

# कोल इण्डिया लिमिटेड

महाराष्ट्र कंपनी

(भारत सरकार का एक उपक्रम),

"कोल भवन", कर्मिक विभाग, 2 तल,

प्रेमिसेस नं. 04 एम.ए.आर., प्लॉट नं. ए.एफ. 111,

आक्सन एरिया-1ए, न्यू टाउन, राजारहाट,

कोलकाता-700156



# Coal India Limited

A Maharatna Company  
(A Govt. of India Enterprise)

"COAL BHAWAN"

PERSONNEL DIVISION, 2ND FLOOR,  
PREMISES NO.04 MAR, PLOT NO.AF-III,  
ACTION AREA-1A, NEW TOWN,  
RAJARHAT, KOLKATA - 700 156, W.B.  
CIN No.L23109WB1973GOI028844  
Email: gmpers.cil@coalindia.in  
Phone : 033-71104228

Ref No.: CIL/C-5A(IV)/EE/Advisor(Sectl)ChairmanSectt/ B-571

Date: 14.07.2025

## COAL INDIA LIMITED

### Notification for engagement of Full Time Advisor(Secretarial) in Chairman Secretariat, CIL on contract basis.

Coal India Limited (A Maharatna Company) invites application for engagement of one (01) full time Advisor (Secretarial) in Chairman Secretariat, CIL Kolkata on contractual basis from **retired** E5 grade executive or above who have served in Secretarial discipline from CIL and its subsidiaries, PSUs/Autonomous organization of Central/State Government.

The eligibility criteria, terms of engagement, pay and allowances, other benefits for the proposed engagement are mentioned below:

No. of posts	01 (One)												
Age limit for eligibility	Not more than 65 years during the contract period.												
Tenure of Engagement	The Contract Period will be for a period of 02 years.												
Educational qualification	Bachelor's Degree in any discipline												
Work Experience	Minimum 10 years in a Secretarial position in a large public sector or government undertaking.												
Nature of work	<p>a) Facilitate communication and coordination with Government of India Ministries, State Government Departments, key functionaries of CIL, and its Subsidiaries.</p> <p>b) Support the Chairman's Secretariat in all matters requiring executive secretarial assistance</p> <p>c) Manage interactions and engagements with senior officials, stakeholders, and dignitaries, and tact in handling visitors and callers.</p> <p>d) Plan and oversee travel arrangements for Executives of Chairman's Secretariat.</p> <p>e) Maintain official documentation, confidential records, briefing materials, and agendas in line with organizational protocols.</p> <p>f) Liaising with internal departments and external agencies as required.</p> <p>g) Act as a protocol facilitator, upholding decorum and functional support at official meetings and high-level engagements.</p>												
Remuneration and other Benefits	<p>(i) Consolidated Monthly Compensation/honorarium</p> <table><tr><th>Grade of Retired Executives</th><th>Consolidated Monthly Compensation/honorarium</th></tr><tr><td>Retired E-9 grade Executive</td><td>Rs.1,50,000/-</td></tr><tr><td>Retired E-8 grade Executive</td><td>Rs.1,20,000/-</td></tr><tr><td>Retired E-7 grade Executive</td><td>Rs.1,00,000/-</td></tr><tr><td>Retired E-6 grade Executive</td><td>Rs.90,000/-</td></tr><tr><td>Retired E-5 grade Executive</td><td>Rs.80,000/-</td></tr></table> <p>(ii) Conveyance charges: Company shall provide Conveyance for full time Advisor as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charges.</p>	Grade of Retired Executives	Consolidated Monthly Compensation/honorarium	Retired E-9 grade Executive	Rs.1,50,000/-	Retired E-8 grade Executive	Rs.1,20,000/-	Retired E-7 grade Executive	Rs.1,00,000/-	Retired E-6 grade Executive	Rs.90,000/-	Retired E-5 grade Executive	Rs.80,000/-
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Retired E-9 grade Executive	Rs.1,50,000/-												
Retired E-8 grade Executive	Rs.1,20,000/-												
Retired E-7 grade Executive	Rs.1,00,000/-												
Retired E-6 grade Executive	Rs.90,000/-												
Retired E-5 grade Executive	Rs.80,000/-												

	<p>(iii) Accommodation facility: Suitable Company's accommodation shall be provided on availability. However, if company's accommodation is not available, HRA shall be applicable as per the CIL HRA rules for X, Y and Z class of cities based on circular of DoE vide OM dated 07.07.2017.</p> <p>(iv) Reimbursement for mobile telephone- Reimbursement for the use of mobile telephone based on the actual bills or Rs. 1000/- per month whichever is less.</p> <p>(v) Medical – All executives of CIL covered under the post retiral medical benefits scheme will continue to govern by the said scheme. Those appointed who are not under the roll of CIL will be given the same coverage of benefit, if they are not covered under any post retiral medical scheme.</p> <p>(vi) Leave -The Advisor shall be entitled for paid leave of 15 days in every six months spell in addition to the paid holidays in the establishment. The paid leave should be regulated as per the provision of earned leave applicable to executive cadre employee under CIL Executive Leave Rules'. However the paid leave admissible as above is not encashable. The accumulated leaves will stand lapsed on the expiry of each period of engagement of Advisor.</p> <p>(vii) TA/DA and other boarding charges shall be payable as per entitlement and shall be applicable as per CIL's policy for availing the services of retired CMDs/Directors/Sr. level Executives, and others as full time/part time Advisors.</p>
<b>Terms &amp; Conditions</b>	<p>a) The selected Advisor would be stationed at CIL HQ Kolkata. He shall report to Executive Director (Coordination), CIL.</p> <p>b) The engagement of Advisor will be subject to Medical fitness to be certified by Company Medical Officer.</p> <p>c) Notice Period for termination of contract – one month's notice or consolidated compensation amount from either side.</p> <p>d) Signing of documents - The Advisor shall give his proposals, suggestions, comments, advises, remarks etc. in writing under their signature and shall take accountability for the same. However, he will not supervise or control the day to day work of officials/ employees of the company nor will he certify or pass bills pertaining to the department.</p> <p>e) Secrecy – The Advisor will maintain all information/ documents/ materials gathered during the course of the engagement in strict confidence. They will not copy or make notes of such information/ documents except in conjunction with the work for the Company. They will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for their own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by them or the company in the normal course of the engagement with the Company.</p> <p>f) The Advisors shall, while demitting the office, handover all information/ documents/ materials (in soft/ hard format) under their possession, during the engagement period, to the concerned HOD.</p> <p>g) Tax - In case payment of GST is required, then the same shall be reimbursed on production of proof of such payment.</p> <p>h) Reporting Relationships – During course of their engagement, Advisor will employ themselves efficiently, diligently and to the best of their ability shall devote their whole time and attention to the interest of the Company and generally carry out work as assigned to them and shall comply with all lawful orders and directions given by the CMDs/ Directors/ HoDs. They shall honestly, diligently and faithfully serve the Company and use utmost endeavor to promote the interest of the Company.</p> <p>i) Expiry of Terms of Engagement – Unless the ad-hoc period of engagement is extended further or terminated earlier by giving one-month notice or payment in lieu thereof, the engagement will come to an automatic end on the expiry of the period of engagement stipulated in the offer letter and no notice will be necessary.</p> <p>j) Joining on appointment – The Advisor is required to join within 15 days of the offer of engagement or in exceptional circumstances, as approved by the concerned Functional Director. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdrawn automatically.</p> <p>k) Prohibition on other Full time engagement - Advisor shall not accept any full time appointment or post, whether advisory or administrative, in any other firm or company during the period of their engagement with CIL and its subsidiaries.</p> <p>l) Vigilance/Departmental Clearance- The rules of promotion on the matter of Vigilance/Departmental/Safety clearances shall hold good in the appointment of Advisors.</p> <p>m) Other Terms and conditions will be applicable as per CIL's Policy for availing the services of retired CMDs/ Directors/ Sr. level Executives, etc. as full time/ part time Advisors.</p>

The Application Forms can be downloaded from CIL's website [www.coalindia.in](http://www.coalindia.in) under the caption "Career with CIL".

**Cutoff date for eligibility is 29/07/2025**

Interested candidates fulfilling the above criteria may submit their details/information in the Application Format (appended below) along with following (self-attested) documents:

1. Proof of age (Matriculation Certificate)
2. Superannuation/Retirement notice.
3. Office Order/Official Document/certification from the respective company/organization regarding retirement notice, Gratuity payment, retiral dues and Retirement related documents
4. Certificates of Educational qualification.
5. Details of Work Experience & Promotion.
6. Certificate of scale of pay

These documents along with duly filled in application format should reach the office of General Manager(HR-EE), CIL, Coal Bhawan, Action Area 1A, Newtown, Rajarhat, Kolkata, Pin-700156, West Bengal latest by **29/07/2025 by 03:00PM by Registered Post/ Speed Post or through Email on [gmpers.cil@coalindia.in](mailto:gmpers.cil@coalindia.in).**

**The applicant should super scribe "Application for the post of Advisor(Sectl.) Chairman Secretariat, CIL" on the envelope. In case of Application through Email "Application for the post of Advisor(Sectl.) Chairman Secretariat, CIL" should be mentioned in the subject.**

Following important points may also be noted:

- Applications received via email/post after 29/07/2025, 03:00PM** in the office of General Manager (HR-EE) CIL, Coal Bhawan, Action Area 1A, Newtown, Rajarhat, Kolkata, **will not be considered** and the company will not be responsible for any postal delay/loss in transit in submission on application within specified time.
- CIL reserves the right to change the number of vacancies and cancel/ restrict/modify/ alter the engagement process or advertisement notification, if required, without issuing any further notice or assigning any reason thereof. Any modifications/ amendments, if any, in this notification will be given in CIL website only.
- All correspondence with the candidates shall be made as per his address/email, given in the application. However, important information will also be available at CIL's website.
- VRS optees will not be considered.**
- CIL reserves the right to shortlist candidates for Personal Talk for the selection of the post of Advisor(Sectl.)Chairman Sectt., CIL. No T.A will be paid to any candidate for appearing in personal talk.



(Rajesh V Nair)  
महाप्रबंधक (मानव संसाधन - कर्मचारी स्थापना)  
General Manager (HR-EE)  
Coal India Limited

Distribution:

- 1) Dir(HR)/Dir(BD)/Dir(Fin)/Dir(Mktg)/Dir(Tech), CIL, Kolkata
- 2) CVO, CIL, Kolkata
- 3) Director(HR), WCL/ECL/CCL/MCL/NCL/BCCL/SECL
- 4) Director(T/CRD), CMPDIL, Ranchi
- 5) ED(Coordination), CIL, Kolkata
- 6) GM(System)/ HOD(System): NCL/ECL/SECL/CCL/BCCL/WCL/MCL/CMPDIL-  
with a request for uploading the notification on their respective website.
- 7) GM (System), CIL, Kolkata- with a request to upload on CIL official website.
- 8) General Manager(EE)/ HOD(EE)-  
NCL/ECL/SECL/CCL/BCCL/WCL/WCL/MCL/CMPDIL
- 9) GM(Min)/ TS to Dir(Tech), CIL Kolkata
- 10) HOD(CC/PR), CIL, Kolkata
- 11) Sr. Manager(HR)/ TS to Dir(HR) CIL Kolkata
- 12) Manager(Secretarial) to Dir(Tech)/Dir(HR)/Dir(Fin)/Dir(Mktg.)/Dir(BD), CIL,  
Kolkata

## APPLICATION FORMAT

For Advisor (Secretarial), Chairman Secretariat, CIL

1. Name ( in block letter):

2. Employee No.:

3. Father's Name:

4. Present address for communication:

Photo

5. Contact No. a) Telephone:

b) Mobile:

6. E-mail ID:

7. Permanent Address:

8. Caste (Gen/ SC/ST/OBC):

9. Date of Birth:

10. Date of Superannuation with Superannuation Notice No.:

11. Educational Qualification:

Sl. No.	Examination Passed (E.g. 10 <sup>th</sup> /12 <sup>th</sup> /Graduation/PG/ etc.)	Board/ University	Year of Passing	Percentage of Marks

12. Work Experience:

(A) Minimum 10 years in a Secretarial position in a large public sector or government undertaking

(YES / NO)

(B) If Yes, details thereof:

S No	Name of the Company with details	Details of Posting (Designation, Place of posting)	Period of work		Nature of work
			From	To	

13. Detail of last employment before superannuation:

Name of Organisation/ Deptt. from where the executive has retired	Last Held Post	Grade	Basic Pay with Grade Pay (where applicable)	Discipline	Period of last post held	Remark

14. Special Achievement (if any):

15. Details of any Vigilance/Departmental/Safety/Court Case /Police case (if pending):

16. Any Other Information relevant to the Post:

**Declaration**

I, \_\_\_\_\_ (Name), hereby certify that the details furnished by me in point no. 1 to point 16 are true to the best of my knowledge and belief.

**Signature of the Candidate with date**

List of Enclosures: