

No. : 7/101/2019-PESB

**भारत सरकार**  
**Government of India**  
**कार्मिक एवं प्रशिक्षण विभाग**  
**Department of Personnel & Training**  
**(लोक उद्यम चयन बोर्ड)**  
**(Public Enterprises Selection Board)**

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ब्लॉक संख्या 14, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड

Block No.14, C.G.O. Complex, Lodhi Road

नई दिल्ली / New Delhi- 110003

Dated : 27/01/2020

सी. पी. एस. ई. का नाम NAME OF THE CPSE	Coal India Limited (CIL)
पद का नाम NAME OF THE POST	Director(Personnel&IR)
रिक्ति की तारीख DATE OF VACANCY	01/02/2021
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule A
पद का वेतनमान SCALE OF THE POST	Rs. 180000-340000 (IDA)

**I. COMPANY PROFILE**

Coal India Limited (CIL) was incorporated on 1st November 1975 with the Government taking over private coal mines. With a modest production of 79 MT at the year of its inception, CIL today is the single largest coal producer in the world.

Coal India Limited is a schedule 'A' Maharatna CPSE with the administrative jurisdiction of Ministry of Coal, Government of India with headquarters at Kolkata. It operates through its subsidiaries in Eight States in India namely Jharkhand, West Bengal, Orissa, Chattisgarh, Madhya Pradesh, Uttar Pradesh, Maharashtra and Assam.

As on 1st April' 18. it operates 369 Mines through 82 Areas through 7 Coal Producing subsidiaries namely (ECL, BCCL, CCL, SECL, WCL, NCL, MCL) and 1 Consultancy Company namely CMPDIL. The mines in Assam i.e. NEC is managed directly by CIL. CIL has a foreign subsidiary in Mozambique namely Coal India Africana Limited (CIAL). Mahanadi Coalfields Limited, a subsidiary of Coal India Ltd is having four (4) subsidiaries and one (1) Joint Venture, SECL has two (2) subsidiaries and CCL has one (1) subsidiary.

Coal India Limited is headed by Chairman and Managing Director. He is assisted by four Functional Directors, namely, Director(Finance), Director(Technical), Director(Personnel and Industrial Relations), and Director(Marketing). Further, there are Two Government Nominee Directors and 7 Non-official/Independent Directors.

During 2017-18, CIL & its subsidiaries produced 567.37 MT of coal with a growth of 2.4%, achieved an off-take of 580.28 MT with a growth of 6.8% compared to last year same period. During 2017-18, CIL has paid dividend of Rs. 10,242.24 crores @ Rs. 16.50 per share. Out of above, Govt. of India received Rs. 8044.86 crores as Interim Dividend for 2017-18 and Rs. 2085.13 crores as Dividend Distribution Tax (@ 20.358% including subsidiaries).

During 2017-18, CIL gross sales was Rs 1,27,162.17 crores. CIL and its Subsidiaries paid/adjusted Rs. 44070.22 crores towards Royalty, Cess, Sales Tax and other levies.

Its Registered and Corporate offices are at Kolkata, West Bengal.

The shareholding of the Government of India in the company is 78.55%.

The authorized and paid up capital of the Company is Rs. 8000 Crore and Rs. 6162.73 Crore respectively as on 31st March, 2019.

The company employed 2,85,479 regular employees [Executives 17029, Non-executives 268450] as on 31st March, 2019.

## II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Personnel & Industrial Relations) is a member of the Board of Directors and reports to Chairman and Managing Director. As the head of the Personnel Division, he is responsible for the formulation and implementation of personnel policies of Coal India Limited and its subsidiaries.

## III. ELIGIBILITY

1. **AGE** : On the date of occurrence of vacancy (DOV)

<b>Age of superannuation 60 years</b>			
<b>Internal</b>		<b>Others</b>	
<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
45	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.

## 2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings :-

(a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

(b) Central Government including the Armed Forces of the Union and All India Services;

(c) State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs 10000 crore or more**;

(d) Private Sector in company where the annual turnover is **\*Rs 10000 crore or more**.

**Preference would be given to candidates from listed companies.**

(\* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

## 3. QUALIFICATION:

The applicant should be a graduate from a recognized University/ Institution with good

academic record.

Persons with Post Graduate Diploma or Degree in Personnel Management/ Human Resource Management or Masters in Business Administration (MBA) / Post Graduate Diploma/ Programme in Management (PGDM/PGPM) or Degree in Law or Industrial Engineering from a recognized University/Institute will have an added advantage.

#### **4. EXPERIENCE:**

The applicant should have at least five years of cumulative experience during the last ten years in various aspects of HR/Personnel Management/ Industrial Relations in an organization of repute.

#### **5. PAY SCALE:**

##### **(a) Central Public Sector Enterprises-**

##### **Eligible Scale of Pay**

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20500-26500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01.01.2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised post 01.01.1996
- (vii) Rs. 37400-67000 + GP 10000 (CDA) post 01.01.2006
- (viii) Rs. 144200-218200 (Level 14) CDA post 01.01.2016

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

##### **(b)**

**(i) Applicants from Central Government / All India Services** should be holding a post of the level of Joint Secretary in Government of India or carrying equivalent scale of pay on the date of application.

**(ii) Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force on the date of application.

##### **(c)**

**Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

#### **6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS**

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

#### **IV. DURATION OF APPOINTMENT**

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

## **V. SUBMISSION OF APPLICATIONS**

All applicants should send their applications as per the format.

1. The applicants should submit their applications through proper channel as follows:

- (a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;
- (b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
- (c) Below Board level in CPSE: through the concerned CPSE;
- (d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
- (e) Below Board level in SPSE: through the concerned SPSE
- (f) Private Sector: directly to the PESB.

2. Applicants from Private Sector must submit the following documents along with the application form:

- (a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);
- (b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);
- (c) Evidence of working at Board level or at least a post of the level immediately below the Board level;
- (d) Self-attested copies of documents in support of age and qualifications;
- (e) Relevant Jobs handled in the past with details.

## **VI. UNDERTAKING BY THE APPLICANT**

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

**1. For candidates from Central Government/Armed Forces of the Union/ All India Services**

- (a) The appointment is on immediate absorption basis.
- (b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

**2. For candidates from CPSE**

- (a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
- (b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

**3. For candidates from SPSE/Private Sector**

(a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

#### **VII. THE APPLICANTS CAN EITHER**

(a) fill up the Application Form online against this Job Description on the website of PESB - <https://pesb.gov.in/> and thereafter forward it online, as specified in para V(1);

**Or**

(b) fill up the Application Form online against this Job Description on the website of PESB - <https://pesb.gov.in/>, take a printout and send it offline, as specified in para V(1).

Last time/date of receipt of complete application duly forwarded to PESB is **by 15.00 hours on 07/04/2020**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED. Board reserves the right to shortlist applicants for interview.

Applications are to be addressed to

Smt Kimbuong Kipgen

Secretary,

Public Enterprises Selection Board, Public Enterprises Bhawan,

BlockNo. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO **SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY**.