



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
	<b>GRAND TOTAL</b>	<b>1764</b>	<b>1366</b>	<b>255</b>	<b>143</b>	

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

### **NOTE:-**

- i. The above vacancy is tentative and may increase or decrease as per requirement.
- ii. Vacancy shown above includes backlog for SC / ST.
- iii. 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