



A MAHARATNA COMPANY



5 DECADES OF UNEARTHING ENERGY



# कोल इण्डिया लिमिटेड COAL INDIA LIMITED

(A Govt of India undertaking)  
(A Maharatna company)

## RECRUITMENT OF MANAGEMENT TRAINEES

**Advertisement No.: 01/2025**

**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 contributing around 79% of the total coal production in India. It is one of the largest corporate employers of the country with manpower of 2.25 Lakhs approximately.

CIL is committed to play a major role in achieving the Nation's energy security. It is now committed to diversify & expand to other verticals under "Coal to Chemicals" business strategy which will ensure greater value addition and thereby improve our operational & financial performance.

To further strengthen the talent pool of Coal India Limited, we invite applications from young, energetic and promising persons who are ready to accept challenge to work in a diversified company and committed to contribute to improve operational and financial performance of the company in a sustainable manner. The applications are invited from interested candidates **THROUGH ONLINE APPLICATION MODE** for the post of **MANAGEMENT TRAINEE in E-2 grade** in different disciplines as per details given below. The selection will be based on Computer Based Test (CBT).

### **1. IMPORTANT DATES:**

Activity	Important dates
Opening date for Online Registration of Applications	15-01-2025 : 10.00 AM
Last date of Online Submission of Applications	14-02-2025 : 06.00 PM

**NOTE:**

- a. The date of CBT will be intimated through the Admit Card for CBT. Admit Card will be available for downloading through individual login portal.**
- b. Detailed instructions available on page of login portal on CIL website [www.coalindia.in](http://www.coalindia.in) may please be referred at the time of applying online. Applicants are also advised to check the website periodically for updates related to this recruitment as all the notices, selection list etc. will be uploaded only on CIL website under the tab "Career with CIL".**
- c. Candidates, in their own interest are advised not to wait till the last date / time and register & submit their application well within time. CIL shall not be held responsible, if the candidates are unable to submit their application due to last minute rush/ or any network/other problems in submission of online application.**
- d. Candidates should read the instructions in the advertisement carefully before making any entry or selecting options for filling online applications.**

**2. QUALIFICATION & ELIGIBILITY CRITERIA:**

<b>POST CODE</b>	<b>Name of Discipline</b>	<b>Minimum Qualification</b>
17	Community Development	Minimum 2 years Post graduate degree or Post graduate diploma (from a recognized University/ Institute) in Community Development/ Rural development/ Community Organization & Development Practice/ Urban & Rural Community Development/ Rural & Tribal Development/Development Management/ Rural Management with minimum 60 % marks.  (OR)  Minimum 2 years Post Graduate Degree (from a recognized University/ Institute) in Social Work with specializations- in Community Development/ Rural development/ Community Organization & Development Practice/ Urban & Rural Community Development/ Rural & Tribal Development/Development Management with minimum 60% marks.
18	Environment	1 <sup>st</sup> Class Degree in Environmental Engineering with minimum 60% marks OR any Engineering Degree with PG Degree/Diploma in Environmental Engineering from a recognized University/Institute with minimum 60% marks.
19	Finance	Qualified CA/ICWA.
20	Legal	Graduate in Law of 3 years / 5 years' duration from recognised University/Institute with minimum 60% marks.

21	Marketing & Sales	Recognised Degree with 2 years MBA / PG Diploma in Management with specialization in Marketing (Major) from recognized Indian University/ Institute with minimum 60% marks.
22	Materials Management	Engineering Degree in Electrical or Mechanical Engineering with 2 years MBA/ PG Diploma in Management with minimum 60% marks.
23	Personnel & HR	Graduates with at least two years <b>Full Time</b> Post Graduate Degree/PG Diploma/Post Graduate Program in Management with specialization in HR/Industrial Relations/Personnel Management or MHROD or MBA or Master of Social Work with specialization in HR (Major) from recognized Indian University/Institute with minimum 60% marks.
24	Security	Graduate.
25	Coal Preparation	B.E./ B.Tech./ B.Sc (Engg.) in Chemical/ Mineral Engineering/Mineral & Metallurgical Engineering with minimum 60% marks.

**NOTE:**

**A. For All Disciplines except Personnel & HR –** Candidates who have obtained their qualification through online/correspondence/ or part time course or Open and Distance Learning (ODL) mode are allowed to apply provided the qualification is recognized by the relevant statutory bodies for employment to posts and services of the Central Government except for Personnel & HR Discipline.

**However, in Environment, Coal Preparation and Materials Management Disciplines, the Engineering degree should be of full time regular course only.**

**B. For Security discipline –**

i) The **minimum experience required** is as below:-

Minimum 2 years' service in Officer/Executive Cadre with either Armed Forces or Central Police Organization (CPO)

OR

Minimum 5 years' service in Officer/Executive Cadre with other Govt./PSEs/Private Organization.

ii) Experience in other Govt./PSEs/ Private Organization would be considered only if the candidates are having relevant experience in managing Industrial security in Officer/ Executive Cadre.

If the candidate has worked in the Armed Forces or Police services prior to entering into the service in Other Govt./PSEs/ Private Organization, then that service (in the Armed Forces/Police services) should have been in the Officer cadre, for being considered as eligible for employment in CIL.

- iii) Central Police Organizations (CPO) for the purpose of direct/ outside recruitment are as under:
- a. Intelligence Bureau, Central Bureau of Investigation, Bureau of Police Research & Development (BPRD) and National Investigation Agency.
  - b. Central Armed Police Forces of the Union namely Assam Rifles (AR), Border Security Force (BSF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Indo Tibetan Border Police (ITBP), National Security Guard (NSG), Sashastra Seema Bal (SSB) and Indian Railway Protection Force Service (IRPFS).
  - c. State Police/ State Armed Forces shall not be covered under the term Central Police Organization except Ex. IPS Officers.
- iv) Officer/ Executive Cadre means minimum induction level of Officer Cadre like Management Trainee/ Officer of CPSEs, Officer Cadet of Defence, Asst. Supdt of IPS, Managerial role of private sectors, etc.
- v) The experience of State Public Sector Enterprise/ Private Organization in Officer/ Executive cadre would be applicable for direct/ outside recruitment only if the Organization is having:
- a. Net worth of minimum ₹500 crores and
  - b. Manpower of at least 1,000 employees of all types for outside recruitment up to E-5 grade.

**The candidates should upload supporting documents for this along with Experience Certificate as a merged PDF file in login Portal while submitting his application failing which his candidature will not be considered.**

- vi) Recruitment of Security Personnel under this Cadre Scheme shall be subject to Medical fitness to be certified by Company Medical Officer. Minimum standards required for appointment of Security Personnel is enclosed as **Appendix-A**.
- vii) Candidates taken VRS (voluntary retirement from the services before superannuation) or dismissed/ removed/compulsorily retired from Armed Forces/ CPO/ PSEs or any other Organization will not be eligible for selection.
- viii) Maximum age limit for direct/ open recruitment at entry level i.e., E-2 grade will be 30 years for general candidates. Age relaxations will be applicable as per Government guidelines.
- ix) Uniform as per Dress regulation in existence.

### **C. APPEARING CANDIDATES:**

- i. Candidates who are currently studying in final semester / year / trimester of session 2024-25 of minimum required qualification are eligible to apply. However, they have to submit final pass results of minimum required qualification before final selection / during document verification.
- ii. Further, the candidate must clear all subjects of final year / semester / trimester, whichever is applicable, in the academic year 2024-2025 in single attempt and should have cleared all previous years / semesters / trimesters as on the date of declaration of final results.

iii. Apart from the other required documents, the candidates of final year / semester / trimester in the academic year 2024-2025 will have to upload their upto latest year / semester / trimester mark sheet / marks transcript of relevant minimum educational qualification.

#### **D. GENERAL CONDITIONS:**

- a) Graduation must also be from University / Institute recognized by appropriate statutory authority in India.
- b) Engineering Degree/M. Tech should be of regular Full Time course.
- c) The MBA/PG Diploma/PG Degree must be from recognized University / Institute, recognized by appropriate statutory authority in India and should be either of 2 years regular full time course or online/correspondence/ or part time course and the qualification should be recognized by the relevant statutory bodies for employment to posts and services of the Central Government except for Personnel & HR Discipline, where only 2 years full time regular course will be considered.
- d) For the purpose of calculating the aggregate final marks, the aggregate marks of all years / semesters / trimesters would be taken. Rounding of percentage (%) will not be acceptable under any circumstances, hence 60% of marks and above will only be considered i.e. even 59.99% will not be treated as eligible.
- e) The minimum qualifying marks for **GENERAL (UR), OBC (Non-Creamy Layer) & Economically Weaker Sections (EWS) category candidates are 60%**. For **SC, ST and Persons with Disability (PwD) candidates**, minimum qualifying marks is 55% after giving relaxation of 5%. In case of CGPA/GPA, conversion in percentage certificate issued by University/Institute should be attached **without fail**. However, Marksheet of the candidate sharing CGPA to percentage conversion formula is acceptable and same can be uploaded.
- f) **In case of any dispute arising about admissibility of any particular Qualification in any discipline, the decision of Chairman, CIL shall be final and binding.**

#### **3. TENTATIVE VACANCY:**

Discipline	General (UR)	EWS	SC	ST	OBC (NCL)	Fresh Vacancies	Backlog Vacancies	Total Vacancies including Backlog	Category of disability suitable for the post.
Community Development	6	1	2	1	3	13	OBC(NCL)-2, SC-2, ST-3 Total-7	20	(a) LV-1, (b) HH-1, (c) OA, OL, Dw- <b>Nil</b> , (d) SLD, (e) MD involving (a) to (d)- <b>Nil</b> .
Environment	10	2	4	2	7	25	OBC(NCL)-1, SC-2, ST-0 Total-3	28	(a) LV-1 (b) HH-1, (c) OA, OL, Dw-1, (d) SLD, (e) MD involving (a) to (d)- <b>Nil</b> .

Discipline	General (UR)	EWS	SC	ST	OBC (NCL)	Fresh Vacancies	Backlog Vacancies	Total Vacancies including Backlog	Category of disability suitable for the post.
Finance	22	5	8	5	16	56	OBC(NCL)-5, SC-2, ST-40 Total-47	103	(a) LV-3, (b) HH-2, (c) OA, OL, BL, OAL, BLOA, Dw-1, (d) MD involving (a) to (c)-1
Legal	6	0	1	0	2	9	OBC(NCL)-1, SC-6, ST-2 Total-9	18	(a) B, LV-1, (b) HH-1, (c) OA, OL, BL, OAL, Dw- <b>Nil</b> , (d) SLD, (e) MD involving (a) to (d)- <b>Nil</b> .
Marketing & Sales	10	2	4	2	7	25	OBC(NCL)-0, SC-0, ST-0 Total-0	25	(a) LV-1, (b) HH-1, (c) OA, OL, Dw- <b>Nil</b> , (d) SLD, (e) MD involving (a) to (d)-1.
Materials Management	17	4	6	3	11	41	OBC(NCL)-2, SC-1, ST-0 Total-3	44	(a) LV-2, (b) HH-2, (c) OA, OL, OAL, Dw-1, (d) MD involving (a) to (c)-1.
Personnel & HR	37	9	14	7	25	92	OBC(NCL)-1, SC-1, ST-3 Total-5	97	(a) B, LV-5, (b) HH-4, (c) OA, OL, OAL, Dw-2, (d) SLD, (e) MD involving (a) to (d)-2.
Security	12	3	5	2	8	30	OBC(NCL)-1, SC-0, ST-0 Total-1	31	(a) Dw-1, (b) SLD, (c) MD involving (a) to (b)-1.
Coal Preparation	27	7	10	5	18	67	OBC(NCL)-0, SC-1, ST-0 Total-1	68	(a) HH-3, (b) OA, OL, Dw-1, (c) SLD, (d) MD involving (a) to (c)-2.
<b>Total</b>	<b>147</b>	<b>33</b>	<b>54</b>	<b>27</b>	<b>97</b>	<b>358</b>	<b>76</b>	<b>434</b>	

**NOTE:** \*The above vacancy is tentative and may increase or decrease as per requirement.

**ABBREVIATIONS:** HH=Hard of Hearing, OH = Orthopedically Handicapped, OA=One Arm, OL=One Leg, BL=Both Legs, BLOA=Both Legs One Arm, OAL=One Arm and One Leg, Dw=Dwarfism, LV= Low Vision, SLD=Specific Learning Disability, MD=Multiple Disabilities.

\*Total **44** vacancies are reserved for PwD candidates which includes backlog vacancies of PwD.

As per DoPT guideline, whenever in any recruitment year any vacancy earmarked for EWS cannot be filled due to non-availability of a suitable candidate belonging to EWS, such vacancy for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

#### 4. SELECTION PROCESS:

- a) Selection will be based on the marks obtained in the Computer Based Online Test (CBT) only. The details regarding the date of CBT will be intimated through the Admit Card for CBT. The Admit Card will be available for downloading through individual login portal of the candidate and no interview will be held for final selection.
- b) Before applying the candidates should ensure that they fulfil all the eligibility criteria. Admission to Computer Based Online Test will be **purely provisional**. If shortlisted, Candidature will be subject to verification of details/documents and if at any stage, it is found that candidate has submitted false information /fabricated document/ suppressed any fact or does not fulfill minimum eligibility criteria, his candidature will be cancelled without any further reference.
- c) **TEST CITIES:** The Computer Based Online Test will be held at Test Cities as mentioned in the online application. Candidates may opt for three Test Cities in order of preference and the same cannot be changed after the online form is submitted. CIL reserves the right to allocate any Test city other than the Test city opted by the candidate. CIL reserves the right to add or delete any cities(s) from the list based on the number of applicants.
- d) **COMPUTER BASED ONLINE TEST:** The duration of Computer Based Online Test will be for 3 hours (*in one sitting*) consisting of two papers (**Paper-I & Paper-II**) of 100 marks each. **Paper-I** will consist of General Knowledge/Awareness, Reasoning, Numerical Ability and General English and **Paper-II** will consist of Professional Knowledge (Discipline related) with **100 multiple choice questions (MCQ) in each paper**. Each question will carry 1 mark and there is no penalty for wrong answer. No marks will be awarded for un-attempted questions. The question paper shall be bilingual i.e. in English and Hindi only. However, in case of any error in Hindi version, the English version of the question shall be valid & final. The qualifying marks for the Computer Based Online Test will be as under:

Qualifying marks in the Computer Based Online Test		
GENERAL (UR) / EWS	OBC (Non-Creamy Layer)	SC / ST / PwD
Minimum 40 marks in each paper	Minimum 35 marks in each paper	Minimum 30 marks in each paper

Eligible candidates are required to appear in the Computer Based Online Test and if shortlisted in the Computer Based Online Test as per the above criteria, they will be empaneled as per their merit. Vacancies remained unfilled due to non-reporting/ joining, will be filled up from amongst the balance category-wise shortlisted panel as per merit complying with DoPT guidelines with separate category-wise cut-off indicated in the notices for selection, in phases to be decided by CIL management which is final and binding.

Final merit panel will be prepared based on the marks obtained in the Computer Based Online Test only.

The final list of selected Candidates against the vacancies will be uploaded on the CIL website. These Candidates will be intimated about Documents Verification (DV) & Initial Medical Examination (IME) on CIL website and also on their registered E-mail Id only.

- e) **NO OBJECTION CERTIFICATE:** Candidates working with Government / PSUs / Autonomous bodies have to submit No Objection Certificate (NOC) or proper receipted copy of application to employer seeking NOC to be attached while filling online application form. The online form submitted by attaching any other document in place of NoC / receipted copy of application seeking NoC, will be rejected forthwith.

If any candidate joins Government / PSUs / Autonomous bodies after filling the online application form, such candidates along with those who have submitted proper receipted copy of application to employer seeking NOC from their present employer at the time of filling online application form, also have to submit proper NOC at the time of document verification on final selection at the reporting place, failing which his /her candidature for applied post will be rejected and he/she will not be allowed in DV/IME.

- f) Offer of Appointment will be issued only after successful completion of DV & IME and submission of relieving letter from present employer if working in Govt. Sector/PSU/Autonomous body.
- g) The candidate has to submit three options for choice of subsidiary in order of preference for final posting on selection but the final decision in this regard will be based on the requirement and vacancy at Subsidiary and decision of CIL in this regard will be final and binding.

#### **5. APPLICATION FEE:**

Candidates belonging to GENERAL (UR) / OBC (Creamy Layer & Non-Creamy Layer) / EWS category are required to pay a **Non-Refundable fee of ₹. 1000/- plus applicable GST - ₹.180/- totaling ₹. 1180/- (Rupees One Thousand One Hundred Eighty only)**. SC / ST / PwBD candidates / Employees of Coal India Limited and its Subsidiaries are exempted from payment of application fee. Application fee will be paid through **online mode** only. There will be no other mode for payment of application fee. CIL will not be responsible, in case a candidate deposits the fee in any wrong account.

Fee once paid will not be refunded or adjusted against any further recruitment activity under any circumstances. Candidates are therefore advised to verify their eligibility before applying. It may kindly be noted that CIL does not seek any other charges/fees except the above mentioned application fee.

#### **6. UPPER AGE LIMIT:**

The Upper Age Limit is **30 Years as on 30-Sep-2024** for General (UR) & EWS category candidates.

Category-wise relaxation in Upper Age Limit is mentioned below:

- i. OBC (Non-Creamy Layer) - 3 Years
- ii. SC / ST - 5 Years
- iii. For Persons with Disabilities
  - o General (UR) -10 Years
  - o OBC (Non-Creamy Layer) - 13 Years
  - o SC / ST - 15 Years
- iv. Relaxation for Ex-Servicemen (ESM) category candidates is as per extant Govt. of India guidelines.

**Note:** The Upper Age Limit is relaxed subject to the condition that maximum age of the applicant on the crucial date i.e. 30-Sep-2024 shall not exceed 56 years. However, there will no age bar for Employees of Coal India Limited and its subsidiaries.

## 7. RESERVATIONS AND RELAXATIONS:

- a) Reservations and relaxations for SC / ST / OBC (Non-Creamy Layer) / PwD (**Percentage of Disability - 40% or above**) / EWS / ESM candidates will be provided as per guidelines of Govt. of India for the purpose. The reservation for PwD / ESM is on horizontal basis.  
SC, ST & OBC (Non-Creamy Layer) category candidates applying against General (UR) category post shall be considered in the General (UR) category for the purpose of availing relaxation in Upper Age Limit and application fee.
- b) Age relaxation to Ex-Servicemen/Dependents of those who died in riots of 1984 (Dependents 1984/Dependents of Defence Persons killed in Action (DODPKIA) will be as per the DoPT guidelines.
- c) Relaxations for employees of Coal India Limited or its Subsidiary companies applying online against the advertisement will be as per the rules of the company i.e. **no age limit and no application fee.**

Departmental candidates mean permanent 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 and submit No Objection Certificate (NOC) issued by the competent authority / present employer.

### i. For getting benefits of reservation under OBC-NCL category:

- a) Name of caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India (GOI) for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The name of the caste mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list.
- b) Candidates need to furnish valid caste certificate issued by the competent authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking.
- c) The OBC category candidates who belong to "CREAMY LAYER" are not entitled for OBC (NCL) concession/reservation and such candidates shall have to apply as "General" category candidate.

### ii. For getting benefits of reservation under SC/ST Category:

- a) Name of caste to which candidate belongs must appear in the Central List of SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India.
- b) The caste certificate must contain date of issue along with name of caste.
- c) The candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India.

### iii. For getting benefits of reservation under EWS category:

- a) Should not be covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below ₹ 8.00 Lakhs (₹. Eight Lakhs only). Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- 5 acres of agricultural land and above;
  - Residential Flat of 1000 Sq. Ft and above;
  - Residential Plot of 100 Sq. Yards and above in notified municipalities;
  - Residential Plot of 200 Sq. yards and above in areas other than the Notified Municipalities.
- b) The property held by a “Family” in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS Status.
- c) The term “Family” for this purpose will include the person who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- d) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by Competent Authority. The income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate’s claim as belonging to EWS:
- District Magistrate/ Additional District magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1<sup>st</sup> Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
  - Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
  - Revenue Officer not below the rank of Tehsildar and
  - Sub-Divisional Officer of the Area where the candidate and /or his family normally resides.
- e) The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post.

Candidates belonging to Economically Weaker Sections (EWS) will have to submit a copy of valid Income & Asset certificate issued by the competent authority as per OM No. 36039/1/2019-Estt (Res) dated 31.01.19 of DoPT, Ministry of PPG&P, Govt. of India on the basis of gross annual income of Financial Year 2023-24.

**This will be regulated as per Govt. of India Guidelines.**

## **8. OTHER DETAILS:**

**COMPENSATION / PAY:** Selected candidates will be placed as **Management Trainee** in **E-2 Grade** in the scale of pay of ₹. **50,000 – 1, 60,000/-** at the initial Basic of ₹. **50,000/- per month** during the training period. On successful and satisfactory completion of 1-year training period and passing the test conducted for the purpose, regularization will be in **E-3 Grade** in the scale of pay of ₹. **60,000 – 1,80,000/-** at the initial Basic of ₹. **60,000/-** with probation for 1 year, if not extended. Besides Basic pay, candidates will also be entitled to Dearness Allowance, HRA, perquisites and allowances under cafeteria approach and other allowances including Performance Related Pay (PRP) as applicable for the post. Benefits such as Leave, Medical facilities, CMPF, CMPS, Gratuity, CIL Executive Defined Contribution Pension Scheme etc. will be admissible as per extant rules of the company. The actual remuneration may vary depending on the place of posting, financial performance of the Company and also performance rating of individual.

**POSTING:** Candidates may be posted anywhere in Subsidiary companies including Coalfield areas. Only candidates willing to serve anywhere in India need to apply. However candidates will be required to submit three choice in order of preference for posting, but the final posting will be as per the availability of vacancy and decision of CIL Management in this regard will be final and binding.

**SERVICE AGREEMENT BOND:** Appointed candidates are required to serve the company for a minimum period of 60 months from the date of joining the company. The candidates will be required to execute a service agreement bond of ₹ 3 Lakhs (Rupees Three Lakhs) at the time of joining. A sum of Rs. 5000/- per month will be deducted from the salary of the MTs towards bond money which will be refunded without interest after successful completion of 60 months of service.

**MEDICAL EXAMINATION:** Before appointment, the selected candidates will have to undergo Initial Medical Examination (IME) by the company's Medical Committee, as per the Medical Attendance Rules of the company. The decision of the Medical Committee will be final and binding. The candidates are advised to go through the CIL's Medical Attendance Rule available on CIL's website and ensure that they meet the medical / physical standard to avoid any disappointment in IME.

## 9. HOW TO APPLY:

- i. The candidates shall apply through online mode available on CIL website [www.coalindia.in](http://www.coalindia.in) only under **Career with CIL >>>> Jobs at Coal India** section as per the qualification and eligibility criteria indicated above.
- ii. While applying online, candidate needs to upload copies of the following **self-attested** documents. Please note that scanned documents should be clear and legible failing which candidature may be cancelled.
  - Digital/Scanned copy of the recent passport size colour photograph (**not older than 3 weeks in jpg/jpeg format**).
  - Scanned copy of signature with Black ink pen (**in jpg/jpeg format**).
  - Scanned copies of the documents (**in pdf format**), as follows: (Self- attested)
    - a) Copy of Matriculation / Secondary Board level certificate in support of age.
    - b) Marksheet of graduation / Post graduation to establish the eligibility of the candidate.
    - c) Final / Provisional Degree / Certificate for Graduation and Post-Graduation, as applicable.
    - d) Apart from the other required documents, the candidates of final year / semester / trimester in the academic year **2024-2025** will have to upload their latest year / semester / trimester mark sheet / marks transcript of relevant minimum educational qualification. In case of CGPA/GPA, conversion in percentage certificate issued by University/Institute should be attached without fail. In case conversion formula is indicated in Marksheet, same should be uploaded in place of CGPA/GPA conversion certificate.
    - e) Candidates belonging to OBC (Non-Creamy Layer) / SC / ST will have to upload self-attested copy of valid caste certificate in prescribed format as mentioned above.
    - f) For PwBD category, certificate in the prescribed format of Govt. of India duly issued by the competent authority, has to be uploaded.

Scribe Certificate, in the prescribed format of **APPENDIX-I & APPENDIX-II** may be **downloaded during filling of online application form, which is to be submitted during the CBT at the Test Centre.** However, the candidate who will use Scribe, will also send the duly filled and signed scanned copies of **APPENDIX-I & APPENDIX-II**, two days before the Examination Date on Email ID- [mtrecruitment.cil@coalindia.in](mailto:mtrecruitment.cil@coalindia.in).

- g) Candidates belonging to Economically Weaker Sections (EWS) will have to upload self-attested copy of valid Income & Asset certificate issued by the competent authority as per OM No. 36039/1/2019-Estt (Res) dated 31.01.19 of DoPT, Ministry of PPG&P, Govt. of India on the basis of gross annual income of Financial Year 2023-2024, as mentioned above.
- h) Discharge / Service Certificate in case of Ex-Servicemen.
- i) Candidates presently employed in Government / Semi-Govt. / Public Sector Undertakings / Autonomous body to upload the document of No Objection Certificate (NOC) or proper receipted copy of application to employer seeking NOC, as mentioned in the point No. 4(e) of this Advertisement.
- j) **For Security Discipline-** The experience certificate must be uploaded and persons working in state PSE/Private Organization must upload certificate as specified in para 2B(v).
- k) Any information submitted by candidate, if found false / wrong, will lead to cancellation of candidature of the candidate without any reference.
- l) Candidate can submit online application for one discipline (post) only.
- m) The applicants, who submit multiple online applications, should note that only the online application with higher "Application Sequence Number" shall be entertained by the CIL and fee paid against one "Application Sequence Number" shall not be adjusted against any other "Application Sequence Number".
- n) Non-attachment of required/legible documents in the online application will be treated as incomplete application and will be rejected forthright.
- o) For foreign degree holders, the documents recognizing the same by the statutory body for appointment in government jobs to be attached, failing which the candidature will be cancelled. This certificate should be uploaded as merged PDF file along with the relevant degree certificate.
- p) Please retain print out of application form and payment acknowledgement slip for future references. Also note that, after closing date, the login portal will not allow printing of the application form.
- q) Please do not send hard copy of the application form or any documents to the office of CIL.
- r) Candidates applying for post of MT (Security) will have to upload experience certificate as per minimum experience required.

**Note:** In case any additional document is required to be uploaded, candidate is advised to upload it as merged pdf file in any tab given in online application portal.

## 10. GENERAL INFORMATION AND INSTRUCTIONS:

- a) Only Indian Nationals are eligible to apply.
- b) No TA/DA will be paid to any candidate (including SC / ST / PwD / EWS candidate) for appearing in the Computer based Online Test.
- c) If any information provided by the candidate is found to be false or incorrect or is not in conformity with the eligibility criteria, then his / her candidature is liable to be rejected at any stage of the recruitment process or even after recruitment or joining without any notice.
- d) CIL will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of Computer Based Online Test and, therefore, **the candidature is purely provisional**. Before applying, **candidates are advised to go through the requirements of essential qualification, age etc. and satisfy themselves that they are eligible for the post**. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and **decision of CIL shall be final**.
- e) 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 will be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.
- f) The candidates must have an active E-mail Id & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through their registered E-mail ID. Candidates have to ensure accuracy of their E-mail id & Mobile number. No change in E-mail Id & Mobile number as declared in the online application will be allowed.
- g) For queries, candidates are advised to visit the **Frequently Asked Questions (FAQs)** section uploaded on the CIL's website.
- h) CIL also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- i) Any modifications / amendments / corrigendum / selection list etc. will be uploaded on CIL's website [www.coalindia.in](http://www.coalindia.in) only.
- j) Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement the candidate may check on CIL's website [www.coalindia.in](http://www.coalindia.in) only.

All correspondences / announcements with respect to above recruitment process shall be done through E-mail / Notices on CIL website [www.coalindia.in](http://www.coalindia.in) only. Important information regarding recruitment will be available in Coal India Limited website only and as such, candidates are advised to visit the same frequently. Responsibility of receiving, downloading and printing of the Admit Card, information / communication etc. will be of the candidate. Company will not be responsible for any loss of email sent, due to invalid / wrong Email Id provided by the candidate in online application or due to any other reason.

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 other than the online application form candidates may write to Email Id: [mtrecruitment.cil@coalindia.in](mailto:mtrecruitment.cil@coalindia.in) only.

- k) Response query management will be made operational on the CIL website after 03 days from the completion of Computer Based Online Test for inviting comments/objections from candidates, if any. The link for objection management will be hosted for 05 days only. Objections through any other mode will not be entertained.
- l) The company reserves the right to reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances and requirement.
- m) Appointment of the candidate in CIL will be subject to verification of Character & Antecedents by the prescribed authorities and if any discrepancy / suppression is found, the candidature of the candidate will be cancelled and decision of CIL in this regard shall be final.
- n) Canvassing by a candidate in any form shall disqualify his/her candidature.
- o) If, at any stage of the recruitment process or subsequently, it is found that, the applicant:
  - i) has provided wrong information or submitted false documents or
  - ii) has suppressed relevant information or
  - iii) does not meet the eligibility criteria for this recruitment or
  - iv) has resorted to unfair means during selection process or
  - v) is found guilty of impersonation

She/he will be liable to be disqualified, prosecuted and debarred for all future appointments in CIL and her/his application/appointment will be cancelled/rejected forthwith.

- q) CIL has a robust and transparent recruitment process where the selection criteria are purely based on merit of the candidate. CIL does not demand or charge any fee or request for money deposits at any stage of the recruitment process other than the application fee mentioned in this advertisement. CIL urge job seekers not to be misled by any communication made by fraudsters purporting to be representatives of company and demanding payment in lieu of employment in CIL. The Company is not liable for any loss that may ensue from such fraudulent activities.
- r) Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the recruitment process without any further notice and without assigning any reason thereof.
- s) The Hindi version shall be uploaded shortly. In case any ambiguity/ dispute arises on account of interpretation in versions other than English, the English version will prevail.
- t) Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Kolkata only.
- u) For downloading detailed advertisement, FAQs, other queries and to submit online application, candidates may use WhatsApp Chat Bot “**Coal Mitra**” by using phone no. **9477011383**.

## **11. 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), allotment of examination centers, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**महाप्रबन्धक (कार्मिक / भर्ती)**  
**General Manager (Personnel / Recruitment)**  
**Coal India Limited "Coal Bhawan"**  
**Premise No. 04 MAR, Plot No. AF-III, Action Area - 1A,**  
**New Town, Rajarhat, Kolkata - 700163**

**Dated: 14.01.2025**

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