.	PUBLIC RELATIONS	E2	Post graduate degree/ Post graduate diploma (full time course) in Journalism/ Mass Communication/ Public Relation from a recognized Institute/ University	3 years working in T&S grade A after acquiring prescribed qualification
12.	SECRETARIAL	E2	Matriculation / Intermediate or equivalent	5 yrs. experience as Sr.PA in T&S grade "A"
			Graduate in Arts/ Science / Commerce	3 yrs. experience as Sr.PA in T&S grade "A"
13.	SECURITY	E1	Matriculate	5 yrs. in T&S grade "A"
		E2	Matriculate	5 yrs. in next below grade
			Graduate	3 yrs. in T&S grade "A"
14.	SYSTEM	E2	a. 1st class or High 2nd class degree in Engg/ Computer Science or PG Degree in Mathematics/ Electronics/ Science/ Management /ICWA/ CA b. Graduate in Arts/ Science/ Commerce.	3 yrs. Exp. in T&S grade 'A'
15.	CIVIL	E1	Matriculation or equivalent	7 years' experience in Foreman Incharge/Engg. Asst in T&S grade 'A' in relevant branch
		E2	Recognized diploma of 3 yrs duration in the relevant branch of Engg.	7 yrs. Post qualification experience out of which minimum 3 yrs must be in T&S grade 'A'
			Recognized degree in relevant branch of Engg.	3 yrs experience in Tech Supv. grade 'A'

Post Code	Name of Disciplines	Grade	Minimum Qualification	Minimum Experience
16.	COMPANY SECRETARY	E2	Graduate in any discipline from a recognized University/ Institute having acquired Company Secretary qualification with Associate/ Fellow membership of ICSI	NIL

3. CUT-OFF DATE:

The cut-off date for acquiring requisite minimum qualifications and experience will be **30-Sep- 2022**.

4. TENTATIVE VACANCY

Sl. No.	Discipline	Total Vacancy	General (UR)	SC	ST	Category/Sub Category of disability suitable for the post
1.	ELECTRICAL & MECHANICAL	477	385	59	33	(a) HH-01 (b) OL,Dw-01
2.	ELECTRONICS & TELECOMMUNICATION	12	9	1	2	NIL
3.	ENVIRONMENT	32	26	4	2	NIL
4.	EXCAVATION	341	265	49	27	(a) HH-01 (b) OL,Dw-01
5.	FINANCE	25	4	10	11	NIL
6.	HINDI	4	3	1	0	NIL
7.	LEGAL	22	16	4	2	NIL
8.	MARKETING & SALES	89	68	13	8	NIL
9.	MATERIALS MANAGEMENT	125	97	18	10	NIL
10.	PERSONNEL	114	98	12	4	B,LV-01
11.	PUBLIC RELATIONS	3	3	0	0	NIL
12.	SECRETARIAL	32	16	10	6	NIL
13.	SECURITY	83	64	13	6	NIL
14.	SYSTEM	72	51	14	7	NIL
15.	CIVIL	331	259	47	25	HH-01
16.	COMPANY SECRETARY	2	2	0	0	NIL
	GRAND TOTAL	1764	1366	255	143	

Abbreviations: B=Blind, LV=Low Vision, HH=Hard of Hearing, OL=One Leg, Dw=Dwarfism.

NOTE:-

- The above vacancy is tentative and may increase or decrease as per requirement.
- Vacancy shown above includes backlog for SC / ST.
- Reservation is applicable for Persons with Benchmark Disability (minimum 40% Disability) as per Government of India norms against the identified posts. The reservation for PwD is on

- a horizontal basis.
- iv. Total 06 vacancies are reserved for PwD candidates in promotion/selection as per the OM dated 17.05.2022 of DoPT considering the superannuation from 02.05.2022 to 31.03.2024.
 - v. As per clause 1.10.2 of Cadre Schemes and Promotion Procedures in case adequate number of suitable departmental candidates are not available or not likely to be available in the next cycle of Departmental promotion/selection, the unfilled vacancies under Departmental quota may be diverted to the direct recruitment quota with the approval of Cadre Controlling Authority i.e., Chairman, CIL.

5. HOW TO APPLY:-

- i. The candidates shall apply only through online mode through the link available in the CIL Website **www.coalindia.in** under **Career with CIL>>>>Departmental Recruitment >>>>Promotion/ Selection from Non-Executive to Executive Cadre (CBT)** section as per the qualification and eligibility criteria indicated above. The Home Page will open on clicking the link.
- ii. Detailed instruction for filling the form will be given under the tab HOW TO APPLY and the application form will be given under the tab APPLY HERE.
- iii. Candidate can submit online application for one discipline (post) only. In case the candidate submit application for multiple discipline (post), all applications will liable to be treated as cancelled.
- iv. If more than one application for one discipline (post) is received from a candidate, most recent (current) application will be considered as final.
- v. Non- attachment of required/legible documents in the online application will liable to be treated as incomplete application and will liable to be rejected forthright.
- vi. Before applying, the candidate must ensure that he/she satisfies the Qualification & Eligibility criteria of the Notification and has a valid personal e-mail ID and mobile number, which should be kept active for at least 2 years. Registration number, password, and all other important communications will be sent on the same registered e-mail ID of the candidate. The same Registration No. and Password is to be used by the candidates all through as per the instruction at different stages of the selection process.
- vii. While filling of the online application, the candidate is to follow the instructions provided in the website and before final submission, there will be option to check, verify and edit and submit the information/details they have filled. But once an application is finally submitted, the same cannot be changed/modified/edited. Therefore before final submission, candidate should carefully go through each details furnished by them as well as the documents uploaded/ attached by them as in case of any wrong submission/mismatch of the details with the records, his/her candidature is liable to be cancelled.
- viii. On successful submission of the on-line application, Application form in PDF format will be auto-generated for viewing and printing and a copy of the same, will also be sent to the Email ID as provided by the candidate in his/her online application.
- ix. The candidates will be required to take a print out of the PDF Application form and submit self-attested hard copy of online application form along-with all relevant documents, viz., educational certificates, caste certificates (in case of SC/ST) and disability certificate(PwD) within 4 days from the date of submission of online application to the Personnel Executive(in-charge) of the Unit/Establishment/Area/HQ/GM(MP&IR),CIL(HQ) where he/she is presently posted failing which it may not be accepted.
- x. All the required information/instructions at different stages of the selection process will be communicated through CIL Website. Candidates are advised to visit the CIL Website regularly. No direct correspondence from the candidates regarding CBT will be entertained. However, if any clarification is required by Subsidiary companies the same may be referred to GM(P/Rectt.),CIL

6. METHODOLOGY AND OTHER NORMS:-

- i. The eligible candidates will be required to appear for objective type Computer Based Test(CBT) of 200 marks , consisting of two papers of 100 marks each i.e., Paper-I for General Awareness/ General Aptitude and Paper-II for Technical/Professional knowledge of relevant subject/discipline as per approved indicative syllabus which is available on CIL website. The examination will be of three hours duration in which candidate is required to attempt both papers. Each paper shall contain 100 questions. There will not be any deduction of marks for wrong answer.
- ii. For candidates with Persons with Benchmarking Disability (PwBD) relaxation, compensatory time, scribe (if necessary), Govt. guidelines will be followed.
- iii. The candidates will be declared qualified in the written test as per following qualifying criteria:-
 - a) General/UR candidates - 45% in each paper with minimum 110 in aggregate
 - b) SC/ST/PwD candidates - 35% in each paper with minimum 90 in aggregate
- iv. After CBT, candidate will be provisionally shortlisted based on CBT Marks in order of merit as per vacancy ratio of 1:3.
- v. In case of tie in total marks secured by the candidate in the Written Test, the following norms will be adhered as tie breaker for finalizing the merit panel:
 - a) 1st Criteria:- Highest Mark in Paper-II (Discipline Related/Professional Knowledge) is to be placed higher
 - b) 2nd Criteria:- Seniority in T&S grade-A is to be placed higher
 - c) 3rd Criteria:- Date of Initial Appointment (Senior) to be placed higher
 - d) 4th criteria:- Applicant who is senior in age will be placed higher
- vi. The final Promotion/Selection Merit List will be based on total marks secured by the candidate out of 100 marks on the weightage comprising of [Written Test (65%), Qualification (10 %), Experience (10 %), and ACR(15%)]. Performance rating should be atleast "Good" in any of the three (03) years under review. "Average", "Adequate", "Barely Adequate" will not be considered Fit for Selection. Total Written marks secured by the candidate out of 200 marks, will be proportionately scaled down to 65 marks and rest 35 marks is earmarked for Qualification (10 %), Experience (10 %), and ACR(15%)] making a total of 100.

7. GENERAL INFORMATION AND INSTRUCTIONS:-

- i. The CBT exam will be conducted in the city/nearer to the city from concerned subsidiary (HQ) as far as practicable except NCL. For NEC/CIL(HQ)/CIL, New Delhi/ RSO's, Kolkata center will be included.
- ii. Mere successful submission of application, generation of admit card for Computer Based Test(CBT) or appearing in CBT cannot be construed as a right for the candidate to be selected in this Promotion/Selection. If at any stage the candidate has failed to meet the eligibility criteria, his/her candidature will be treated as cancelled forthwith.
- iii. It has to be noted that admit card will be generated prior to the CBT without scrutiny of the Eligibility criteria of the notification. Hence the issue and receipt of admit card, does not make the ineligible candidates automatically eligible for the Promotion/Selection.
- iv. CIL will not undertake detailed scrutiny of online applications for eligibility and other aspects of shortlisting and, therefore, **the candidature is only provisional**. Before applying, **candidates are advised to go through the requirements of eligibility criteria including qualification, experience etc. and satisfy themselves that they are eligible for the post**. When scrutiny is undertaken, if any claim made in the application of any candidate is not found substantiated, his/her candidature will be cancelled and **decision of CIL shall be final**.
- v. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.

- vi. **CIL management will not take any responsibility in case of (1) non-submission of application form in the portal within time as window of the Online Portal will be closed timely , (2) non-deposition and delayed deposition of Hard copies of the Application by the candidate to the Unit/ Area /Establishment/HQ, where he/she is presently posted.**
- vii. For queries, candidates are advised to visit the **Frequently Asked Questions (FAQs)** section uploaded on the CIL's website.
- viii. CIL reserves the right to cancel / restrict / modify / alter the process, if need so arises, without assigning any reason thereof.
- ix. If, at any stage of the Promotion/Selection or subsequently, it is found that, the applicant:
 - a) has provided wrong information or submitted false documents or
 - b) has suppressed relevant information or
 - c) does not meet the eligibility criteria for this Promotion/Selection or
 - d) has resorted to unfair means during CBT or
 - e) is found guilty of impersonation

She/he will be liable to be disqualified, prosecuted and debarred for Promotion/Selection in CIL and her/his application will be cancelled/rejected forthwith.

- x. Any dispute with regard to this notification, will be subject to the jurisdiction of Hon'ble Courts of Kolkata only.
- xi. In case of interpretation of any Provision, the decision of Director (P&IR),CIL will be final and binding .
- xii. In case of any problems faced by the candidates in filling up the online application they may refer the "Help Desk Option" available in the individual login portal. For queries regarding the online application form candidates may write to Email id: supportmtrectt.cil@coalindia.in only

General Manager (Pers./Rectt.),
Coal India Limited

Hindi Version will be uploaded shortly.