


कोल इण्डिया लिमिटेड (महारत्न कम्पनी) न्यू टाउन, राजारहाट, कोलकाता- 700 156 कॉरपोरेट पहचान सं. L23109WB1973GOI028844 फोन: 033 22236615		Coal India Limited (A Maharatna Company) Coal Bhawan, New Town, Rajarhat KOLKATA-700156 (WB) WEBSITE : www.coalindia.in CIN No.L23109WB1973GOI028844
कार्मिक विभाग अधिकारी स्थापना	PERSONNEL DEPARTMENT EXECUTIVE ESTABLISHMENT	

Ref No. CIL/C-5A(v)/CRC/ED/ 2023/B-420

Dated: 20.05.2023

NOTICE

Sub : Inviting applications for the post of Executive Directors in E-9 grade in the scale of pay of Rs. 1,50,000/- to Rs. 3,00,000/-

Applications from the eligible and willing Executives of E8 grade are invited to fill up the following 03 posts of Executive Director at CIL HQ:

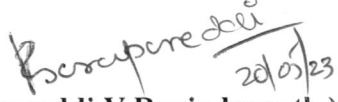
S.No.	Post
1	ED (Materials & Contracts)
2	ED (Marketing & Logistics)
3.	ED (Environment)

The Job allocation/role, Minimum qualification & Minimum experience and Guidelines for promotion from E8 to E9 is as per provisions contained in CIL HR Manual in the chapter “Cadre Schemes & Promotion Procedures”, which are available on CIL’s website.

The cut off date of eligibility is 1st July, 2023.

The applicants should submit their applications in the prescribed format, within 10 days from the date of issue of the notification, i.e. by 29th May, 2023; thereafter subsidiary companies to verify, certify and forward eligible applications to CIL Hq, within one week i.e by 5th June, 2023.

This issues with approval of Competent Authority.


 (Surapureddi V Ravindranath)
 Chief Manager (P)/HoD(EE)

Encl: Application Format

Distribution:

1. Director(P&IR)/Director(Tech.)/Director (BD)/Director (Mktg.)/ Director(Fin.), CIL.
2. CVO, CIL
3. CMDs- ECL/BCCL/CCL/SECL/WCL/NCL/MCL/CMPDIL
4. D(P)/D(F)/D(T)- ECL/BCCL/CCL/SECL/WCL/NCL/MCL/CMPDI

5. ED (Co-ordination)/TS to Chairman, CIL
6. All EDs, CIL, Kolkata.
7. ED, IICM, Ranchi.
8. GM(P/EE)/Dy. GM(P/EE)/Dy. GM (P&A)- BCCL, CCL, SECL, WCL, MCL, ECL/ NCL/ CMPDI
9. GM (Systems), CIL- with a request to upload the above circular in CIL website, under “employee corner- transfers/promotions-DPC”
10. GM, NEC, Assam.
11. Chief Manager (M&S)/Head, CIL, Delhi.
12. TS to D(P&IR)/D(T)/D(M), CIL.
13. Chief Manager (P/EE)(iv), CIL.
14. Guard file

**APPLICATION FORM FOR THE POST OF EXECUTIVE DIRECTOR/ E9
GRADE IN CIL**

1. Name of the post applied for: _____
2. (a) Name: _____
- (b) EIS No.: _____
- (c) Date of Birth (DD/MM/YYYY): _____
- (d) Designation: _____
- (e) Present Place of Posting: _____
- (f) Deemed Date of entry in E8 grade: _____
- (g) e-Mail id: _____
- (h) Mobile No.: _____

3. (i) Educational/Professional Qualifications*:

Sl. No.	Qualification	Name of Institution	Period of Study	
			From	To

* Qualification should be exactly as per Certificate issued by the University/Institute.

(ii) Positions held during the last ten years till date (in descending order):

Sl. No.	Grade and Designation	Place of posting	Period		Assignment/duties performed
			From	To	

NB : The positions should be indicated in order of the most recent assignments.

4. In case of application for ED (Materials & Contract) and ED (Environment), the following information be provided for last 05 years and 7 years respectively (in descending order) along with supporting documents:

ED Post applied for	Details of experience related to areas of Materials Management/Contract Management or Environment department			
	Period		Place of posting(s)	Brief of duties performed
	From	To		
ED(Materials & Contracts)				
ED (Environment)				

5. Any Remarkable/Special achievement during last 10 years:

DECLARATION

I, Designation: hereby certify that the details furnished by me in Columns 1 to 5 wherever applicable are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

Note:

1. Please attach a separate write-up, **not exceeding 400 words**, in support of your candidature.
 2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or in a separate attachment.
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VERIFICATION

It is certified that particulars furnished above have been scrutinized and found to be correct as per official records.

Signature
Name and Designation of HoD EE Dept.

Note:

In case of experience given at Sl No.4 of the application, the same is to be certified by CMDs/ concerned Director of Subsidiary companies where applicant is working/ by Concerned Director, in case of Executives of CIL. A separate certificate to this effect may be sent to CIL Hq preferably along with application.