



ईस्टर्न कोलफील्ड्स लिमिटेड /Eastern Coalfields Limited

A Subsidiary of कोल इंडिया लिमिटेड/Coal India Limited

Notification 01/2023

Eastern Coalfields Limited (ECL), a Public Sector Undertaking, having registered office at Sanctoria, PO- Dishergarh, Dist- Paschim Bardhaman, West Bengal – 713333 is planning to impart practical training to two Executive qualified students of the Institute of Company Secretaries of India (ICSI) as per the following terms & conditions:

1. Scope of work of the Trainees:

The Students after passing practical training Executives Programme of ICSI will be under practical training for the period of 21 months (The students can start their practical training only after completion one-month Executives Development Programme)

They shall undergo practical training in various fields viz. (i) Filing of various e-forms/ returns (ii) assisting in organizing Board meetings/ Annual General Meetings/ Extraordinary General Meetings/ Various Committee meetings (iii) assisting in the matter of disinvestments/ IPOs (iv) assisting in various other Secretarial and Legal matters (v) assisting in formation of Joint Venture/ Subsidiary Companies, etc.

2. Selection of the Students:

Two (2) Students will be selected by ECL based on their suitability, aptitude & requirement and on selection, they will be placed for training in ECL(HQ), Sanctoria.

3. Stipend:

The students who have passed Executive Programme are eligible for a monthly stipend of ₹10,000/- during the period of the training.

4. Accommodation:

Bachelor Accommodation may be provided to the students if available. No charge shall be levied for such accommodation.

5. Working Hours and Terms and conditions:

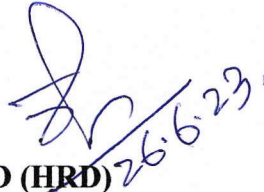
- a) The students shall be entitled for maximum number of 52 days leave during the entire practical training period of 21 months.
- b) The students availing leave in excess of their leave which they are entitled, shall be required to undergo training for a further period equivalent to excess leave taken by them.

- c) They shall agree to stay beyond normal working hours whenever required and for this no extra stipend will be paid to them.
- d) Unauthorized absence for consecutive 10 days will disqualify them for imparting further training.
- e) They shall also maintain absolute integrity and maintain the secrecy of the documents they come across during the course of training.
- f) They shall not share any information without prior approval of the Management.

6. Execution of Training Deed:

In terms of training scheme of the Institute, a student is required to execute a bond with the organization that the trainees shall have no claim whatsoever of any kind of employment with the employer either in the intervening period or on completion of training period.

Interested students can email their CVs to cs.ecl@coalindia.in & rambabupathak@gmail.com with intimation to hodhrd.ecl@gmail.com or send by Regd. /Speed post at the following address on or before 05.00 PM of 15th July 2023. Only those candidates who will apply against this advertisement would be considered for the training. Even if someone had applied earlier for the aforesaid training has to re-apply against this advertisement.



HoD (HRD)

**Eastern Coalfields Limited
Sanctoria, Po- Dishergarh
Dist- Paschim Bardhaman
West Bengal- 713333
Mail id: hodhrd.ecl@coalindia.in**