

# कोल इण्डिया लिमिटेड

महाराज कम्पनी

(भारत सरकार का एक उपक्रम),

"कोल भवन", कर्मिक विभाग, 2 तल,

प्रेमिसेस न.04 एम.ए.आर., प्लॉट न.ए.एफ.111,

आक्सन एरिआ-1ए, नियु टाउन, राजारहाट,

कोलकाता-700156



# Coal India Limited

A Maharatna Company

(A Govt. of India Enterprise)

"COAL BHAWAN"

PERSONNEL DIVISION, 2ND FLOOR,

PREMISES NO.04 MAR, PLOT NO.AF-III,

ACTION AREA-1A, NEW TOWN,

RAJARHAT, KOLKATA - 700 156, W.B.

CIN No.L23109WB1973GOI028844

Email: [gmpers.cil@coalindia.in](mailto:gmpers.cil@coalindia.in)

Phone : 033-71104228

RefNo.: CIL/C-5A(IV)/EE/Advisor(M&C)/ **B-406**

Date: 13.05.2025

## COAL INDIA LIMITED

### Notification for engagement of full time Advisor(Materials & Contract), CIL on contract basis as per CIL policy.

Coal India Limited (A Maharatna Company) invites application for engagement of one (01) full time Advisor (Materials & Contract) on contract basis from **retired Executive Director of E9 grade who was in the pay scale of Rs. 1,50,000 - 3,00,000/- or its equivalent at time of retirement OR retired General Manager of E8 grade who was in the pay scale of Rs. 1,20,000 - 2,80,000/- or its equivalent at time of retirement**, from Coal India Limited and its subsidiaries, PSUs/Autonomous Organization of Central/State Government.

The eligibility criteria, terms of engagement, pay and allowances, other benefits for the proposed engagement are mentioned below:

<b>No. of posts</b>	01 (One)
<b>Maximum age limit for eligibility</b>	The maximum age limit for engagement of all categories of advisors will be 70 years. However, engagement beyond 65 years and upto 70 years will only be made in exceptional cases (such as Business Development) with the approval of Functional directors of CIL/ Subsidiaries subject to physical fitness of such Advisor.
<b>Tenure of Engagement</b>	The Contract Policy will be initially for a period of 01 year which can be extended for a further period of 01 year or upto the age of 70 years whichever is earlier.  Note: No Advisor shall work beyond 70 years of age.
<b>Educational qualification</b>	Degree in Engineering with MBA/PG Diploma/ PG Degree in Business Management/ Materials Management or its equivalent.
<b>Experience</b>	(a) The candidate should have worked for atleast 25 years in Procurement and Contract Management.  (b) A minimum of 05 years compounded experience of working in Corporate Office/ Subsidiary Headquarters of CPSEs.
<b>Nature of work</b>	a) Provide expert guidance on procurement policies, contract management, and supply chain optimization to enhance efficiency in coal sector operations. b) Assist in formulating strategies for transparent and cost-effective procurement while ensuring compliance with government regulations. c) Offer technical expertise on contract structuring, risk management, and dispute resolution. d) Recommend best practices in vendor management, e-procurement, and digital transformation to enhance efficiency and accountability. e) Advise on policy frameworks to improve procurement timelines, cost-effectiveness, and reliability in Supply Chain Management. f) Capacity Building of the Department for being self-reliant in their respective domain. g) Any other jobs assigned to him/her as per requirement.

*[Signature]*  
13-05-2025

**Remuneration and other Benefits**

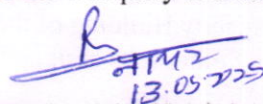
(i) Consolidated Monthly Compensation/honorarium

Grade of Retired Executives	Monthly Compensation/honorarium
Retired E-9 grade Executive	Rs.1,50,000/-
Retired E-8 grade Executive	Rs.1,20,000/-

- (ii) Conveyance charges: Company shall provide Conveyance for full time Sr.Advisor as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charges.
- (iii) Accommodation facility: Suitable Company's accommodation shall be provided on availability. However, if company's accommodation is not available, HRA shall be applicable as per the CIL HRA rules for X, Y and Z class of cities based on circular of DoE vide OM dated 07.07.2017.
- (iv) Reimbursement for mobile telephone- reimbursement for the use of mobile telephone based on the actual bills or Rs. 1000/- per month whichever is less.
- (v) Medical – All executives of CIL covered under the post retiral medical benefits scheme will continue to govern by the said scheme. Those appointed who are 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.
- (vi) Leave The Sr.Advisor shall be entitled for paid leave of 15 days in every six months spell in addition to the paid holidays in the establishment. The paid leave should be regulated as per the provision of earned leave applicable to executive cadre employee under CIL Executive Leave Rules'. However the paid leave admissible as above is not encashable. The accumulated leaves will stand lapsed on the expiry of each period of engagement of Sr.Advisor.
- (vii) TA/DA and other boarding charges shall be payable as per entitlement shall be applicable as per CIL's Policy for availing the services of retired CMDs/Directors/Sr. level Executives, and others as full time/ part time Advisors.

**Terms & Conditions**

- a) The selected Sr. Advisor would be stationed at CIL HQ Kolkata. He shall report to Director (Technical), CIL.
- b) The engagement of Sr. Advisor will be subject to Medical fitness to be certified by Company Medical Officer.
- c) Notice Period for termination of contract – one month's notice or consolidated compensation amount from either side.
- d) Signing of documents - The Advisor shall give his proposals, suggestions, comments, advises, remarks etc. in writing under their signature and shall take accountability for the same. However, he will not supervise or control the day to day work of officials/ employees of the company nor will he certify or pass bills pertaining to the department.
- e) Secrecy – The Advisor will maintain all information/ documents/ materials gathered during the course of the engagement in strict confidence. They will not copy or make notes of such information/ documents except in conjunction with the work for the Company. They will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for their own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by them or the company in the normal course of the engagement with the Company. The Advisors shall, while demitting the office, handover all information/ documents/ materials (in soft/ hard format) under their possession, during the engagement period, to the concerned HOD.
- f) Tax - In case payment of GST is required, then the same shall be reimbursed on production of proof of such payment.
- g) Reporting Relationships – During course of their engagement, the Advisors will employ themselves efficiently, diligently and to the best of their ability shall devote their whole time and attention to the interest of the Company and generally carry out work as assigned to them and shall comply with all lawful orders and directions given by the CMDs/ Directors/ HoDs. They shall honestly, diligently and faithfully serve the Company and use utmost endeavor to promote the interest of the Company.

  
13.05.2025

	<p>h) Expiry of Terms of Engagement – Unless the ad-hoc period of engagement is extended further or terminated earlier by giving one-month notice or payment in lieu thereof, the engagement will come to an automatic end on the expiry of the period of engagement stipulated in the offer letter and no notice will be necessary.</p> <p>i) Joining on appointment – The Advisor is required to join within 15 days of the offer of engagement or in exceptional circumstances, as approved by the concerned Functional Director. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdrawn automatically.</p> <p>j) 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.</p> <p>k) Vigilance/Departmental Clearance- The rules of promotion on the matter of Vigilance/Departmental/Safety clearances shall hold good in the appointment of Advisors.</p> <p>l) Other Terms and conditions will be applicable as per CIL's Policy for availing the services of retired CMDs/ Directors/ Sr. level Executives, etc. as full time/ part time Advisors.</p>
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The Application Forms can be downloaded from CIL's website [www.coalindia.in](http://www.coalindia.in) under the caption "Career with CIL".

**Cutoff date for eligibility is 28/05/2025**

**Interested candidates fulfilling the above criteria may submit their details/information in the Application Format (appended below) along with following (self-attested) documents:**

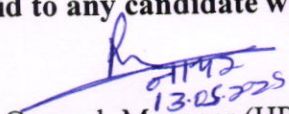
1. Proof of age (Matriculation Certificate)
2. Superannuation Notice
3. Office Order/Document from the respective organization regarding payment of Gratuity, retiral dues upon superannuation.
4. Certificates of Educational Qualification.
5. Details of Experience & Promotion.
6. Certificate of scale of pay

These documents along with duly filled in application format should reach the office of General Manager(HR-EE), CIL, Coal Bhawan, Action Area 1A, Newtown, Rajarhat, Kolkata, Pin-700156, West Bengal latest by **28/05/2025 by 03:00PM by Registered Post/ Speed Post and through Email on [gmpers.cil@coalindia.in](mailto:gmpers.cil@coalindia.in).**

**The applicant should super scribe "Application for the post of Advisor(Materials & Contract), CIL" on the envelope. In case of Application through Email "Application for the post of Advisor(Materials & Contract), CIL" should be mentioned in the subject.**

Following important points may also be noted:

- i. **Applications received via email/post after 28/05/2025, 03:00PM** in the office of General Manager (HR-EE) CIL, Coal Bhawan, Action Area 1A, Newtown, Rajarhat, Kolkata, **will not be considered** and the company will not be responsible for any postal delay/loss in transit in submission on application within specified time.
- ii. CIL reserves the right to change the number of vacancies and cancel/ restrict/modify/ alter the engagement process or advertisement notification, if required, without issuing any further notice or assigning any reason thereof. Any modifications/ amendments, if any, in this notification will be given in CIL website only.
- iii. All correspondence with the candidates shall be made as per his address/email, given in the application. However, important information will also be available at CIL's website.
- iv. **VRS optees will not be considered.**
- v. CIL reserves the right to shortlist candidates for personal talk for the selection of the post of Advisor(Materials & Contract), CIL. **No T.A will be paid to any candidate who will be called for appearing in Personal Talk.**

  
 General Manager (HR-EE)  
 Coal India Limited

Distribution:

- 1) Dir(HR)/Dir(BD)/Dir(Fin)/Dir(Mktg)/Dir(Tech), CIL, Kolkata
- 2) CVO, CIL, Kolkata
- 3) Director(HR), WCL/ECL/CCL/MCL/NCL/BCCL/SECL
- 4) Director(T/CRD), CMPDIL, Ranchi
- 5) ED(Coordination), CIL, Kolkata
- 6) GM(System)/ HOD(System): NCL/ECL/SECL/CCL/BCCL/WCL/MCL/CMPDIL-  
with a request for uploading the notification on their respective website.
- 7) GM (System), CIL, Kolkata- with a request to upload on CIL official website.
- 8) General Manager(EE)/ HOD(EE)-  
NCL/ECL/SECL/CCL/BCCL/WCL/WCL/MCL/CMPDIL
- 9) GM(Min)/ TS to Dir(Tech), CIL Kolkata
- 10) HOD(CC/PR), CIL, Kolkata
- 11) Sr. Manager(HR)/ TS to Dir(HR) CIL Kolkata
- 12) Manager(Secretarial) to Chairman, CIL, Kolkata
- 13) Manager(Secretarial) to Dir(Tech)/Dir(HR)/Dir(Fin)/Dir(Mktg.)/Dir(BD), CIL,  
Kolkata

## APPLICATION FORMAT

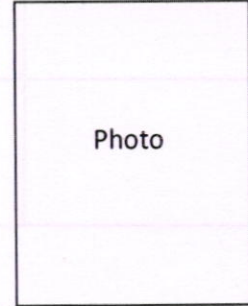
### For Advisor(Materials & Contract), CIL

1. Name ( in block letter):

2. Employee No.:

3. Father's Name:

4. Present address for communication:



5. Contact No. a) Telephone:  
b) Mobile:

6. E-mail ID:

7. Permanent Address:

8. Caste (Gen/ SC/ST/OBC):

9. Date of Birth:

10. Date of Superannuation with Superannuation Notice No.:

11. Educational Qualification:

Sl. No.	Examination Passed (E.g. 10 <sup>th</sup> /12 <sup>th</sup> /Graduation/PG/ etc.)	Board/ University	Year of Passing	Percentage of Marks

12. Experience:

(A) Whether worked for atleast 25 years in Procurement and Contract Management. **(YES / NO)**

(B) A minimum of 05 years compounded experience of working in Corporate Office/ Subsidiary Headquarters **(YES / NO):**

(B) **If Yes**, details thereof:

S No	Name of the Company with details	Details of Posting (Designation, Place of posting)	Period of work		Nature of work
			From	To	

13. Detail of last employment before superannuation:

Name of Organisation/ Deptt.	Last Held	Post	Grade	Basic Pay with Grade Pay (where applicable)	Discipline	Period of last post held	Remark

14. Special Achievement (if any):

15. Details of any Vigilance/Departmental/Safety/CourtCase /Police case (if pending):

16. Any Other Information relevant to the Post:

**Declaration**

I, \_\_\_\_\_ (Name), hereby certify that the details furnished by me in point no. 1 to point 16 are true to the best of my knowledge and belief.

**Signature of the Candidate with date**

List of Enclosures: