

कोल इण्डिया लिमिटेड

महारात्न कम्पनी

(भारत सरकार का उपक्रम)

कॉर्पोरेट पहचान सं. 1.23109WB1973G:O1028844

एकता भवन-1ए, न्यू टाउन, राजरहाट, कोलकाता-700156

फोन: 033-23246528, फैक्स: 033-23244140

वेबसाइट: www.coalindia.in



Coal India Limited

A Maharatna Company

(A Govt. of India Enterprise)

Corporate Identity No.: 1.23109WB1973G:O1028844

Action Area-1A, New Town, Rajarhat, Kolkata-700156

PHONE: 033 23246528, FAX: 033 23244140

WEBSITE: www.coalindia.in

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Dated : 2nd July, 2015

NOTICE

The Competent Authority has constituted a high power committee vide office order no. CIL/C5A(PC)/HRV/365 dated 18.06.2015, for revisiting the existing Promotion Policy for executives of CIL, under the Chairmanship of Shri A N Sahay, CMD, MCL.

The Chairman of the committee seeks suggestions/ views from all the executives of CIL and its subsidiaries on the draft Promotion Policy (attached as Annexure) for deliberation by the committee.

The views/ suggestions may be sent to the email id: cjuster@coalindia.in latest by 17.07.2015.

On behalf of the committee,


(C Juster)

Chief Manager (Per/ PC)

CIL Executives Promotion Policy

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10.1 Title and commencement

This policy will be called the ‘**CIL Promotion Policy**’. It will come into force w.e.f _____.

10.2 Scope and applicability

This policy will apply to all below board level executives of Coal India Limited and its subsidiaries. The provisions of this policy, as specifically provided, will also apply to Management Trainees (MTs).

10.3 Promotion philosophy

CIL continuously strives to promote meritocracy and fair play in the organization. The organization provides all individuals the opportunity for best career path in line with the individual’s growth aspirations within the organization. The promotion system identifies and rewards individuals who have demonstrated superior performance in their existing roles and who have the leadership potential (defined in terms of technical and behavioral competencies) to deliver superior performance in their next role. In the process, this policy also ensures availability of right talent at every level.

10.4 Key objective of promotion policy

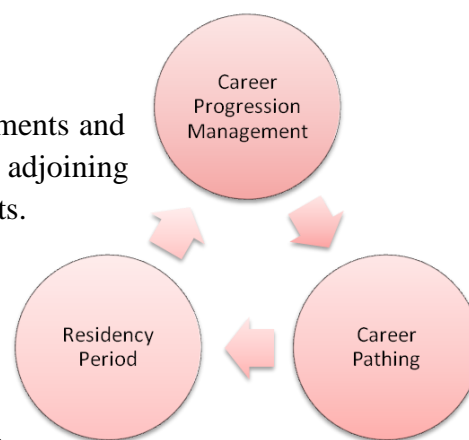
The key objective of the policy is to drive a holistic promotion system within the organization by achieving strong alignment of individual performance with organizational growth expectations from the individual through a higher degree of transparency, uniformity and process efficiency.

10.5 Promotion framework

Promotion policy framework helps us understand key elements and value chain of its activities. The same is illustrated in the adjoining figure. The framework consists of following 3 key elements.

10.5.1 Career progression management

This involves setting up the right administrative and organizational structure to manage the promotion of executives so that it is done in a fair and objective manner.



10.5.2 Career pathing

It refers to defining clear career levels and criteria of the aspects to be evaluated at each level while promoting an executive. These aspects also indicate the overall progress and development of executives which hones well for the organization.

10.5.3 Residency period

Residency period is deciding an adequate time between each promotion level which would benefit the executive of extracting maximum value from experiences and learning and also the organization to plan his ascendency to handle more responsibilities in an effective and impactful manner.

10.6 Career management

The career progression of executives is managed centrally at CIL HQ through Departmental Promotion Committees (DPCs) and based on defined norms.

10.6.1 Composition of the DPC

There will be four DPCs for considering the promotions from one grade to another, as given below:

- a) Board No.I for considering promotion from E8 to E9 grade
- b) Board No. II for considering promotion from E7 to E8 grade.
- c) Board No. III for considering promotions from E6 to E7 grade
- d) Board No. IV for considering promotions upto E6 grade

The composition of the 4 DPCs will be as given in the table below:

S. No	Promotion Level	DPC	No. of members	Chairman of DPC	Members
1	E8 to E9	Board I	6	Chairman, CIL	(a) Director (P&IR), CIL (b) Concerned Functional Director (c) One CMD of the subsidiary (d) Two Independent Directors
2	E7 to E8	Board II	5	Chairman, CIL	(a) One CMD (b) Director (P&IR), CIL (c) Concerned Functional Director

					(d) One Independent Director
3	E6 to E7	Board III	4	One CMD of the subsidiary or a Functional Director of CIL.	(a) Director (P&IR), CIL (if not nominated as the Chairman) (b) Two Functional Directors from subsidiaries (if Director (P&IR), CIL is nominated as Chairman then a Functional Director of CIL will be a member)
4	E1 to E6	Board IV	6	Director (P&IR), CIL	(a) Director (P) of one of the subsidiary companies (b) Two Technical Directors from subsidiary companies (c) One officer belonging to SC/ ST community in the rank of E8 or above (d) Chief of Executive Establishment of CIL to act as Member Secretary

Note:

Nominations of all committee members will be approved by the Chairman, CIL

10.6.2 Functions of DPC

- (i) DPC will consider all eligible executives for promotion.
- (ii) The DPC will strictly follow the prescribed standards for promotion.
- (iii) The DPC should ensure that suitability of the candidates for promotion is considered in an objective and impartial manner.
- (iv) All promotions from one executive grade to another will be on the basis of recommendations of the DPC.



- (v) No officer on deputation from other organization/ foreign service may be considered for promotion unless he is absorbed in the company based on the rules of the company.
- (vi) The DPCs will draw the panel of the candidates found suitable for the promotion in accordance with the prescribed norms.

10.6.3 Cut-off date for deciding eligibility

The cut-off date for deciding eligibility would be 31st March of every year. However, the cut-off date for cluster promotions from E2 to E3 of departmental candidates will be 31st March and 30th Sept.

10.6.4 Cut-off date for vacancy assessment

The vacancy for each grade will be assessed as on 1st April of every DPC year.

10.6.5 Pre-DPC process

The corporate Executive Establishment (EE) department shall complete the following pre-DPC processes to enable timely completion of the DPC proceedings as per schedule:

- (i) **Vacancy assessment:** Determine the actual number of regular vacancies as on the cut-off date for vacancy assessment. For this purpose, the vacancies to be taken into account should be the clear vacancies arising in a post/ grade due to death, retirement, resignations and vacancies arising from creation of additional post on a long term basis and those arising out of deputation. As regards vacancies arising out of deputation, the vacancies for deputation period more than 1 year should be taken into account with due note. However, the number of deputationist likely to return to the cadre should be kept in view. Purely short term vacancies arising as a result of executives proceeding on leave, on deputation for a shorter period, training etc. should not be taken into account for determining the vacancy.
- (ii) **List of candidates:** Prepare a list of candidates who would be within the eligible criteria as per the cadre scheme. If there are names of executives, in the list of eligible candidates, against whom any of the conditions as given in clause 10.6.17 and 10.6.19 (a) prevails, this fact should be specifically recorded against their respective names in the list.
- (iii) **Personal data:** Collate personal data including additional qualifications/ certifications of candidates in order to enable proper evaluation by the DPCs and determine number of eligible candidates to be considered on the basis of the number of vacancies available in the higher grade in the ratio of 1:5.

- (iv) **PMS rating:** Compile EER/ PRIDE/ PAR details of the eligible candidates for the preceding three years (ultimate year + penultimate year + year preceding penultimate year).
- (v) **VC/ DC/ SC:** Compile Vigilance Clearance (VC), Departmental Clearance (DC) and Safety Clearance (SC) of all eligible candidates.
- (vi) **DPC constitution:** Constitute DPCs with the approval of competent authority for the grades where clear vacancies as mentioned above exist.

10.6.6 DPC process and norms

The DPCs will hold their proceedings during the months from May to August every year. They will consider all eligible executives on the rolls including executives on deputation/ study leave/ lien/ long leave. The norms to be followed by DPCs are as below:

(a) Eligibility norms for promotion

- (i) The promotions of departmental executives will be step-by-step according to the channel of promotion indicated in the cadre scheme placed in **Appendix CS1 to CSXXII**.
- (ii) The eligibility of executives for consideration for promotion will be determined on the basis of minimum qualification, minimum period of service (residency period) and other conditions in a particular grade as provided in the respective cadre schemes placed in **Appendix CS1 to CSXXII**.
- (iii) An executive should satisfy all conditions as per the cadre scheme and other provisions in the policy on the cut-off date for being considered by the DPC.

(b) Criterion for promotions

The criteria for promotion in various grades are as given below:

- (i) **Promotion from non-executive to executive**
 - 1) Unless mentioned otherwise, all promotions from non-executives grade to the executive grade to fill in the departmental quota will be on the basis of selection test/interview/assessment through DPC on the basis of merit. The syllabi and methodology for conducting the test are as laid down in the CIL Recruitment Policy.



2) Promotion of non-executives to the executive entry grade in the discipline where there is no established channel of promotion will be only on the basis of the recommendation of the selection committee against advertisement/notification of vacancies by CIL.

(ii) Promotions from E2 to E3 for Management Trainees

Subject to other conditions and manner specified in this policy and the cadre scheme, promotion of Management trainees from E2 to E3 grade will be considered on successful completion of one year training period, irrespective of vacancies and based on the norms stipulated in the Learning and Development Policy.

(iii) Promotion of departmental candidates from E2 to E3

Subject to other conditions and manner specified in this policy and the cadre scheme, promotion of departmental candidates from E2 to E3 would be time bound on completion of stipulated period in the cadre scheme irrespective of vacancies. They will be promoted based on DPC recommendations.

(iv) Promotion to other grades

Promotions of executives from E3 onwards would be guided by the following criterion:

Criterion elements for promotion	Weightage (%)				
	E3 to E4	E4 to E5 and E5 to E6	E6 to E7	E7 to E8	E8 to E9
PMS Rating	65	60	55	50	40
Seniority	25	20	20	10	10
Professional qualification	6	5	4	3	3
Additional	4	3	2	2	2

qualification					
1 st certification (In functional/cross functional area)*	NA	2	2	2	2
2 nd certification (In organizational competency development area)**	NA	NA	2	2	2
3 rd certification (In organizational competency development area)	NA	NA	NA	1	1
Potential assessment	NA	10	15	15	20
Interview	NA	NA	NA	15	20
Residency period	4 years	4 years	4 years	3 years	As per notification
Field experience	For promotions to E6, E7 & E8, it is mandatory that the executive has at least 5, 10, 15 years' of field experience respectively.				

* Cross functional certifications for functions where technical certifications are not available.

**Organizational competency development area: The executive should pursue certifications specified in the CIL Executives Learning & Development Policy.

(c) Computation of criteria elements for promotion



1. Implementations of the provisions regarding the potential assessment and revised qualification marks will be applicable from the year 2016-17 DPC. Till then the existing promotions norms will continue.

2. Certifications

(i) If an executive is due for promotion in the implementing year, he should possess atleast one certification to get full marks (i.e. 2 marks for E4 to E5 and E5 to E6, 4 marks for E6 to E7 and 5 marks for E7 to E8 and E8 to E9).

(ii) For the 2nd year after the implementation year, he would have to possess the following number of certifications to get full marks earmarked for certification:

1 certification for E4 to E5 and E5 to E6, 2 certifications for E6 to E7, E7 to E8 and E8 to E9.

(iii) 3rd year onwards for getting full marks, the executive would be in possession of the number of certification as mentioned in the table above.

(iv) The certification obtained prior to this policy would also be considered valid for the purpose.

3. Experience at field level

a) For promotions to E6, E7 & E8, it is mandatory that the executive has at least 5, 10, 15 years' of field experience respectively.

b) 'Field experience' for the above purpose would mean working experience in units other than HQs of CIL and its subsidiaries, RSOs, New Delhi office, or any other establishment outside the administrative control of CIL.

c) The executives in the following disciplines are exempted from the above 'Field experience' clause:

(i) Security

(ii) Secretarial

(iii) Legal

(iv) Rajbhasha



(v) PR

Note:

The existing executives are entitled for exemption from the 'Field experience' clause for promotion to E6, E7 and E8 grade, as the case may be, for the DPC to be conducted for the year 2016-17 cut-off date.

In the subsequent years, such exemption will be reduced by one year i.e. exemption in subsequent years will be 'n-1' for every year where 'n' is the number of years of exemption given in the preceding year.

The extent of exemption for executives recruited laterally to any grade will be limited to minimum residency period in the existing posts.

4. Computation of PMS rating

- (i) While computing the PMS rating, an aggregate of last 3 years PRIDE/EER rating (ultimate yr. + penultimate yr. + year preceding penultimate yr.) would be considered with the weightage for each being 34%, 33% & 33% respectively.

e.g. Calculation of EER/PRIDE rating for last 3 years (ultimate yr.+ penultimate yr. + year preceding penultimate yr.) = (34% + 33% + 33%) of the PMS weightage for E3 to E4 promotions if the candidate has achieved 90%,86% & 84% in the last 3 years with 90% being the ultimate year would be as follows:

Computation of ultimate year's rating = 34% of 50 = 17. Score = 90% of 17 = 15.3

Computation of penultimate years rating = 33% of 50 = 16.5. Score 86% of 16.5 = 14.19

Computation of year before penultimate year's rating = 33% of 50 = 16.5. Score 84% of 16.5 = 13.86.

So, total score out of 50 = 15.3 + 14.19 + 13.86 = 43.35

- (ii) If, in the EER system of performance appraisal, an executive has been rated Excellent or Outstanding/ Commendable or Very Good/ Adequate or Good/ Fair/Inadequate or Poor by his Reporting Officer and final authority changes the rating without mentioning the marks, then the final EER marks will be determined as follows:



- a) If the final rating is below the Reporting Officer's rating, then the final EER marks of the candidate for that year will be the highest marks of the range of the final rating.
 - b) If the final rating is above the Reporting Officer's rating, then the final EER marks of the candidate for that year will be the lowest marks of the range of the final rating.
- (iii) In any year under consideration, if the executive has been rated "Inadequate[EER]/Poor [PRIDE]", the marks for the said year will be ZERO. But candidates rated "Inadequate[EER]/Poor [PRIDE]" for two years or more in the years under consideration, his candidature will not be considered for promotion.

5. Score for seniority

(i) For E3 to E4

- a) Three marks will be awarded for every year of service in the present grade beyond the minimum residency period as per cadre scheme.
- b) In any case, the marks awarded on this ground will not exceed 25.

(ii) For others

- a) Two marks will be awarded for every completed year of service in the present grade beyond the residency as per cadre scheme.
- b) In any case, the marks awarded on this ground will not exceed maximum mark as per the table.
- c) Period in excess of 6 months to be taken as one year for allocation of marks for seniority.

6. Score for professional and additional qualifications

Sr. No.	Qualification (professional/ additional)	Marks
(i)	Matriculation/ higher secondary	2
(ii)	Diploma/ Graduation (non-engineering)	3



(iii)	B.E/ B. Tech/ AMIE/ ICWA/ CA/ MBA/ PGDM or any other minimum qualification required for induction at entry level as executive as per cadre scheme of various disciplines in the executive cadre.	Full marks as in the table in 10.6.6 (2)(iv)
(iv)	Additional educational or professional qualification(s) beyond the minimum qualification for the entry level in the cadre relevant to the job requirement in the cadre.	As per table in 10.6.6 (2)(iv)
(v)	Certification programs	Full marks per certification as in the table in 10.6.6 (2)(iv)

Sr. No.	For mining discipline the marks for professional qualification are as follows:	Marks
i.	Acquired 2 nd / 1 st Class Mining Certificate of Competency and Matriculation/ Higher Secondary.	2 marks
ii.	Acquired 2 nd / 1 st Class Mining Certificate of Competency and Diploma.	3 marks
iii.	Acquired 2 nd / 1 st Class Mining Certificate of Competency and Degree or equivalent in Mining Engineering.	Full marks as per table in 10.6.6 (2)(iv)

(d) Merit Panel

On the basis of total marks calculated by addition of marks obtained in the criterion mentioned in criterion of promotion in 10.6.6, the final merit panel shall be drawn up in descending order and promotions will be made from this panel in the order of merit, subject to vigilance/ safety/ departmental clearance and vacancy.

After deriving the merit, if there is a tie, then the executive who is senior in the seniority list in the existing grade will be placed higher and the junior will follow.

(e) DPC calendar for holding of DPCs is summarized below:

Sr. No	Activities	Deadline/ period
(A)	Pre DPC	
1	Vacancy assessment	As on 1 st April every year



2	Preparation of list of eligible candidates, collation of personal data and determination of number of eligible candidates in the ratio of 1:5 as per the vacancy	By 30 th April every year
3	Compilation of EER/ PRIDE/ PAR details of the eligible candidates	By 30 th April every year
4	Compilation of 1 st VC, DC and SC	By 30 th April every year
5	Constitution of DPC board	By 30 th April every year
(B)	DPC	Between May- August every year
(C)	Post DPC	
1	Compilation of 2 nd VC, DC and SC	By 15 th September every year
2	Issuance of orders	By 30 th September every year

(f) Promotion/placement of 1st Class and 2nd class MMC certificate holders

- (i) MTs who are in possession of or have acquired 2nd Class Mines Manager's Certificate of Competency during the trainee period will be placed as Asst. Manager/ Sr. Under Manager in E3 grade in the 2nd class channel (cadre) on successful completion of the 1 year training period as MT.
- (ii) Asst. Managers (E3) who submit 2nd Class MMCC within one month from the date of issue of the same by DGMS will be regularized to the post of Asst. Manager/ Under Manager in their existing E3 grade with effect from the date of issue of such certificate. Those who submit the said 2nd Class MMCC after one month from the date of issue will be regularized to the post from the date of submission of the certificate.
- (iii) Management Trainees who are already in possession of or have acquired 1st Class Mines Manager's Certificate of Competency during the trainee period will be

placed in E3 grade in the 1st class channel (cadre) on successful completion of the 1 year training period as MT.

- (iv) Departmental candidates who are already in possession of 1st Class Mines Manager's Certificate of Competency will be promoted in E2 grade as Under Manager for 1 year and on successful completion of 1 year probation period, they will be placed in E3 grade in the 1st class channel (cadre).
- (v) Departmental candidates who acquire 1st Class Mines Manager's Certificate of Competency (MMCC) while working in E2 will be placed in E3 in the 1st class channel (cadre) after completion of 1 year in E2 or from the effective date of 1st class Certificate whichever is later, provided it is submitted within one month from the date of issue, otherwise from the date of submission.
- (vi) The executives who pass 1st Class Mines Manager's Certificate of Competency (MMCC) while working in E3, E4, E5 & E6 grade will be horizontally placed in the same grade in 1st class channel from the effective date of 1st class certificate (MMCC).

Such executives will also be considered for promotion in the next higher grade in the 1st class channel provided the total length of service of the executive in the same grade in the 2nd class and 1st class channel taken together is more than the requisite period of service as per the cadre scheme for 1st class channel. However their seniority position in the existing grade will be reckoned from the date of entry in the 1st class cadre only.

- (vii) All vacancies in mining discipline are to be treated as vacancies in 1st class channel (cadre). Promotion in 2nd class channel will be considered only if no eligible candidate available in the 1st class channel.
- (viii) Isolated case, if any, not covered under the above clauses will be dealt on its merit and decision of Director (P/IR), CIL shall be final on such cases.
- (ix) It shall be the responsibility of the officers concerned declared passed 1st class examination to get the certificate from the DGMS and submit to CIL through the respective companies. In case it is revealed that any officer suppressed his 1st class certificate to avoid statutory responsibilities and to get advantage of promotion in 2nd class channel, it would be construed as a misconduct under CIL CDA rules and his promotion/placement should be held up for 3 years.



(g) Norms of preparing merit panel for promotion of non-executive to executive in mining discipline

- (i) Effective date of 2nd Class Manager Certificate of Competency issued by DGMS should be the determining date for fixation of seniority.
- (ii) If effective date of 2nd class manager certificate of competency is same, then one who is in senior grade i.e. T&S grade A1, T&S grade A/ T&S grade B and so on.
- (iii) If the grade is same, then the date of entry in the present grade will be taken for determining the seniority.
- (iv) If still there is tie between the persons, the date of appointment and thereafter the one who is senior in age (date of birth) will be taken for determining the seniority.

10.6.7 Post-DPC process

- (a) **Approval of recommendation:** The recommendations of DPC are advisory in nature and should be duly approved by the competent authority before being implemented.
- (b) **Second VC/ DC/ SC:**A 2nd vigilance/ departmental/ safety clearance for the period from the 1st clearance to the date of DPC should be obtained before making actual promotion of the executive approved by the DPC. If an executive is found to have been put under any circumstances mentioned in clause 10.6.19 (a) during the period, the recommendation of the DPC should be kept in sealed cover and the sealed cover procedure will follow thereafter.
- (c) **Promotion orders:**Promotions should as far as possible be made in the order in which the name of the executives appear in the panel.

10.6.8 Period of validity of panel

The panel drawn up by the DPC would normally be valid for 1 year from the date of approval of the competent authority.

10.6.9 Date from which promotion to be treated as effective

The deemed date of promotion will be governed as per the provisions of CIL Rules for Determination of Inter se Seniority. However, the date of effect of promotion for the purpose of drawing emoluments in the higher grades will be from the date of assumption of charge.



10.6.10 Refusal of promotion

When an executive does not want to accept the promotion which is offered to him, he may make a written request that he may not be promoted and the request may be considered by the competent authority taking relevant aspects into consideration. Executives who are allowed to forgo their promotion to a post will not be considered in 2 subsequent DPCs for promotion to the post.

10.6.11 Procedure to be followed when competent authority does not agree with recommendation of DPC

Recommendations of DPC are not mandatory. The DPC is a recommendatory body and the recommendations by it are subject to approval by the competent authority. Where the competent authority does not agree with the recommendations of the DPC, he should indicate the reasons for disagreeing and refer the entire matter to the DPC for reconsideration of its earlier recommendation. In case the DPC reiterates its earlier recommendations, giving also reasons in support thereof, it is open to the competent authority either to accept the recommendations of the DPC, if the reasons adduced by the DPC are convincing, or submit to the CIL Board with its own recommendations the decision of the Board should be taken as final.

10.6.12 Validity of proceedings of DPC when one member is absent

The proceedings of the DPC shall be valid and can be operated upon notwithstanding the absence of any of its members other than the Chairman, provided that the member was duly invited but he remained absent for one reason or the other and there was no deliberate attempt to exclude him from the deliberation of the DPC and provided further that the majority of the members constituting the DPC are present in the meeting.

10.6.13 Effect of penalties on promotion

Before making the overall grading, the DPC should take into account whether the executive has been awarded any major or minor penalty. The penalties will have the following effect on the promotion of the executive:

- (a) If a 'Censure' is imposed on an executive before the date of DPC meeting, there will not be any effect of the 'Censure' and the executive concerned, if recommended by the DPC, will be promoted.
- (b) An executive, on whom a minor penalty has been imposed, should be considered for promotion by the DPC, which meets after imposition of the said penalty. After due consideration of full facts leading to imposition of the penalty, if he is still



considered fit for promotion, the promotion may be given effect after the expiry of the currency of the penalty.

- (c) An executive, on whom a major penalty has been imposed should not be considered for promotion by the DPC which meets after imposition of the said penalty.

10.6.14 Filling of resultant vacancies

In the event of post falling vacant due to reasons like resignation/ foregoing promotion/ death/ not joining in the promoted post within 3 months of issuance of promotion order/ closure of disciplinary proceeding resulting in minor or major penalty during the validity of the panel, etc., the process for issuance of promotion for the next executive in the panel will be undertaken.

10.6.15 Joining in the same company on promotion

On promotion, the executive has to join the post at the respective company mentioned against his name within 15 days, if he is on duty, from the issue of the order. In case the executive is on leave or on outstation duty, he should join the promoted post within 15 days of joining back from leave or otherwise. Further assignment of the promoted executive will be decided by CMD of the respective companies. Non-joining on the promoted post within the stipulated time period would lead to cancellation of the promotion orders and debarring the executive for 2 subsequent DPCs for promotion to the post.

10.6.16 Joining on promotion with transfer

In case of promotion with transfer, the executive will have to join the new place of posting within 3 months of the transfer order. He shall automatically stand released from the previous company/ project/ position on the expiry of these 3 months, his name shall stand struck off from the rolls and salary shall not be paid from there. Non-joining on the promoted post within the stipulated time period will lead to cancellation of the promotion orders and debarring the executive for 2 subsequent DPCs for promotion to the post.

Approval for retention/ extension of any executive (on transfer to another company) in the promoted post in the present company due to the exigency of duty performed has to be obtained from CIL prior to the expiry of 3 months period.

10.6.17 Promotion of executives on study leave/ deputation/ lien

Executives while undergoing deputation, on study leave, under lien and on long leave for more than one year can be considered for promotion during the period of deputation/ study leave/ lien/ long leave. While considering the same, the prescribed procedure will



be observed which will include the process of interview/ tests where applicable as per cadre scheme. They will be given pro forma promotion. The promotion will be effective only after they have joined duty on the expiry of such period and will be given notional seniority in the promoted grade.

10.6.18 Probation

Executives promoted from one grade to the other will be on probation for a period of one year which may be extended at the discretion of the management as per the provisions under the CIL (General Terms and Conditions of service) of executives Rules.

10.6.19 Sealed cover procedure

- (a) At the time of considering the cases of executives for promotion, details of executives in the consideration zone for promotion falling under the following categories should be specifically brought to the notice of the DPC:
 - (i) Executives under suspension.
 - (ii) Executives in respect of whom a charge sheet has been issued and the proceedings are not concluded.
 - (iii) Executives in respect of whom prosecution for a criminal charge is pending.
- (b) The DPC will assess the suitability of the executives coming within the purview of the circumstances mentioned in clause 10.6.19 (a) along with other eligible candidates without taking into consideration the disciplinary case/ criminal prosecution pending. The assessment of the DPC, including “Unfit for Promotion”, and the grading awarded by it will be kept in a sealed cover.

The cover will be superscribed “Findings regarding suitability for promotion to the grade/post of _____ in respect of Shri _____ (name of the executive). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri _____.” The proceedings of the DPC need only contain the note. “The findings are contained in the attached sealed cover”.

- (c) The same procedure outlined in clause 10.6.19 (a) will be followed by the subsequent DPCs convened till the disciplinary case/criminal prosecution against the executive concerned is concluded.
- (d) **Action after completion of disciplinary cases/criminal prosecution:**



- (i) On the conclusion of the disciplinary case/criminal prosecution which results in dropping of allegation against the executive, the sealed cover or covers will be opened. In case the executive is completely exonerated, the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such position. He would be promoted notionally with reference to the date of promotion of his junior. However, the executive concerned will not be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion. When recommended in sealed cover, the number of posts equivalent to the number of candidates in sealed cover should be kept vacant till final disposal of the case by the competent authority.
- (ii) If any penalty is imposed on the executive as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.
- (iii) In the appeal, if an executive is exonerated by the appellate authority, it will not entitle him for promotion.

(e) **Six-monthly review of ‘sealed cover’ cases:**

It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any executives is not unduly prolonged and all efforts to finalize expeditiously the proceedings should be taken so that the need for keeping the case of an executive in a sealed cover is limited to the barest minimum. The appointing authorities concerned, therefore, should review comprehensively the cases of executive, whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of six months from the date of convening the first DPC, which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, inter alia, cover the progress made in the disciplinary proceedings/criminal prosecution and further measures to be taken to expedite their completion.

(f) **Promotion in case of issue of charge sheet after the date of DPC**

Executive, who is recommended for promotion by the DPC but in whose case any of the circumstances mentioned in clause 10.6.19 (a) arise after the recommendations of the DPC but before he is actually promoted, will be promoted as recommended by the committee. Charge sheet issued after DPC date will not affect the promotion.



(g) **Effect of second or subsequent proceedings**

If the second or subsequent departmental proceedings were instituted after promotion of the junior to the executive concerned on the basis of the recommendation made by the DPC which kept the recommendation in respect of the executive in sealed cover, the benefit of the assessment by the first DPC will be admissible to the executive on exoneration in the first inquiry, with effect from the date his immediate junior was promoted.

In case, the subsequent proceedings (commenced after the promotion of the junior) results in the imposition of any penalty before the exoneration in the first proceedings based on which the recommendations of the DPC were kept in sealed cover and the executive concerned is promoted retrospectively on the basis of exoneration in the first proceedings, the penalty imposed may be modified and effected with reference to the promoted post. An indication to that effect may be made in the promotion order itself so that there is no ambiguity in the matter.

10.7 Repeal

Unless specified otherwise, all existing provisions of the CIL Executives Promotion Policy and subsequent amendments and circulars will stand superseded by this policy from the date of its commencement.

10.8 Interpretation

Interpretation of the provisions of these rules will be reserved exclusively with the Director (P&IR), CIL and his interpretation will be final.

10.9 Savings

CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of these rules at its discretion without assigning any reasons thereof.



Appendix CSI
(Clause 10.6.6 (a))

Cadre Scheme for executives of Mining discipline (1st Class)

Sl. No.	Designation	Grade	Outside Recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	MT	E2	BE/ B.Tech/ BSc Engg./ AMIE in mining branch/ discipline				
2	Sr. Officer	E2			Manager's 1 st Class certificate of competency		
3	Asst. Manager	E3	BE/ B.Tech/ BSc Engg./ AMIE in mining branch/ disciplinewith Manager's 1 st class certificate of competency	5yrs. post qualification experience	Manager's 1 st class certificate of competency	3 years' experience in next below gradeOR 1 year successful training as MT with Manager's 1 st class certificate of competency	
4	Deputy Manager	E4	-Do-	9yrs. post qualification experience	-Do-	4 years' experience in next below grade	
5	Manager	E5	-Do-	13 yrs. post qualification experience	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	17 yrs. post qualification experience	-Do-	-Do-	5 years field experience in mine/ project/ area
7	Chief Manager	E7	-Do-	21 yrs. post qualification experience	-Do-	-Do-	10 years field experience in mine/ project/ area
8	General Manager	E8	-Do-	25 yrs. post qualification experience	-Do-	3 years' experience in the next below grade	15 years field experience in mine/ project/ area

Note:

- a) MTs not acquiring Manager's 1st or 2nd class certificate of competency during training period will be placed in E3 grade on completion of 1 year training in no-certificate holder category.
- b) MTs acquiring Manager's 2nd class certificate of competency during training period will be placed in E3 grade on completion of 1 year training in 2nd class cadre and his further growth will be governed under 2nd class cadre till he acquires Manager's 1st class certificate of competency.



Appendix CSII

Cadre Scheme for promotion of executives holding Manager's 2nd Class Certificate of Competency (who could not obtain Manager's 1st Class certificate of Competency)					
Sr. No.	Designation	Grade	Qualification	Experience	Remarks
1	Sr. Officer	E2	BE/ B.Tech/ BSc Engg./ AMIE in mining branch/ disciplinewith Manager's 2 nd class certificate of competency OR Diploma in Mining (3 yrs. course) with Manager's 2 nd class certificate of competency OR non-diploma holders/ non-degree holders with Manager's 2 nd class certificate of competency	-	
2	Asst. Manager	E3	-Do-	3 yrs. experience in the next below grade OR 1 year successful training as MT with Manager's 2 nd class certificate of competency	
3	Deputy Manager	E4	-Do-	4 yrs. experience in the next below grade	
4	Manager	E5	-Do-	-Do-	
5	Sr. Manager	E6	-Do-	-Do-	5 years field experience
6	Chief Manager	E7	BE/ B.Tech/ BSc Engg./ AMIE in mining branch/ discipline with Manager's 2 nd class certificate of competency	4 yrs. Experience in the next below grade	10 years field experience
			Diploma in mining (3 yrs. course) with Manager's 2 nd class certificate of competency	6 yrs. experience in the next below grade out of which 3 years performance rating should be at least 'Very Good'	

(Clause 10.6.6 (a))

Note:

The above categories of executives will not be eligible to hold post of Managers, Agents and other statutory positions requiring possession of Manager's 1st class certificate of competency.



Survey discipline

Sl. No.	Designation	Grade	Promotion		Remarks
			Qualification	Experience	
1	Officer	E1	Matriculation + SCCORDiploma in mining/ mine surveying + SCC	3 years' experience in T&S grade 'A'	
2	Sr. Officer	E2	Degree in mining + SCC	Nil	
			Matriculation + SCCORDiploma in mining/mine surveying + SCC	3 yrs. experience in E1	
3	Asst. Manager	E3	Degree in mining + SCC	3 yrs. experience in E2	Subject to successful completion of 6 weeks Advance Training Course
			Matriculation + SCCORDiploma in mining/mine surveying + SCC		
4	Asst. Manager	E4	-Do-	4 yrs. experience in E3	
5	Deputy Manager	E5	-Do-	4 yrs. experience in E4	
6	Sr. Manager	E6	Degree in mining + SCCORDiploma in mining/mine surveying + SCC	4 yrs. experience in E5	Subject to successful completion of technical training course arranged by the companyand 5 yrs. field experience
			Matriculation + SCC	6 yrs. experience in E5	
7	Chief Manager	E7	Degree in mining+ SCCORDiploma in mining/ mine surveying + SCC	4 yrs. experience in E6	10 years field experience
8	General Manager	E-8	Degree in Mining + SCC	3 yrs. experience in E-7	15 years field experience Subject to successful completion of technical training course arranged by the company

Note:

SCC Surveyors certificate of competency granted under CMR, 1957



Appendix CSIV
(Clause 10.6.6 (a))

Civil/ E&M/ Excv./ Industrial Engg.discipline

Sl. No.	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	Management Trainee	E2	BE/ B.Tech/ BSc. Engg./ AMIE in relevant branch of Engg.				
2	Sr. Officer	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 in the relevant branch	
					BE/ B.Tech/ BSc. Engg./ AMIE in relevant branch of Engg.	3 yrs. experience in T&S grade 'A' in the relevant branch	
3	Asst. Manager	E3	-Do-	5 yrs. post qualification experience	BE/ B.Tech/ BSc. Engg./ AMIE or diploma of 3 yrs. duration in the relevant branch of Engineering	3 yrs. experience in next below grade OR successful completion of 1 yr. training as MT	
4	Deputy Manager	E4	-Do-	9 yrs. post qualification experience	-Do-	4 yrs. experience in next below grade	
5	Manager	E5	-Do-	13 yrs. post qualification experience	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	17 yrs. post qualification experience	-Do-	-Do-	5 years field experience
7	Chief Manager	E7	-Do-	21 yrs. post qualification experience	BE/ B.Tech/ BSc. Engg./ AMIE in relevant branch of Engg.	-Do-	10 years field experience
8	General Manager	E8	-Do-	25 yrs. post qualification experience	-Do-	3 yrs. experience in next below grade	15 years field experience



Appendix CSV
(Clause 10.6.6 (a))

Geoscience discipline

Sl. No.	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	Management Trainee	E2	M.Tech/ M. Sc in geology/ geophysics/ applied geology/ applied geophysics				
2	Asst. Manager	E3	-Do-	5 yrs. post qualification experience	M.Tech/ M. Sc. in geology/ geophysics/ applied geology/ applied geophysics	Successful completion of 1 yr. training as MT	
3	Asst. Manager	E4	-Do-	9yrs. post qualification experience	-Do-	4 yrs. experience in the next below grade	
4	Deputy Manager	E5	-Do-	13 yrs. post qualification experience	-Do-	-Do-	
5	Sr. Manager	E6	-Do-	17yrs post qualification experience	-Do-	-Do-	5 years field experience
6	Chief Manager	E7	-Do-	21 yrs. post qualification experience	-Do-	-Do-	10 years field experience
7	General Manager	E8	-Do-	25 yrs. post qualification experience	-Do-	3 yrs. experience in next below grade	15 years field experience

Appendix CSVI
(Clause 10.6.6 (a))

Drilling discipline

Sl. No.	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	Officer	E1			Recognized diploma in Mech/ drilling Engg.	3 yrs. in T&S grade 'A' as Asst. Driller	
2	MT.	E2	BE/ B.Tech/ AMIE in MechEngg.	NIL			
3	Sr. Officer	E2			Recognized diploma (3 yrs.) in Mech/ Drilling Engg.	3yrs. in E-1 grade	
					BE/ B.Tech/ AMIE in MechEngg.	1 yr. experience in drilling dept.	
4	Asst. Manager	E3	-Do-	5 yrs. relevant experience	BE/ B.Tech/ AMIE in MechEngg.	3 yrs. in next below grade OR successful completion of 1 yr. training as MT	
					Recognized diploma (3 yrs.) in Mech/ Drilling Engg.	3 yrs. in next below grade	
5	Deputy Manager	E4	-Do-	9 yrs. relevant experience	Recognized diploma (3 yrs.) in Mech/ Drilling Engg. OR BE/ B.Tech/ AMIE in MechEngg.	4 yrs. in next below grade	
6	Manager	E5	-Do-	13 yrs. relevant	-Do-	-Do-	

				experience			
7	Sr. Manager	E6	-Do-	17 yrs. relevant experience	Recognized diploma (3 yr.) in Mech/Drilling Engg.	6 yrs. in next below grade	5 years field experience
					BE/ B.Tech/ AMIE in MechEngg.	4 yrs. in next below grade	
8	Chief Manager	E7	-Do-	21 yrs. relevant experience	BE/ B.Tech/ AMIE in MechEngg	-Do-	10 years field experience
9	General Manager	E8	-Do-	25 yrs. relevant experience	-Do-	3 years in the next below grade	15 years field experience

Appendix CSVII
(Clause 10.6.6 (a))

Security discipline

Sl. No	Designation	Grade	Recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Officer	E1			Matriculate	5 yrs. in T&S grade 'A'	
2	Sr. Officer	E2	Graduate	Captain, Dy. SP Asst. Condt.equivalent or fresh candidate with competence	Graduate	3 yrs. in T&S grade 'A'	
					Matriculate	5 yrs. in next below grade	
3	Asst. Manager	E3	-Do-	Dy. Comdt., Addl. SP Captain with 5 yrs. experience in industrial security or officers from Pvt./undertaking with 7 yrs. experience employing not less than 500 employees	Graduate	3 yrs. in next below grade	
4	Deputy Manager	E4	-Do-	Major or equivalent of defense services S.P. Comdt.	-Do-	4 yrs. in next below grade	
5	Manager	E5	-Do-	Lt. Col or equivalent in defense service, Sr. S.P (Sr. scale of IPS OR Comdt. (Sr. scale)	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	Colonel or equivalent officer in defense service with 12 yrs. experience in public/pvt. sector in no.1 no.2 position	-Do-	-Do-	
7	Chief Manager	E7	-Do-	3 years of service as Brigadier or equivalent in defense service, 23 yrs. experience in para military forces in the rank if Addl.IG.	-Do-	-Do-	

8	General Manager	E8	-Do-	IG Police/ Major General or equivalent of para military organization	-Do-	3 yrs. in next below grade.	
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Note:

1. Physical standard for direct recruitment and departmental candidates

Height -5'-5" (General candidate)

5'-3" (SC, ST candidate)

Chest - 32"- 34" (General candidate)

30"- 32" (SC/ST)

2. Departmental candidate at entry level will have to go six months training in security institute and three months on job.



Appendix CSVIII
(Clause 10.6.6 (a))

Secretarial discipline

Sl. No	Designation	Grade	Promotion	
			Minimum qualification	Minimum experience
1	Sr. Officer	E2	Graduate	3 yrs. experience as Sr.PA/ Sr. PA (OL) in T&S grade 'A'
2	Asst. Manager	E3	-Do-	3 yrs. in next below grade
3	Deputy Manager	E4	-Do-	4 yrs. in next below grade
4	Manager	E5	-Do-	-Do-
5	Sr. Manager	E6	-Do-	-Do-

Appendix CSIX
(Clause 10.6.6 (a))

Legal discipline

Sl. No	Designation	Grade	Recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	MT	E2	5 years integrated degree in law/ Graduate with 3 yrs. law degree (LLB)				
2	Sr. Officer	E2			5 years integrated degree in law/ Graduate with 3 years law degree (LLB)	3 yrs. experience in T&S grade 'A' as legal Inspector.	
3	Asst. Manager	E3	-Do-	5 yrs. experience as a legal practitioner in civil/ criminal and taxation cases.	-Do-	3 yrs. experience in next below grade OR successful completion of 1 year training as MT	
4	Deputy Manager	E4	Do	9 yrs. experience as a legal practitioner in civil/ criminal and taxation cases.	-Do-	4 yrs. in experience in next below grade	
5	Manager	E5	-Do-	13 yrs. post qualification experience as a legal practitioner in civil/ criminal and taxation cases OR 13 years post qualification experience as an executive in large reputed industrial organization in public/private sector with independent	-Do-	-Do-	

				handling of legal matters			
6	Sr. Manager	E6	-Do-	17 yrs. experience as above	-Do-	-Do-	
7	Chief Manager	E7	-Do-	21 yrs. experience as above	-Do-	-Do-	
8	General Manager	E8	-Do-	25 yrs. experience as above	-Do-	3 yrs. experience in next below grade	

Appendix CSX
(Clause 10.6.6 (a))

P&IR discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Welfare Officer (T)	E1			Post Graduate Degree or PG Diploma (2 years) in Management or MSW with specialization in HR/ Industrial Relations/ Personnel Management from recognized Indian University/ Institute recognized by Labor Ministry, GoI, for the post of Welfare Officer in mines	3 yrs. service in the company	
2	Management Trainee	E2	Post Graduate Degree or PG Diploma in Management or MSW with specialization in HR/ Industrial Relations/ Personnel Management from recognized Indian University/ Institute recognized by Labor Ministry,				



			GoI, for the post of Welfare Officer in mines.				
3	Sr. Officer	E2			-Do-	2 years as WO(T)	
4	Asst. Manager	E3	-Do-	6 yrs. exp. as Welfare/ Personnel Officer in large undertaking preferably public sector undertaking handling matters connected with HR, Industrial Relations, Welfare etc.	-Do-	3 yrs. experience in the next below grade or successful completion of 1 year training as MT	
5	Dy. Manager	E4	-Do-	9yrs. experience as above	-Do-	4 yrs. experience in the next below grade	
6	Manager	E5	-Do-	14 yrs. experience as above	-Do-	-Do-	
7	Sr. Manager	E6	-Do-	19 yrs. experience as above	-Do-	-Do-	5 yrs. field experience
8	Chief Manager	E7	-Do-	23 yrs. experience as above	-Do-	-Do-	10 yrs. field experience
9	General Manager	E8	-Do-	25yrs. experience as above	-Do-	3 yrs. experience in next below grade	15 yrs. field experience

Appendix CSXI
(Clause 10.6.6 (a))

Sales & Marketing discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Management Trainee	E2	Post Graduate Degree/ PG Diploma in Management with specialization in sales/ marketing from recognized Institute/ University				
2	Sr. Officer	E2			Graduate	3 yrs. experience in T&S grade 'A'	
3	Asst. Manager	E3	-Do-	5 yrs. relevant post qualification experience	Post Graduate Degree/ PG Diploma in Management with specialization in sales/ marketing from recognized Institute/ University Or Graduate or Manager's 2 nd class certificate of competency	3yrs. experience in the next below grade OR successful completion of 1 yr. training as MT	
4	Dy. Manager	E4	-Do-	9 yrs. relevant post qualification experience	-Do-	4yrs. experience in the next below grade	
5	Manager	E5	-Do-	13 yrs. relevant post qualification experience	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	17 yrs. relevant post qualification	-Do-	-Do-	5 years field experience



				experience			
7	Chief Manager	E7	-DO-	21 yrs. relevant post qualification experience	-Do-	-Do-	10 years field experience
8	General Manager	E8	Do	25 yrs. relevant post qualification experience	-DO-	3yrs. experience in the next below grade	15 years field experience



Appendix CSXII
(Clause 10.6.6 (a))

System discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Management Trainee	E2	BE/ B.Tech/ BSC Engg/ AMIE in computer science/ computer engineering/ Information Technology branch/ discipline or MCA				
2	Sr. Officer	E2			Graduate with Programming Aptitude Test of national level or PG Diploma/ Master in Computer Application OR RBE/ B.Tech/ BSC Engg./ AMIE in computer science/ computer engineering/ Information technology branch/ discipline or MCA	3 yrs. experience in T&S grade 'A' in relevant branch	
3	Asst. Manager	E3	-DO-	5 yrs. post qualification experience	-Do-	3 yrs. in next below grade OR successful completion of 1 yr. training as MT	
4	Dy. Manager	E4	-DO-	9 yrs. post qualification experience	-Do-	4 yrs. in next below grade	
5	Manager	E5	-DO-	13 yrs. post	-Do-	-Do-	



				qualification experience in total and minimum 7 yrs. experience in System/ Programming			
6	Sr. Manager	E6	-DO-	17 yrs. post qualification experience in total and minimum 8 yrs. experience in System/ Programming	-Do-	-Do-	5 years field experience
7	Chief Manager	E7	-Do-	21 yrs. post qualification experience in total and minimum 9 yrs. experience in System/ Programming	BE/ B.Tech/ BSC Engg/ AMIE in computer science/ Computer engineering/ Information technology branch/ discipline or MCA	-Do-	10 years field experience
8	General Manager	E-8	-Do-	25 yrs. post qualification experience in total and minimum 9 yrs. experience in System/ Programming	-Do-	3 yrs. in next below grade	15 years field experience

Appendix CSXIII
(Clause 10.6.6 (a))

Rajbhasha (Hindi)

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	MT	E2	MA in Hindi and Graduation with Hindi and English as main subjects				
2	Sr. Officer	E2			MA in Hindi and Graduation with Hindi and English as main subjects	10 yrs. post qualification experience out of which 3 years working experience as office Supdt.(OL)/ Sr. Translator (OL)/ Sr. PA (OL) in T&S grade 'A'	
3	Asst. Manager	E3	-Do-	5 yrs. post qualification experience in respect of implementation of OL Act and Rules, translation from Hindi to English and English to Hindi in any Central/ State Govt./ PSU/ reputed organization	-Do-	3 yrs. experience in next below grade or successful completion of 1 yr. training as MT	
4	Dy. Manager	E4	-Do-	9 yrs. post qualification experience as above	-Do-	4 yrs. experience in E3 grade	
5	Manager	E5	-Do-	13 yrs. post qualification experience as above	-Do-	-Do-	
6	Sr. Manager	E-6	-Do-	17 yrs. post qualification	-Do-	-Do-	



				experience as above			
7	Chief Manager	E-7	-Do-	21 yrs. post qualification experience as above	-Do-	-Do-	
8	General Manager	E-8	-Do-	25 yrs. post qualification experience as above	-Do-	3 yrs. experience in next below grade	



Appendix CSXIV
(Clause 10.6.6 (a))

Environment discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Officer	E1			PG degree/ diploma from universities/ institutes recognized by AICTE	3 years in T&S grade 'A'	
2	Management Trainee	E2	BE/ B.Tech/ BSc Engg. /AMIE in Environmental Engg. branch/ discipline or any Engg Degree with Post Graduate Degree/ Post Graduate Diploma in Environment Engineering				
	Sr.Officer	E2			BE/ B.Tech/ BSc Engg /AMIE in Environmental Engg. branch/ Discipline or any Engg. Degree with Post Graduate Degree/ Post Graduate	3 yrs.in next below grade	



					<p>Diploma in Environment Engineering OR CIL executives already appointed as Env. Engg. before formation of the cadre OR CIL executives with any branch of Engg. OR PG in Geology with 8 weeks training at ISM Dhanbad or IICM, Ranchi or any course of management/ Env. i.e. PG degree/ diploma awarded by the recognized universities/ institutes approved by AICTE OR CIL executives working in remote sensing Dept. at the subsidiary headquarter level and carrying out work of Env. data generation in land use planning, thematic mapping, hydro-morphological</p>		
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					studies and other allied env. assessment for a period of at least 5 years.		
3	Asst. Manager	E3	BE/B.Tech/BSc Engg /AMIE in Environmental Enggbranch/ discipline OR any Engg. Degree with Post Graduate Degree/Post Graduate Diploma in Environment Engineering	5 years post qualification experience	-DO-	3 yrs. in the next below grade OR successful completion of 1 yr. training as MT	
4	Dy. Manager	E4	-Do-	9 years post qualification experience	-DO-	4 yrs. in the next below grade.	
5	Manager	E5	-Do-	13 years post qualification experience	-DO-	-Do-	
6	Sr. Manager	E6	-Do-	17 years post qualification experience	-Do-	-Do-	5 years field experience
7	Chief Manager	E7	-Do-	21 years post qualification experience	-Do-	-Do-	10 years field experience
8	General Manager	E8	-DO-	25 years post qualification experience	-DO-	3 years in the next below grade.	15 years field experience

Appendix CSXV
(Clause 10.6.6 (a))

Cadre scheme for Electronics & Telecommunication (E&T) discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1.	Management Trainee	E2	BE/ B.Tech/ BSc Eng./ AMIE in electronics & communication branch/ discipline				
2	Sr. Officer	E2			Advance Diploma in mining electronics of at least one year duration for those having 3 yrs. Diploma in electronics/ telecommunications/ instrumentation	7 yrs. post qualification experience out of which minimum 3 years must be in T&S grade 'A'	
					3 years diploma in electronics/ telecommunication/ instrumentation	7 yrs. post qualification experience out of which minimum 5 years in T&S grade 'A'	
					3 years Diploma in electrical engineering with one year advance diploma in mining electronics	7 yrs. post qualification experience out of which minimum 3 yrs. experience in T&S grade 'A'	
					3 years Diploma in electrical engineering	7 yrs. post qualification experience out of which minimum 5 years in T&S grade 'A'	

					BE/ B.Tech/ BSc Engg/ AMIE in electronics & communication branch/ discipline	3 yrs. post qualification experience	
3.	Asst. Manager	E3	-DO-	5 yrs. post qualification experience	-DO-	3 yrs. in next below grade or successful completion of 1 yr. training as MT	
4.	Dy. Manager	E4	Do	9 yrs. post qualification experience	Advance diploma in mining Electronics of atleast one year duration for those having 3 yrs. Diploma in electronics/telec ommunication/i nstrumentation must obtain AMIE (Elec. &Mec.)/ IETE or other recognized equivalent membership or BE/ B.Tech/ BSC Engg./ AMIE in electronics & communication O electronics & telecommunicat ion branch/ discipline	4 yrs. in next below grade	
5.	Manager	E5	-DO-	13 yrs. post qualification experience	-Do-	4 years in the next below grade	
6.	Sr. Manager	E6	-DO-	17 yrs. post qualification experience	-DO-	Do	5 years field experience
7.	Chief Manager	E7	-DO-	21 yrs. post qualification experience	-DO-	-DO-	10 years field experience
8.	General Manager	E8	-DO-	25 yrs. post qualification experience	-DO-	3 yrs. experience in next below grade	15 years field experience

Appendix CSXVI
(Clause 10.6.6 (a))

Finance discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1.	Officer	E1			Inter CA/ ICWA	NIL	
2.	Management Trainee	E2	Qualified CA/ ICWA/ MBA (Finance)				
	Sr. Officer	E2			Qualified CA/ ICWA/ MBA (Finance)	NIL	
3	Asst. Manager	E3	-Do-	5 yrs. post qualification experience	CA/ ICWA/ MBA (Finance)	3 yrs. in the next below grade or successful completion of 1 year training as MT	
					Inter CA/ ICWA	6 yrs. in the next below grade	
4.	Dy. Manager	E4	-Do-	9yrs. post qualification experience	Qualified CA/ ICWA/ MBA with specialization in Finance	4 yrs. in the next below grade	
5.	Manager	E5	-Do-	13yrs. post qualification experience	-Do-	-Do-	
6.	Sr. Manager	E-6	-Do-	17yrs. post qualification experience	-Do-	-Do-	5 years field experience
7.	Chief Manager	E-7	-Do-	21 yrs. post qualification experience	-Do-	-Do-	10 years field experience
8.	General Manager	E-8	-Do-	25 yrs. post qualification experience	-Do-	3 yrs. in the next below grade	15 years field experience

Appendix CSXVII
(Clause 10.6.6 (a))

Materials management discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	MT	E2	Engineering Degree electrical or mechanical engg. branch/ discipline with MBA or PG Diploma in management with specialization in material management/ Supply Chain Management (SCM)/ operation				
2	Sr. Officer	E2			Graduate or recognized Diploma in Engg. (3 yrs. duration) or MBA with specialization in material management/ Supply Chain Management (SCM)/ Operation	3 yrs. experience as inspector of store/ purchase or chief store keeper in T&S grade 'A'	
3	Asst. Manager	E3	-Do-	Minimum 5yrs. relevant experience	Graduate or recognized Dip in Engg. (3 yrs. duration) or MBA with specialization in material management/ Supply Chain Management (SCM)/ operation Engineering Degree electrical or	3 yrs. in next below Grade or successful completion of 1 year training as MT	



					Mechanical Engg. branch/ discipline with MBA or PG Diploma in management with specialization in material management/ SCM/ Operation		
4	Dy. Manager	E4	-Do-	Minimum 9 years post qualification experience	-Do-	4 yrs. experience in next below grade	
5	Manager	E5	-Do-	Minimum 13years post qualification experience	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	Minimum 17years post qualification experience	-Do-	-Do-	5 years field experience
7	Chief Manager	E7	-Do-	21 years post qualification experience	Graduate with diploma or MBA in material management OR recognized Dip in Engg. (3 yrs. duration) with diploma or MBA in material management/ SCM/ Operations Engineering Degree electrical or Mechanical Engg branch/ discipline with MBA or PG Diploma in Management with specialization in material management/ SCM/ Operation	-Do-	10 years field experience





8	General Manager	E8	-Do-	25 years post qualification experience	-Do-	3 yrs. experience in the next below grade	15 years field experience
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Appendix CSXVIII
(Clause 10.6.6 (a))

Coal preparation discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Management (Trainee)	E2	BE/ B. Tech/ BSc. Engg./ AMIE in chemical branch/ discipline				
	Sr. Officer				BE/ B. Tech/ BSc. Engg./ AMIE or Post Graduate Degree/ Diploma in chemical engineering/ mineral dressing/ coal preparation/ electrical or mechanical engineering/ mining engineering	3 yrs. experience in the company in the relevant branch	
2	Asst. Manager	E3	-Do-	5 yrs. post qualification experience	-Do-	3 yrs. in next below grade or successful completion of 1 year training as MT	
3	Dy. Manager	E4	-Do-	9 yrs. post qualification experience	-Do-	4 yrs. experience in the next below grade	
4	Manager	E5	-Do-	13 yrs. post qualification experience	-Do-	-Do-	
5	Sr. Manager	E6	-Do-	17 yrs. post qualification experience	-Do-	-Do-	5 years field experience
6	Chief Manager	E7	-Do-	21 yrs. post qualification experience	-Do-	Do	10 years field experience
7	General Manager	E8	-Do-	25 yrs. post qualification experience	-Do-	3 yrs. experience in next below grade	15 years field experience

Appendix CSXIX
(Clause 10.6.6 (a))

Medical discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1 (a)	Sr. Medical Officer	E3	Recognized medical degree				
1 (b)	Specialist	E3	Recognized post graduate qualification mentioned in Annexure – 1				
2 (a)	Sr. Specialist	E4	Recognized post graduate qualification mentioned in Annexure – 1	6 yrs. post qualification experience connected with the specialty	Possession of a minimum qualification as specified during recruitment	4 yrs. experience in lower grade	
2(b)	Dy. Medical Superintendent	E4	-Do-	10 yrs. post qualification experience connected with the specialty	Possession of a minimum qualification as specified during recruitment.	4 yrs. experience in lower grade	
3	Medical Superintendent / Medical Superintendent (Specialist)	E5	-Do-	14 yrs. post qualification experience connected with the specialty	-Do -	4 yrs. experience in lower grade	
4	Dy. Chief Medical Officer	E6	-Do-	18 yrs. post qualification experience connected with the specialty	-Do-	4 yrs. experience in lower grade	5 years field experience
5	Chief Medical Officer	E7	-Do-	21 yrs. post qualification experience connected with the specialty	PG specialization as mentioned in annexure 1 or medical degree with training in Hospital Administration	4 yrs. experience in lower grade	10 years field experience
6	Chief of Medical	E8	-Do-	25 yrs. post qualification	-Do-	3 yrs. experience in	15 years field



	Services			experience connected with the specialty		lower grade	experience
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Note:

- Existing medical executives not possessing any post graduate qualification will be eligible for promotion beyond E6 grade provided they have undergone training in Hospital Admn. or similar other training.
- Promotion from E4 to E5 grade and above grades will be regulated in the ratio of 2:1:1 i.e. 2 for specialist cadre, 1 for general cadre who has acquired specialist PG qualification subsequently and 1 for non-specialist.

Annexure 1
(Appendix CSXIX)

Medical specification of qualification under part A&B

Part –A

Part – B

1	Medicine General	MD MRCP PhD(medical) PhD(Physiology) PhD(Biochemistry) PhD(pharmacology), M.Sc. (medical with Anatomy(Physiology)), M.Sc. (Medical Anatomy) DSc (Physiology) including Biochemistry, D Sc. (pharmacology)	
2	Surgery General	MS. FRCS. FACS	
3	Anesthesiology	FFARCS MD/MS with anesthesiology as special	DA(BCP &S) Eng. DA
4	Radiology	MD(radiology) or MRCP with Radiology as special subject DMRT(2 yrs. course) DMRE (2 yrs. course)	DRMS(1 yr. course) DMR&T (1 year course) DMRD (1 yr.)
5	Obstetrics Gynecology	MD, MO, MR. COG, FRCS, or MS(gynecology)	DGO
6	Pediatrics	MD or MRCP, FRCP (Canada)	Dip/Ped. DCH
7	Orthopedics	MS,MCH(Orthopedics, Liverpool)FRCS	D orthopedic, D Orth. S
8	Ophthalmology	MS, FRCS (with ophthalmology)	DO, DCMSD
9	Ophthalmology ENT	MS, FRCS (with otolaryngology)	DLO, DORI
10	Psychiatrist	MD with psychiatry MRCP with psychiatry	DPM
11	Dermatology & VD	MD/MRCP with dermatology as special subject	DVD & DDV
12	Pathology &	MD (Pathology), MD(Path &Bact), M Sc. (Path	DCP, PBD(Bact)

	Bacteriology	&Bact) PD(Path &Bact) D Sc. (Public Health)	
13	Public Health	MD with Public Health, D Sc. (Public Health)	Mph, DPH, DTM & HLPH, DIR
14	Maternity & Child Welfare	MD (Midwifery & Gynecology) MRCP	DM & CW
15	Tuberculosis	MD, MRCP, FRCS, MS	TBD, DTD
16	Radiation Medicine		DRM

This list is not exhaustive. The competent authority will have the power to assign other qualification to part A or Part B.

Community development

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	Management (Trainee)	E2	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 OR Post Graduate Degree(from a recognized university/ Institute) in Social work with specializations - Community Development/ Rural Development/ Community Organization & Development Practice/ Urban & Rural Community development/ Rural & Tribal Development/ Development Management				
2	Asst.	E3	-DO-	3 years post	Post Graduate	On	



	Manager			qualification experience	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 OR Post Graduate Degree (from a recognized university/ Institute) in Social work with specializations - Community Development/ Rural Development/ Community Organization & Development Practice/ Urban & Rural Community development/ Rural & Tribal Development/ Development Management	completion of one year as MT	
3	Dy. Manager	E4	-Do-	7 years post qualification relevant experience	-Do-	4 yrs. experience in lower grade	
4	Manager	E5	-D0-	11 years post qualification relevant experience	-Do-	-Do-	
5	Sr. Manager	E6	-Do-	16 years post qualification relevant experience	-Do-	-Do-	5 years field experience



6	Chief Manager	E7	-Do-	21 years post qualification relevant experience	-Do-	-Do-	10 years field experience
7	General Manager	E8	-Do-	25 years post qualification relevant experience	-Do-	3 yrs. experience in lower grade	15 years field experience



Appendix CSXXI
(Clause 10.6.6 (a))

Nursing

Sr. No	Designation	Grade	Outside recruitment		Promotion	
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience
1	Sr. Officer (Nursing)	E2	M.Sc. Nursing (or)	6 years teaching experience	M.Sc. Nursing	6 years teaching experience
2			B.Sc. Nursing (Basic/Post Basic)	8 years teaching experience	B.Sc. Nursing (Basic/Post Basic)	8 years teaching experience
3	Assistant Manager (Nursing)	E3	-	-	-do-	6 years in next below grade
4	Dy. Manager (Nursing)	E4	-	-	-do-	6 years in next below grade
5	Manager (Nursing)	E5	-	-	-do-	6 years in next below grade

Appendix CSXXII
(Clause 10.6.6 (a))

Public Relations discipline

Sr. No	Designation	Grade	Outside recruitment		Promotion	
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience
1	Management Trainee	E2	Post Graduate Degree or PG Diploma in Public Relation/ Mass Communication/ Journalism from recognized University/ Institute.			
2	Sr. Officer	E2			Post Graduate Degree or PG Diploma in Public Relation/ Mass Communication / Journalism from recognized University/ Institute	3 yrs. in T&S grade 'A'
3	Asst. Manager	E3	-Do-	5 yrs. relevant post qualification experience	-Do-	3yrs. experience in the next below grade or successful completion of 1 yr. training as MT
4	Dy. Manager	E4	-Do-	9 yrs. relevant post qualification experience	-Do-	4yrs. experience in the next below



						grade
5	Manager	E5	-Do-	13 yrs. relevant post qualification experience	-Do-	4yrs. experience in the next below grade
6	Sr. Manager	E6	-Do-	17 yrs. relevant post qualification experience	-Do-	4yrs. experience in the next below grade
7	Chief Manager	E7	-Do-	21 yrs. relevant post qualification experience	-Do-	4yrs. experience in the next below grade
8	General Manager	E8	-Do-	25 yrs. relevant post qualification experience	-Do-	3yrs. experience in the next below grade



Appendix CSXXIII
(Clause 10.6.6 (a))

Executive Director

Sr. no.	Posts	Minimum qualification	Minimum experience
1.	Executive Director (Corporate Affairs)	Degree in Engineering (Any Discipline)	2 years in E8 grade
2.	Executive Director (Medical Services)	A recognized Medical degree with PG Degree/Diploma in Medical Specialty and should be from the specialist cadre.	2 years as CMS in E8 grade
3.	Executive Director (Co-ordination)	Degree in Engineering(Mining)	2 years in E8 grade
4.	Executive Director (Exploration)	Executive of Geology discipline possessing M.Tech in Geology, M.Sc. in Geology or Diploma from ISM, Dhanbad	2 years in E8 grade in Geology discipline
5.	Executive Director (Materials & Contracts)	Engineering degree in Electrical or Mechanical Engg. with MBA/PG Diploma/Degree in Business Management with specialization in Materials Management.	2 years in E8 grade in MM discipline
6.	Executive Director (Engineering & Equipment)	Degree in Electrical or Mechanical Engg. or its equivalent	2 years in E8 grade in Excavation or E&M discipline
7.	Executive Director (Personnel)	Graduate with Post Graduate Degree/ Diploma in Personnel Management / Social Science/ Social work or MBA with specialization in Personnel Management/ Industrial Relations	2 years in E8 grade in Personnel discipline
8.	Executive Director (Logistics & Sales)	Graduate with PG Degree/Diploma with specialization in Marketing Management.	2 years in E8 grade in Sales & Marketing discipline
9.	Executive Director (Finance)	Qualified Chartered Accountant/ Cost Accountant/ full time study in PGDM/ MBA with specialization in Finance	2 years in E8 grade in Finance discipline

10.	Executive Director(CSR)	Minimum 2 years full time 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 OR Minimum 2 years full time Post Graduate Degree(from a recognized university/ Institute) in Social work with specializations - Community Development/ Rural Development/ Community Organization & Development Practice/ Urban & Rural Community development/ Rural & Tribal Development/ Development Management	2 years in E8 grade
11.	Executive Director (Internal Audit)	Chartered/Cost Accountant	2 years in E8 grade
12.	Executive Director (S & R)	B.E., or B.Tech in Mining with 1st class MMCC	2 years in E8 grade in mining discipline with 1 st class MMCC
13.	Executive Director (Security)	A graduate with experience in Armed forces and should have served in the rank of Major or above in defense services.	2 years in E8 grade in Security discipline



14.	Executive Director (ICM)	PhD or equivalent in Management/ HR/ Finance/ Behavioral Science	Post qualification experience of 21 years out of which half of the overall experience should be in academic area of a premier management institute or Corporate HRD centers. Minimum 2 years as head/ Director of premier institute or corporate HRD center is preferred
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