



Coal India Limited
(A Govt. of India Undertaking)
(A Maharatna Company)

ENGAGEMENT OF SECURITY PERSONNEL
ON FIXED TENURE CONTRACT BASIS

Advertisement No.: 01 /2022

LAST DATE FOR RECEIPT OF APPLICATIONS – 01.03.2022

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 and the largest corporate employer with approx. 2.55 lakhs employees, which contributes around 83% of the total coal production in India.

CIL proposes to engage Security Personnel on fixed tenure contract basis and applications are invited for the following Posts:-

Sl. No.	Name of the Post and Grade	Number of Post	Upper Age limit as on the date of notification
1	Chief Manager(Security)/E7	10	Not exceeding 62 years
2	General Manager(Security)/E8	4	Not exceeding 62 years

1. DETAILS OF VACANCIES:- (TENTATIVE)

The break-up of vacancies in different grades is indicated below: -

Grade	Total	UR	OBC(NCL)	SC	ST	EWS
E7	10	5	2	1	1	1
E8	4	3	1	0	0	0
TOTAL	14	8	3	1	1	1

NOTE- The above vacancy indicated may increase or decrease as per requirement.

Reservations and Relaxations:-

- a. Reservations and relaxations for SC/ST/OBC (Non-Creamy Layer)/EWS candidates will be provided as per guidelines of Govt. of India for the purpose. A person who wants to avail the benefit of reservation will have to submit a certificate issued by the Competent Authority.

SC, ST & OBC (Non-Creamy Layer) category candidates applying against General (UR) category post shall be considered against the general category merit and no relaxation in Upper Age Limit is applicable to them.

The authorities empowered to issue caste certificates are:-

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra-Assistant Commissioner.
- ii. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate
- iii. Revenue officer not below the rank of Tehsildar.
- iv. Sub-Divisional Officer of the Area where the candidate and/ or his family normally resides.

Age- relaxation to Ex-servicemen/Dependents of those who died in riots of 1984 (Dep 1984)/ Dependents of Defence Persons Killed in Action (DODPKIA) as per DoPT guidelines.

The Upper Age limit is relaxed subject to the condition that the maximum age of the applicant on the date of notification **i.e. 09.02.2022** shall not exceed 62 years.

- b. EWS/SC/ST/OBC(NCL) applicants must submit copy of caste/category certificates, as per the format attached with the notifications, if applicable.
- c. If the EWS/SC/ST/OBC(NCL) certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in English.

2. ELIGIBILITY CRITERIA:-

A. Educational Qualification and Experience:

- i. **Essential** : Graduation in any Discipline
- ii. **Added Advantage:**
 - a. 2 years Post Graduate Degree/Post- Graduate Diploma in Security Management or Industrial Security and not cyber security.
 - b. 2 years Post Graduate Degree/ Post Graduate Diploma or equivalent in Management.

B. Post Qualification Experience:-

1. For Chief Manager(Security)/E7 Grade-

Minimum 19 years' service in Officer/ Executive Cadre with either Armed Forces or Central Police Organization (CPO)

(OR)

Minimum 22 years' experience in managing industrial security in Officer/ Executive Cadre with Govt./ other PSEs

2. For General Manager(Security)/E8 Grade-

Minimum 22 years' service in Officer/ Executive Cadre with either Armed Forces or Central Police Organization (CPO)

(OR)

Minimum 25 years' experience in managing industrial security in Officer/ Executive Cadre with Govt./ other PSEs

Note-

- i. Central Police Organizations (CPO) for the purpose of above selection 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.
- ii. Experience in other Govt./PSEs would be considered only if the candidates are having relevant experience in managing Industrial security in Officer/ Executive Cadre.
- iii. Office/ Executive Cadre means minimum induction level of Officer Cadre like Management Trainee/ Officer of CPSEs, Officer Cadet of Defence, Asst. Supdt of IPS, etc.
- iv. The experience of State Public Sector Enterprise in Officer/ Executive cadre would be applicable only if the Organization is having manpower of atleast 10,000 employees of all types with net worth of minimum ₹500 crores.
- v. For consideration of candidature of Armed Forces/ CPO Personnel, the security related experience of other Govt./ PSEs in Officer/ Executive cadre, if available, will also be considered along with the experience of Armed Forces/ CPO for calculation of minimum required experience in such a way that every completed 2 years of experience in other Govt./ PSEs in Officer/ Executive Cadre will be considered equivalent to 1 year of experience in Armed Forces/ CPO.
- vi. The applications of candidates from PSEs/ Government sector will be considered only if:
 - a. The candidate is having minimum two years' experience in immediate lower grade.

For example, for recruitment in E8 grade, the candidate should have minimum 2 years' experience in E7 and/ or E8 grade or equivalent in either of the following scales or equivalent:

- (i) ₹1,00,000-2,60,000 (IDA) Post 01.01.2017 or higher scale
- (ii) ₹1,23,100-2,15,900 (Level 13) (CDA) Post 01.01.2016 or higher scale

Note: Applicants of other PSEs who are having the required two years' experience in the above mentioned pay scale but not in E7 or E8 grade will not be eligible for E8 grade.

- b. The applications against the notification are received through proper channel or No Objection Certificate is produced at the time of interview.
- vii. Subject to eligibility conditions, one candidate is allowed to apply for both grades against a single notification/ advertisement. However, two separate applications are to be sent for each Grade.
- viii. In case, a candidate is having security related experiences from multiple Organizations in Officer/ Executive cadre, all such experiences would be counted in terms of completed months for calculation of final completed years of experiences.
- ix. The appointment of Security Personnel under this Policy shall be subject to Medical fitness to be certified by Company Medical Officer.
- x. 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 engagement under this policy.
- xi. Candidates are requested to go through the Role Profile and Terms and Conditions for engagement of Security Personnel in E-7 and E-8 Grade on fixed tenure contract basis annexed with this advertisement as **Annexure- A**

3. HOW TO APPLY

- a) The application form for the above post is annexed with this advertisement as **Annexure-B**. The candidates will be required to send the duly filled in signed application form in the prescribed format along with self –attested copy/copies of the testimonials through speed post superscribing the post applied for to the below mentioned address so as to reach latest by **05:00 PM of 01.03.2022**:

Dy. General Manager (Personnel/Rectt.)
Coal India Limited, “Coal Bhawan”,
Premise No-04, MAR Plot No.AF-III, Action Area-1A,
New Town, Rajarhat, Kolkata-700156

- b) Candidates employed with Government / Semi-Govt. / Public Sector Undertaking / Autonomous body should produce No Objection Certificate (NOC) from the present employer along with the application.
- c) The Candidates will be required to present themselves along with all the requisite documents in original along-with 2 self attested copies of each document at the time of interview.
- d) In case of Executives superannuated from CIL or any other organisation, Relieving Certificate issued by last employer needs to be submitted.
- e) Any candidate whose application is found having discrepancy w.r.t. eligibility criteria, including

Grade/Scale of Pay as specified in Note of the Point No. vi(a) then such candidate will not be considered for interview.

- f) Before submitting the application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post applied.
- g) Non- attachment of required documents as per application format will be treated as incomplete application and will be rejected forthright without further reference.
- h) It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email address, contact mobile number, address for correspondence, Aadhar card number/Pan Number/ Bank Account Details (Name of the Bank, Account Number, IFSC Code, MICR Code.) etc.
- i) The applicant should affix her/his one passport photograph on the application in the space provided. The Second one should be attached with it and not pasted (with full name written on the backside for identification).
- j) In case of variation of Name/ surname/name, spelling mentioned in the Application cum Bio-data with that of educational/ professional qualification certificates/caste certificates the applicant should submit certificate from SDM or equivalent competent Authority, failing which the application will be rejected.
- k) Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

4. MODE OF SELECTION:

Selection will be on the basis of Qualification, Experience as detailed above in Pt. No.(2)(B) and Personal Interview. Selection will be through shortlisting of eligible applications and Personal Interviews of the shortlisted eligible candidates. Shortlisting for interview will be purely provisional.

5. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION: -

- a. Qualification Certificates
- b. Experience Certificate/s in chronological order
- c. Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/Government issued ID.
- d. NOC of the Present Employer, clearly mentioning the present grade, as well as scale of pay drawn, separately along-with equivalent Grade and Pay-Scale of Coal India Limited, if working in Central/State Govt./PSUs/Aided Institutions etc., if applicable
- e. The candidates who are working in state PSE's should submit a documentary proof of being employed in an organisation having manpower of atleast 10,000 with net worth of minimum ₹ 500 crores.
- f. Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the Original documents at the time of interview, if called for.

The following original documents will be verified at the time of interview. Non Production of original documents will debar the candidate from appearing for the interview.

a. Date of Birth (DoB) proof:

- I. Xth Std Passing Certificate indicating Date of Birth
OR

II. School Leaving Certificate

b. Qualification

- (i) All Certificates/Mark Sheets for each Year/Semester in support of Educational/Professional Qualification, as prescribed.
- (ii) Applicants who are awarded gradation under the CGPA system are required to bring proof issued by the University/Institute converting the CGPA gradation in to appropriate percentage.
- c. Experience Certificates.
- d. Caste Certificate.
- e. All other certificates as mentioned in the Application Form.

6. IMPORTANT DATES

The Last date for receipt of application will be **01.03.2022 by 5 P.M.**

7. INTERVIEW CENTRE:

The venue for interview will be CIL (HQ) at Kolkata. The shortlisted candidates will be intimated about the date and time subsequently through email. Hence applicant should check email regularly.

8. GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals are eligible to apply
2. All certificates / testimonials should be in English or Hindi.
3. For all the posts - Age, Qualification & experience would be as on the date of notification/advertisement **i.e 09.02.2022.**
4. Mere fulfilment of eligibility conditions as laid down in the advertisement does not entitle a candidate to be called for Interview and mere empanelment does not make them entitled for recruitment.
5. Shortlisting for interview will be as under:-

No. of vacancies	No. of Candidates to be called for interview
1	5
2	8
3	10
4 or more	1 : 3 ratio
For EWS/OBC/SC/ST/ Category	1 : 3 ratio against each category

6. If suitable candidates are not found among the candidates interviewed, CIL reserves the right to call for interview from the remaining eligible applicants.

7. All qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities.
8. Before submitting the application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post applied.
9. No modifications are allowed after candidate submits the application form. If any discrepancy is found in the data filled by the candidate in the Application and that of the original testimonies, the candidature of such candidate will be rejected. Hence, utmost care should be taken to furnish correct details while submitting the application.
10. Illegible / unsigned applications not in the prescribed format or without photograph / without copies of all certificates in support of candidature or those received after last date will be rejected. In case of multiple applications for the same post, the latest one will be considered.
11. CIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without assigning any reason thereof. CIL may at its discretion, re-conduct Interview in case of any eventualities.
12. The candidates must have an active E-mail Id & Mobile number as all-important communications will be sent to the mail id and mobile number. Candidates have to ensure accuracy of their E-mail id & Mobile number. No change in E-mail Id & Mobile number as declared in the hard copy application will be allowed.
13. The amount towards reimbursement of TA will be remitted to the bank account of the candidates. No cash Payment shall be made.
14. If applicant is not interviewed due to non-meeting the eligibility criteria or non-production of the required documents including NOC, no travelling expenses will be reimbursed.
15. All correspondence with the candidates shall be done through e-mail. Company will not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to other reasons.
16. The decision of CIL in all matters relating to eligibility, acceptance, rejection of the application, mode of selection, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard.
17. CIL shall not be responsible for any delay / loss in transit at any stage of the recruitment process. No request in this regard will be entertained.
18. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
19. The contractual hiring will not confer any right to claim the status of a regular employee of the Company or to claim for employment or assignment in CIL in any manner in future.
20. If, at any stage of the recruitment process or subsequently, it is found that, the applicant:
 - a. has provided wrong information or submitted false documents or
 - b. has suppressed relevant information or
 - c. does not meet the eligibility criteria for this recruitment or
 - d. has resorted to unfair means during selection process or
 - e. is found guilty of impersonation or
 - f. Created disturbance affecting the smooth conduct of the Personal Interview.
 - g. She/he will be disqualified, prosecuted and debarred for all engagement in CIL and her/his application/engagement will be cancelled/rejected forthwith.
21. In case of any dispute, legal jurisdiction will be at Kolkata only.

9. Contact Us :

- i. In case of any problems faced by the candidates in filling up the application, he/she may contact the help desk on the phone number: 033-71104281 and 033-71104278 **between 10 AM to 5 PM on the working days i.e. Monday to Friday till 01.03.2022.**
- ii. Any further information/corrigendum/addendum etc., pertaining to recruitment will be uploaded on the website www.coalindia.in only and as such, candidates are advised to visit the same frequently.

10. 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) and interviews and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

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Dy. General Manager (Personnel/Rectt.)

Coal India Limited, "Coal Bhawan",
Premise No-04, MAR Plot No.AF-III, Action Area-1A,
New Town, Rajarhat, Kolkata-700156