



**Coal India Limited
Recruitment Division**

Ref No.CIL: Rectt:NE-Ex:Survey: **2848**

Date: 17-Dec-2020

To,
GM (MP&IR), CIL
GM / HoD (P/EE) – BCCL/CCL/CMPDIL/ECL/MCL/NCL/SECL/WCL
GM, NEC

Dear Sir,

Sub : Internal notification for promotion / selection from Non-Executive cadre to Executive cadre for the post of Officer in E-1 Grade & Sr. Officer in E-2 Grade in Survey discipline.

1. The application particulars duly certified (as per enclosed Proforma / bio-data format Annexure A & B) in respect of the eligible candidates may be forwarded to General Manager (Pers / Rectt), CIL by 31-Jan-2021 after due scrutiny by a committee to be constituted by the Director (Personnel) of the respective subsidiary / GM (MP&IR), CIL (in case of CIL Hq, RSOs & NEC) as per the eligibility criteria / norms.
2. Tentative vacancy is as under :-

Vacancy	Unreserved	SC	ST
358	276	52	30

3. Norms :

The norms with regard to qualification as laid down in Cadre Scheme and subsequent circulars / modifications as per O.M. No. CIL/C-5A(PC)/ Rectt. Survey/423 dated 21.05.2020 & No. CIL/C-5A(PC)/ Rectt. Survey/477 dated 12.09.2020 by GM (P/PC),CIL, summary of which is given below :

- A. Eligibility :

Post	Qualification	Experience
Officer in E-1 Grade	i. Matriculation + SCC or ii. Diploma in Mining / Mine Surveying + SCC or iii. Matriculation + SCC + Company's Training Programme in Survey of not less than 2 years.	3 Years in T&S Grade A
Sr. Officer in E-2 Grade	iv. Degree in Mining or equivalent +SCC

- B. Methodology :

- a. Selection :

- i. It will be a paper DPC and selection / promotion will be on the basis of seniority from the common seniority list in E-1 or E-2 grades as the case may be (based on their qualification & eligibility) within the vacancies.
- ii. Performance Rating shall be at least "GOOD" for the last 03 years i.e. 2017-18, 2018-19 & 2019-20.
- iii. All clearances viz., Vigilance, Departmental & Safety clearances

- b. Seniority determination of eligible candidates :

- i. The one who is senior in T&S Grade A-1
- ii. If (i) is the same, then the date of coming in T&S Grade A.
- iii. If (i) & (ii) are also the same, then the date of coming in T&S Grade B.
- iv. If still there is a tie, then the one senior in age i.e. date of birth will be reckoned to be the senior.

Ambar

4. Screening of applications particulars and eligibility criteria:

On receipt of the applications & relevant documents, the committee constituted by the Director (Personnel) of the respective subsidiary / GM (MP&IR), CIL (in case of CIL Hq. RSOs & NEC), will scrutinize the said applications w.r.t. relevant provisions / cadre scheme i.e. educational certificates / caste certificates issued by Competent Authority (in case of SC/ST) etc., and will prepare two separate consolidated list of eligible and ineligible candidates (with reasons for ineligibility).

Both the lists are to be sent through Director (Personnel) of the concerned subsidiary company / General Manager (MP&IR), CIL in case of CIL Hq. RSOs & NEC to General Manager (Pers / Rectt), CIL within 31- Jan- 2021. While forwarding the application particulars of all eligible & ineligible candidates, Subsidiary Companies / concerned department of CIL will ensure the correctness of the data from their end.

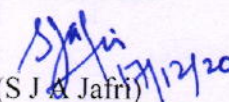
- a. It is pertinent to mention that no direct correspondence by individual employee in this regard will be entertained by CIL Hq. However, if any clarification is required by the subsidiary companies, the same may be referred to this office.
- b. Last date for receipt of applications at subsidiary Hq. / GM (MP&IR), CIL (in case of CIL Hq, RSOs & NEC) will be 15-Jan-2021.
- c. Receipt of duly certified / screened consolidated data – list of eligible and ineligible candidates (with reasons for ineligibility) to be submitted by the Subsidiary Companies / Concerned department of CIL, as mentioned above to GM (Pers / Rectt), CIL in hard and soft copy, by 31-Jan-2021.
- d. Further, any application submitted beyond the scheduled cut-off date shall not be entertained under any circumstances.

Sl No	Process / Activity Description	Applicable Dates
i.	Cut-off date for eligibility	30-09-2020
ii.	Last date of submission of completed application at Subsidiary HQ / MP&IR division , CIL (in case of CIL Hq, NEC & RSOs)	15-01-2021
iii.	Date of submission of all applications along with scrutiny report and all enclosures as referred above & Soft copy of applications by Subsidiary companies / CIL (including NEC / RSOs) to General Manager (Pers/Rectt),CIL	31-01-2021

All the dates in the Proforma / bio-data form (Annexure - A & B) should be entered in dd-mmm-yy format i.e. Date and year to be mentioned in digits, whereas month should be mentioned in words. For example, if one's date of appointment is 2nd February, 2001 then it should be written as 02-Feb-01.

In view of above, you are requested to kindly send the bio-data particulars of all eligible departmental candidates to General Manager (Pers/Rectt)-CIL within the stipulated period i.e. **31-Jan-2021**.

Encl: As above


(S J & Jafr)
General Manager (Pers/Rectt)

Distribution (through email):

1. D(M) / D(T) / D (P&IR) / D (F) ,CIL
2. Director (Personnel), BCCL/CCL/ECL/MCL/NCL/SECL/WCL
3. Director (T/CRD), CMPDIL
4. TS to Chairman, CIL
5. GM (Vigilance), CIL
6. TS to Director (P&IR) / Director (Tech.) / Director(F)/Director(M) CIL
7. GM (System), CIL – with a request to upload the notification on CIL website
8. GM / (HoD), IICM
9. GM CIL New Delhi] with request to send all eligible bio-data particulars as per Proforma
GM NEC Assam] enclosed to GM (MP & IR) CIL
All RSOs]

Biodata Format

1. (A) Name of the Company :
- (B) Discipline :
- (C) Present Designation & Grade :

Affix recent Passport
Size colour
Photograph

(To be attested by
Controlling Officer)

2. Post Applied for :

3. Name of Applicant :
(In block letters)

4. Father's Name :

5. Employee (NEIS) No :

6. Date of Birth - (In Figure):

- (In Words) :

7. Date of Appointment :

8. (As on cut-off date i.e. 30-Sept-2020)

a.) Grade :

b.) Date of Entry in Grade :

9. Mailing Address :

10. Mobile No. :

11. E-mail id. :

12. Religion :

13. Category :

(SC/ST/GEN; Self attested copy of certificate to be enclosed for SC/ST candidates)

14. Date of acquiring Surveyor's Certificate of Competency :

(Self attested copy of certificate to be enclosed)

15. Educational Qualifications:

Name of Course	Name of the University / Institute	Year of Passing	Subject Taken / Specialization	Percentage of Marks
High School / Matriculation / SSC Exam				
Intermediate / HSC Exam				
Graduation / Degree in Mining or Equivalent				
Post-Graduation				
Any Other Qualification (1)				

16. Experience (Beginning from Date of Initial Appointment):

Sl No	Designation / Grade	From	To
1			
2			
3			
4			
5			
6			

Other Terms & Conditions:

1. My application may be rejected if I am not meeting any of the eligibility norms / criteria as per the notification.

Declaration / Undertaking:

I, hereby declare that the information as furnished above is correct to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage.

Date: _____

Signature of the candidate

Signature of the Controlling Officer

PROFORMA TO BE SUBMITTED FOR PROMOTION / SELECTION FROM NON-EXECUTIVE CADRE TO EXECUTIVE CADRE TO THE POST OF OFFICER IN E-1 GRADE & SR. OFFICER IN E-2 GRADE IN SURVEY DISCIPLINE.												
Sl. No.	Name	Present Grade Designation	Employee No (NEIS).	Category (Gen / SC / ST)	Date of Birth	Date of Initial Appointment	Present Place of Posting	Date of Entry in various Grades beginning from date of initial appointment (i.e. Grade History)	Grade as on cut-off date (i.e. 30-09-2020)	Date of entry in the Grade (as mentioned in column 10)	Educational Qualification (as on cut-off date)	Self attested copy of Surveyor's Certificate of Competency (Yes / No)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

This is to certify that the above information has been checked and verified from the Service records of the concerned employee and found to be correct

SIGNATURE OF AUTHORISED EXECUTIVE OF THE CONCERNED COMPANY WITH SEAL

Note : Copy of SC/ST certificate may be enclosed, as applicable .
Self attested copy of Surveyor's Certificate of Competency