

**सेंट्रल कोलफील्ड्स लिमिटेड**  
(कोल इंडिया लिमिटेड की सहायक कंपनी)  
अधिकारी स्थापना विभाग  
दरभंगा हाउस, राँची-834029(झारखंड)  
दूरभाष संख्या:0651-2360695/Extn-5144  
ई-मेल :gmee.ccl@coalindia.in  
वेब साइट :http://centralcoalfields.in



**Central Coalfields Limited**  
(A Subsidiary of Coal India Limited)  
Executive Establishment Department  
Darbhanga House, Ranchi-834029  
Phone No. 0651-2360695/Extn-5144  
CIN: U10200JH1956GOI000581  
E-mail Id: gmee.ccl@coalindia.in  
Website: http://centralcoalfields.in

No.:GM(P-EE)/Advisor/CSR/2024/ 3451

Date: 26/02/2024

**Notification for engagement of 01 full time Advisor (CSR) in CCL on contract basis**

Central Coalfields Limited (A Subsidiary of Coal India Limited) invites application for engagement of **01 (one) full time Advisor (CSR) on contractual basis** for an initial period of one year from superannuated officers of E-7 & E-8 grade from Coal India Limited & its Subsidiaries or equivalent grade officers from other PSUs, having a minimum 2 years of experience in heading CSR wing of Corporate having mandatory CSR obligation of Rs. 10 Crore or more. VRS optees will not be considered.

**Eligibility, Benefits and other details:**

1.	No. of posts	Advisor (CSR) - 01							
2.	Maximum age limit for eligibility	Not more than 65 years during the Contract Period							
3.	Minimum Qualification	Degree in Engineering / MBA HR / PG in Rural Management							
4.	Nature of work	The role of an Advisor will broadly include –  Guiding/advising CSR Department in compliance of CSR Acts/Rules/Policy/Guidelines in different stages, Overall monitoring of CSR projects/activities.							
5.	Headquarters on Appointment	Headquarter will be CCL HQ., Ranchi.							
6.	Consolidated monthly compensation/ honorarium & other benefits	(I) Consolidated Monthly Compensation/ Honorarium	<b>(Equivalent Grade of CIL)</b> For superannuated E7 grade executive- Rs. 90,000/- For superannuated E8 grade executive- Rs. 1,05,000/-						
		(II) Conveyance charges	Company shall provide Conveyance for full time Advisors as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charge.						
		(III) Re-imbursement for Mobile Telephones	Re-imbursement for the use of mobile telephones based on the actual bills or Rs.750/- p.m. whichever is less.						
		(IV) TA/DA	TA/DA and other boarding/lodging charges shall be payable as per entitlement applicable to the existing executives of equal grades whenever tours are undertaken for the jobs related to assignment.						
		(V) Accommodation Facility	Suitable company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as under: <table border="1" style="width: 100%;"> <tr> <td>For X Class Cities</td> <td>24% of Consolidated Pay per month.</td> </tr> <tr> <td>For Y Class Cities</td> <td>16% of Consolidated Pay per month.</td> </tr> <tr> <td>For Z Class Cities</td> <td>8% of Consolidated Pay per month.</td> </tr> </table> The classification of the Cities for this purpose would be as per classification of Cities as circulated by DoE vide OM dated 07.07.2017. In the event of Company's accommodation, the house rent, as applicable to Executives on roll, will be recovered.	For X Class Cities	24% of Consolidated Pay per month.	For Y Class Cities	16% of Consolidated Pay per month.	For Z Class Cities	8% of Consolidated Pay per month.
		For X Class Cities	24% of Consolidated Pay per month.						
For Y Class Cities	16% of Consolidated Pay per month.								
For Z Class Cities	8% of Consolidated Pay per month.								
(VI) Medical	All executives of CIL covered under the Post Retiral Medical Benefits Scheme will continue to be governed by the said scheme. Those appointed, who were not under the roll of CIL, will be given the same coverage of benefit, if they are not covered under any post retiral medical scheme.								

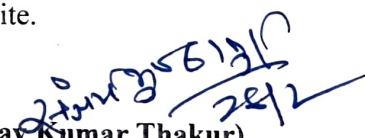
		(VII) Leave	The Advisor shall be entitled for paid leave of 15 days in every six months in addition to the paid holidays in the establishment. The paid leave shall be regulated as per the provisions of EL (Earned leave) applicable to the Executive cadre employees under the CIL Executive Leave Rules. However, the paid leave admissible as above are not encashable. The accumulated leave shall stand lapsed on the expiry of each period of engagement of an Advisor.
7.	Terms and conditions	a) The engagement of Advisor shall be subject to Medical fitness to be certified by Company / Govt. Medical officer. b) Notice period for termination of contract – one month's notice or consolidated compensation amount from either side. c) Secrecy: The Advisors will maintain secrecy/confidentiality in respect of information/documents/ materials etc as per extant CIL policy/scheme. d) Prohibition on other Full time Engagement - Advisor shall not accept any full time appointment or post, whether advisory or administrative, in any other Firm or Company during the period of their engagement with CIL and its Subsidiaries. e) The Company reserves the right to withdraw or modify this notification anytime without assigning any reason. f) Tax/GST – Will be applicable as per rule. (In case payment of GST is required, then the same shall be re-imbursed on production of proof of such payment). g) In order to apply for the post of Advisor, the applicant must have superannuated from the services of the company/organization as on the date of issuance of the Notification. h) Other terms and conditions will be as per CIL's policy in vogue.	
8.	Selection Process	The applicants fulfilling eligibility criteria and other conditions as per notification shall be shortlisted and invited for interview. The final selection shall be based on composite score considering Technical Evaluation (experience, performance in last 3 years before superannuation and interview) and Financial Evaluation (compensation/honorarium payable to applicant as specified at 6-1). However, the applicant must obtain minimum 50% marks in the interview to qualify for selection. No TA will be paid to any candidate for appearing in interview/selection process.	

The application forms can be downloaded from CCL website [www.centralcoalfields.in](http://www.centralcoalfields.in) under the caption “Czone” → “Employment”

Interested candidates fulfilling the above criteria may submit their resume in the prescribed **Application Format (Annexure-‘A’)** along with the following self-attested documents:

1. Proof of Age (Matriculation certificate)
2. Superannuation notice / Copy of Pension Payment Order
3. Certificates of qualification
4. Documents in support of experience in CSR works.
5. Document confirming the status of HOD of CSR wing for at least 2 years.

The application in prescribed format along with self-attested copies of required documents must reach to the office of the **General Manager (Personnel - EE), Executive Establishment Department, Central Coalfields Limited HQ, Darbhanga House, Kutchery Road, Ranchi – 834029 (Jharkhand) through Speed Post latest by 18/03/2024 by 5:00 PM. However, applications can also be sent through e-mail on e-mail i.d.: gmee.ccl@coalindia.in, but hard copy of the application must reach the office of undersigned by 18.03.2024 by 5 PM.** The incomplete applications in any respect will be rejected. The applications received after the last date of submission will not be entertained. Application received only through e-mail will also not be considered. The Company/CCL shall not be held responsible for delay in transit, if any. All correspondences with candidates shall be made as per his address/e-mail given in the application. However, important information will also be available on CCL website.

  
(Sanjay Kumar Thakur)  
General Manager (Pers.-EE)  
Central Coalfields Limited  
Darbhanga House, Ranchi

**APPLICATION FORMAT**

PHOTO  
(Self Attested)

1. Post applied for :
2. Name (in block letter)
3. EIS No. (if retired from CIL)
4. Unique I.D. No.
5. Father's Name
6. Present address for communication
7. Permanent Address
8. Contact no. A) Telephone B) Mobile
9. Email ID
10. Date of Birth (**Enclose self-attested copy of Matriculation Certificate**)
11. Educational/ Professional Qualifications (**Enclose self-attested copies**)
12. Experience in CSR works (**Enclose self-attested copies in support**)
13. Details of Postings at the time of superannuation (**Enclose copies in support of each**):
  - a) Last Organisation:
  - b) Period of Service (from/till):
  - c) Last Post held:
  - d) Grade:
  - e) Last Basic pay drawn:
  - f) Pay Level:
  - g) Pay Scale / Grade Pay Band:
  - h) Remarks (*if any*):
14. Date of first appointment in executive cadre (**Enclose copy in support**)
15. Date of Superannuation (**Enclose self-attested copy of superannuation notice & PPO**)
16. Special Achievement (*if any*)
17. Details of pending Vigilance case or Departmental case or Court case (*if any*)
18. Any other information relevant to the post

**CERTIFICATE**

I certify that the information/documents provided herein above are true to the best of my knowledge. In case, any of the information/documents are found to be incorrect/false at any stage then my candidature/engagement will be liable to be cancelled.

Signature of the candidate with date

List of Enclosures

- 1.
- 2.
- 3.
- 4.
- 5.