



## Advertisement for Recruitment of Management Trainees

**Coal India Limited (CIL)** - a Schedule 'A' - **MAHARATNA** Public Sector Undertaking under Ministry of Coal, Government of India, is the single largest coal producing company in the World and the largest corporate employer with approx 3.8 lakh employees, contributing around 85% of the total coal production in India. We produce non-coking coal and coking coal of various grades for diverse applications. It operates 471 mines in 21 major coalfields across eight states in India (West Bengal, Jharkhand, Orissa, Madhya Pradesh, Maharashtra, Chhattisgarh, Uttar Pradesh & Assam). In Financial year 2010 - 2011, Coal India produced 440 million tonnes of coal and has plans to increase its production up to 520 million tones by the end of 2011-12. 74% of total coal production of CIL caters to 72 out of 75 thermal power stations of the country. The Company is also undertaking many mining operations abroad and joint ventures.

In order to meet the challenges, Coal India requires young, energetic, dynamic and skilled Management Trainees in different disciplines. The details are as under -

### 1.0 QUALIFICATION & ELIGIBILITY CRITERIA

MTs	Qualification
Mining, Electrical, Mechanical, Civil, Chemical/Mineral, Electronics & Telecommunications, Industrial Engg..	Minimum 60% marks in BE/ B.Tech/ B.Sc in relevant branch of Engineering
System	Minimum 60% marks in BE/ B.Tech/ BSc. (Engg) in Computer Science/ Computer Engg. / IT or MCA with minimum 60% marks.
Environment	Degree in Environmental Engg. with minimum 60% marks Or any Engg. Degree with PG Degree/Diploma in Environmental Engg from a recognized University/Institute with minimum 60% marks.
Geology & Geophysics	M. Sc/ M. Tech. in Geology / Geophysics or Applied Geology/ Geophysics with minimum 60% marks
Materials Management	Engineering degree in Electrical or Mechanical Engineering with MBA/ PG Diploma in Management with minimum 60% marks.

Finance & Accounts	Qualified CA / ICWA
Personnel & HR	University degree with MBA (specialization in HR) with minimum 60% marks or Master degree/ PG Diploma (minimum 60%) in Social Science or Labour Welfare / Personnel management or any other qualification recognized by the Labour Ministry for the post of Welfare Officer in mines with minimum 60% marks.
Sales & Marketing	Recognised degree with MBA /PG Diploma in Management with specialization in Marketing (major) from Institute / University with minimum 60% marks
Rajbhasha (Hindi)	MA in Hindi with min 60% marks and Graduation with Hindi and English as main subjects with minimum 50% marks

**Note:**

- Where % of marks is not awarded by the institute and only grades (eg. GPA / CGPA / CQPI) are awarded, the same should be converted to the exact equivalent % of marks as per the following formula –  
**On a 10 point scale CGPA/GPA of 6.0 will be considered as 60%.**
- The MBA/PG Diploma/PG Degree/ M.Sc / M.Tech must be recognized by Govt. of India and should be of 2 years full time/ regular course.
- The above minimum marks are for General & OBC category candidates. For SC/ST & PH candidates, 5% relaxation in qualification is given in minimum marks.
- Final year / semester students who expect their results by 31.07.2011 may also apply. However, the minimum criteria of marks shall also apply for them for the completed degree.

**1.1**

Minimum criteria for marks			Upper age limit as on 31.03.2011			
UR / OBC	SC / ST / PH	Remarks	UR	OBC (Non Creamy Layer)	SC / ST	PH
60% or CGPA of 6.0 on a 10.0 point scale	55% or CGPA of 5.5 on a 10.0 point scale	Average of all semesters / years to be considered	30 yrs	33 yrs	35 yrs	Additional 10 yrs relaxation
provided that the candidate has passed the examination as per the institute / university norms						

**2.0 DISCIPLINES WITH PROJECTED VACANCIES**

DISCIPLINE	PROJECTED VACANCIES INCLUDING UNFILLED RESERVED VACANCIES					PH		
	GENERAL (unreserved)	OBC (Non Creamy Layer)	SC	ST	TOTAL	VH	HH	OH
1. Mining	141	74	70	34	319	-	-	-
2. Electrical	82	42	23	12	159	-	09	-
3. Mechanical	75	39	21	10	145	-	09	-
4. Civil	26	12	07	05	50	-	05	-

5. Industrial Engg	05	01	01	02	09	-	-	-
6. Chemical / Mineral	09	06	02	03	20	-	-	-
7. Electronics & Telecommunication	05	01	01	-	07	-	-	-
8. Systems	07	02	01	-	10	01	-	-
9. Environment	09	03	01	-	13	-	-	-
10. Geology	15	06	07	03	31	-	02	-
11. Geophysics	05	01	-	-	06	-	01	-
12. Materials Management	10	04	02	01	17	02	-	-
13. Finance & Accounts	65	37	20	11	133	-	08	-
14. Personnel & HR	70	36	20	10	136	28	-	-
15. Sales & Marketing	09	03	03	04	19	02	-	-
16. Rajbhasha (Hindi)	05	01	-	-	06	01	-	-
<b>TOTAL</b>	<b>538</b>	<b>268</b>	<b>179</b>	<b>95</b>	<b>1080</b>	<b>34</b>	<b>34</b>	

Note: The number of vacancies are subject to change if required.

### 3.0 SELECTION PROCESS

Eligible candidates will be required to appear in the All India Selection Test at their own expenses and only candidates qualifying in the written test will be called for Personal Interview in the ratio of 1:3 (3 candidates called against 1 vacancy) keeping the provision of reservation for SC/ST/OBC/PH in view. Management reserves the right to shortlist the candidates for written test also. The date of written examination shall be subsequently intimated.

**Test Center:** The written test will be held at Kolkata, Ranchi, Mumbai, Bhubaneswar, Chandigarh, Guwahati, Bilaspur, Bhopal, Lucknow, Delhi, Jaipur, Nagpur, Hyderabad, Bangluru and Chennai- as mentioned in the online application. Candidates will have to choose one test center preference from the list and the same cannot be changed after the form is submitted. However, Coal India reserves the right to cancel or add any test center or change the center chosen by the candidate.

**About the Test:** The written test shall be of three (03) hours duration comprising of 2 papers both of which will be in the form of multiple choice questions (MCQs). Paper I will consist of MCQs on General Awareness & Aptitude and Paper II will consist of MCQs on Technical aptitude in the relevant discipline for which the candidate applies. Each paper shall consist of 100 questions with 100 marks. The questions of the test will be bilingual (English and Hindi).

Qualifying criteria in the Written Test		
UR / GEN	OBC (Non creamy layer)	SC / ST / PH
Minimum 45 marks in each paper, but aggregate of both papers should be minimum 110	Minimum 40 marks in each paper, but aggregate of both papers should be minimum 100	Minimum 35 marks in each paper, but aggregate of both papers should be minimum 90

**4.0 APPLICATION FEE** - Candidates are required to pay a non-refundable application fee of Rs.500/- through demand draft drawn in favor of Coal India Limited payable at Kolkata. Candidates have to keep the demand draft ready at the time of filling the online application form and enter the details in the respective fields provided for the same. The form cannot be submitted unless the demand draft details are entered in the form. Candidates will have to send the demand draft along with the hard copy of the application sheet which will be generated after submission of the online form to the following address, superscribing the envelop with the post i.e. MT (Discipline) applied for : Chief Manager (Personnel - Recruitment), Coal India Limited, 10 NS Road, Post bag No. 43, GPO Kolkata – 700001, West Bengal. Applications without demand draft in respect of GEN and OBC candidates will be summarily rejected. Application fee is waived for SC, ST, PH and Departmental candidates.

## **5.0 RESERVATIONS AND RELAXATIONS**

1. Reservations and relaxations for SC / ST / OBC (non-creamy layer) / PH (degree of disability 40% or above) candidates will be provided as per guidelines of Govt. of India for the purpose, given under sl no 2.1.
2. Relaxations for Departmental candidates (employees of Coal India or its Subsidiary companies applying against advertisement) will be as per the rules of the company i.e. no age limit and no application fee.
3. No Application fee for SC, ST and PH candidates.
4. Age relaxation is applicable for ex-servicemen category candidates for a period of 3 years as per Govt. of India guidelines.
5. Age relaxation of 5 years applicable for candidates who have been domicile of J&K during the period 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.

## **6.0 OTHERS**

**6.1 Compensation / Pay** - Selected candidates will be placed as Management Trainee in E1 grade in the scale of pay of Rs. 16,400 – 40,500 at the initial Basic of Rs.16,400/- during the first year (Training period). On successful Completion of Training and passing the test conducted for the purpose, regularization will be in E2 grade in the scale of pay of Rs. 20,600 – 46,500 at the initial Basic of Rs.20,600/- with probation for 1 year. Besides basic pay, candidates will also be entitled to other pay and perks including Dearness Allowance, HRA, perquisites and allowances under cafeteria approach and other allowances as applicable for the post. Benefits such as leave, medical treatment, CMPF, pension, gratuity etc. will be admissible as per company rules in force during training and after absorption.

**6.2 Posting:** Candidates may be posted anywhere in Coal India / Subsidiary companies especially in coalfield areas.

**6.3 Service Agreement Bond:** A candidate is required to serve the company for a minimum period of 50 months. An amount of Rs.1000/- per month will be deducted from the salary for a period of 50 months. Failure on the part of candidate to serve the Company for a minimum period of 50(fifty) months would result in forfeiture of the said deposit and the balance may be recovered from the candidate. The amount so deducted will be refunded in full without interest on completion of 50 months of service.

**6.4 Medical Examination:** Before joining service, the selected candidates will have to undergo initial medical examination by the company Medical Officer as per the Medical Attendance Rules of the company.

## **7.0 HOW TO APPLY**

- (a) Eligible candidates have to apply *only through the online application system* of Coal India. To apply, visit the career with CIL section of our website [www.coalindia.in](http://www.coalindia.in) It is

advisable that the candidates have a valid e-mail id while applying for the job through the online application system in order to facilitate faster communication.

- (b) The site will remain functional **from 00:00 hrs of 9<sup>th</sup> May 2011 to 24:00 hrs of 4<sup>th</sup> June 2011.** However, the candidates should complete the application at the earliest in order to avoid site congestion.
- (c) Candidates will have to apply for only for one discipline for which he/she is eligible.
- (d) Candidates will have to register for the online application before starting to fill the application form. On clicking the "Apply Online" link against each job, the registration page will open. Detailed instructions for filling the form will be given under the "Instructions" link above the Registration page.
- (e) Before applying, candidates should ensure that they fulfill all the eligibility criteria and norms mentioned in this advertisement.
- (f) Before starting to fill the online application form candidates should keep the demand draft for application fee (for Gen and OBC candidates) and all personal, academic and professional certificates ready with him / her.
- (g) If a candidate cannot fill the online form in single attempt, he / she can log in again and complete filling from the last saved status. However, candidates must complete filling the form and submit the same before **24:00 hrs of 4<sup>th</sup> June 2011 i.e. the last date for online application.**
- (h) After submitting the online application form, candidates are required to download the Application sheet generated and take a print-out of the same, paste the recent attested passport size photo in the space indicated, put his/her signature in the place provided and send the same along with the enclosures (whichever applicable) by post to the following address superscribing the envelop with the post applied for i.e. "Management Trainee(discipline)": **Chief Manager (Personnel- Recruitment), Coal India Limited, 10 NS Road, Post Bag No.43, GPO Kolkata – 700001, West Bengal** so that it reaches Coal India on or before **13<sup>th</sup> June, 2011.**
- (i) Departmental candidates (employees of CIL and its subsidiary companies) are to get the photo attested by their controlling officer and they should also get the form countersigned and stamped (with official seal) by their controlling officer before sending the same by post to the following address superscribing the envelop with the post applied for i.e. "Management Trainee(discipline)": **Chief Manager (Personnel- Recruitment), Coal India Limited, 10 NS Road, Post Bag No.43, GPO Kolkata – 700001, West Bengal** so that it reaches Coal India on or before **13<sup>th</sup> June, 2011.**
- (j) To prevent postal delay and/ or loss kindly ensure that the hard copy is sent to the address given above ( including the Post Bag number).

**7.1 Admit Card:** List of Candidates who are allowed to appear for the All India written examination will be given in the Coal India website. An Admit card will also be sent to them for the written examination to the correspondence address mentioned in the form and they have to carry the same to the test center without which they will not be allowed to appear in the test.

List of candidates who are shortlisted for interview will be given in the website and they will be intimated about the time and venue separately. Similarly, the final list of selected candidates will also be given in the website and they will also be intimated about the joining date and other formalities.

## **8.0 GENERAL INFORMATION AND INSTRUCTION**

1. Only Indian Nationals are eligible to apply.

2. All qualifications should be recognized by AICTE / appropriate Indian statutory authority.
3. No manual or paper applications will be entertained.
4. No TA will be paid to any candidate for appearing in the written examination.
5. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his / her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
6. No modifications are allowed after submission of the online application form. If any tampering is done with the pdf application sheet generated and if any discrepancies are found between the online data filled by the candidate and the application sheet submitted, the application will be rejected.
7. Candidature is also liable to be rejected if the application sheet along with the relevant enclosures is not received, received unsigned, received without attested photo, not received through proper channel (in case of departmental candidates) or received after the last date of receipt of applications.
8. Candidates employed with Government departments / PSUs / Autonomous bodies have to produce NOC at the time of interview if called for the same. If such candidates cannot provide the NOC, they will not be allowed to appear for the interview.
9. For queries, candidates may visit the **Frequently Asked Questions (FAQs)** section of the website.
10. Coal India reserves the right to change the number of vacancies and cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
11. Any modifications / amendments in the advertisement will be given in Coal India website only [www.coalindia.in](http://www.coalindia.in)
12. Important information regarding recruitment will be available in CIL website and as such, candidates are advised to visit the same frequently.

## 9.0 IMPORTANT DATES

Particulars	Dates
Date of commencement of Online application	9 <sup>th</sup> May 2011 from 00.00 hrs
Last date of submission of the online application by the candidates	4 <sup>th</sup> June 2011 upto 24.00 hrs
Last date for receipt of the hard copy of the application sheet	13 <sup>th</sup> June, 2011