

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISE NO: 04, MAR, PLOT NO: AF-III

ACTION AREA-1A, NEW TOWN RAJARHAT

KOLKATA-700156 (WB)



एक महारत्न कंपनी
A Maharatna Company

PERSONNEL DIVISION

POLICY CELL

CIN:L23109WB1973GOI028844

E-MAIL: policycell.cil@coalindia.in

TEL: 033-7110 4271

WEBSITE: www.coalindia.in

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/2024/Internship/1227

दिनांक : 22.07.2024

Office Memorandum

Subject : Internship Scheme for students in Coal India Limited and its Subsidiaries

The Board of Directors, in its 467th meeting held on 27.06.2024 (vide ITEM No.467.4 (L), approved the Internship Scheme for students in Coal India Limited and its Subsidiaries. Two Schemes have been formulated as mentioned below:

Part A : Scheme for imparting industrial training to the intermediate passed students of The Institute of Chartered Accountants of India (ICAI)/The Institute of Cost Accountants of India for a period of 15 months.

Part B: Comprehensive internship training in other disciplines excluding CA/CMA.

Both the schemes are attached herewith.

Also, the existing stipend being paid to Company Secretary Trainees (both for Executive & Professional category) is enhanced to Rs 22,000/- per month prospectively in line with stipend as provided in Part A of the scheme. The number of Company Secretary trainees to be taken by CIL and its subsidiary companies and other provisions shall remain in line with the approval accorded by CIL Board at its 392nd meeting held on 21.09.2019.

Company may continue to offer internship on unpaid basis as per its existing practice, if required, beyond the purview of this scheme for a period not exceeding 3 months.

This issues with the approval of the competent authority for implementation with prospective effect.

Enclosures:

PART A - Scheme for imparting industrial training to the intermediate passed students of The Institute of Chartered Accountants of India (ICAI)/The Institute of Cost Accountants of India for a period of 15 months.

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21/7/24
22-07-2024

PART B- Comprehensive internship training in other disciplines excluding CA/CMA.


Dy.GM/HOD(P/Policy), CIL


Distribution List:

- 1.D(T)/D(M)/D(P&IR)/D(F)/D(BD), CIL
- 2.CVO, CIL
- 3.CMD, BCCL/CCL/CMPDIL/ECL/MCL/NCL/SECL/WCL
- 4.D(P), BCCL/CCL/ECL/MCL/NCL/SECL/WCL
- 5.D(T/CRD), CMPDIL
- 6.TS To Chairman, CIL
- 7.ED, IICM
- 8.GM, NEC
- 9.GM(P/Recruitment), CIL
- 10.GM(P/HRD), CIL
- 11.GM(MP&IR), CIL
- 12.GM/HoD(Personnel/EE) ,CIL/BCCL/CCL/CMPDIL/ECL/MCL/NCL/SECL/WCL
- 13.TS To D(P&IR), CIL, TS To D(P)/BCCL/CCL/ ECL/MCL/NCL/SECL/WCL
- 14.HoD, CIL New Delhi Office
- 15.Manager(P/PC)- For updation in HR Manual

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(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: सीआईएल/सी5ए(पीसी)/2024/इंटरनशिप/1227

दिनांक : 22.07.2024

कार्यालय जापन

विषय: कोल इंडिया लिमिटेड और इसकी अनुषंगी कंपनियों में छात्रों के लिए इंटरनशिप योजना।

दिनांक 27.06.2024 को आयोजित अपनी 467वीं बैठक में (मद संख्या 467.4 (एल) के अंतर्गत) निदेशक मंडल ने कोल इंडिया लिमिटेड और इसकी अनुषंगी कंपनियों में छात्रों के लिए इंटरनशिप योजना को स्वीकृत किया है। निम्नवत दो योजनाएँ तैयार की गई हैं:

भाग क: इंस्टीट्यूट ऑफ चार्टर्ड अकाउंटेंट्स ऑफ इंडिया (आईसीएआई)/इंस्टीट्यूट ऑफ कॉस्ट अकाउंटेंट्स ऑफ इंडिया के इंटरमीडिएट उत्तीर्ण छात्रों को 15 महीने की अवधि के लिए औद्योगिक प्रशिक्षण प्रदान करने की योजना।

भाग ख: सीए/सीएमए को छोड़कर अन्य विषयों में व्यापक इंटरनशिप प्रशिक्षण।

एतद् दोनों योजनाएँ संलग्न हैं।

इसके साथ ही, कंपनी सचिव प्रशिक्षुओं (अधिकारी तथा व्यावसायिक दोनों श्रेणियों के लिए) को दिए जाने वाले मौजूदा स्टायपेंड को योजना के भाग क में दिए गए स्टायपेंड के अनुरूप भावी रूप से बढ़ाकर 22,000/- रुपये प्रति माह कर दिया गया है। सीआईएल और इसकी अनुषंगी कंपनियों द्वारा शामिल किए जाने वाले कंपनी सचिव प्रशिक्षुओं की संख्या तथा अन्य प्रावधान सीआईएल बोर्ड द्वारा 21.09.2019 को आयोजित 392वीं बैठक में दिए गए अनुमोदन के अनुरूप रहेंगे।

कंपनी अपनी मौजूदा प्रक्रिया के अनुसार, इस योजना के दायरे से बाहर, 3 महीने से कम की अवधि के लिए अवैतनिक आधार पर इंटरनशिप प्रस्ताव जारी रख सकती है।

नाथ
22-07-2024

इसे भावी प्रभाव से कार्यान्वयन हेतु सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

संलग्नक:

भाग क: इंस्टीट्यूट ऑफ चार्टर्ड अकाउंटेंट्स ऑफ इंडिया (आईसीएआई)/इंस्टीट्यूट ऑफ कॉस्ट अकाउंटेंट्स ऑफ इंडिया के इंटरमीडिएट उत्तीर्ण छात्रों को 15 महीने की अवधि के लिए औद्योगिक प्रशिक्षण प्रदान करने की योजना।

भाग ख: सीए/सीएमए को छोड़कर अन्य विषयों में व्यापक इंटरनशिप प्रशिक्षण।

नाथ 22-07-2024

उप महाप्रबंधक/ विभागाध्यक्ष (का./नीति विभाग), सीआईएल

वितरण सूची-

- निदेशक (तकनीकी)/निदेशक (विपणन)/निदेशक (का एवं औ.सं.)/निदेशक (वित्त)/ निदेशक (व्यवसाय विकास), सीआईएल
- सीवीओ, सीआईएल
- सीएमडी, बीसीसीएल/सीसीएल/सीएमपीडीआईएल/ईसीएल/एमसीएल/एनसीएल/एसईसीएल/डब्ल्यूसीएल
- निदेशक (का.), बीसीसीएल/सीसीएल/ईसीएल/एमसीएल/एनसीएल/एसईसीएल/डब्ल्यूसीएल
- निदेशक (तकनीकी/सीआरडी), सीएमपीडीआईएल
- कार्यकारी निदेशक (समन्वय), सीआईएल
- कंपनी सेक्रेटरी(सीआईएल)
- महाप्रबंधक (कार्मिक/भर्ती/ एचआरडी) सीआईएल
- महाप्रबंधक/विभागाध्यक्ष (एचआरडी) सीआईएल/बीसीसीएल/सीसीएल/सीएमपीडीआईएल/ईसीएल/एमसीएल/एनसीएल/एसईसीएल/डब्ल्यूसीएल
- निदेशक (का एवं औ.सं.), सीआईएल के तकनीकी सचिव, सीआईएल,
- निदेशक (का.)/(वित्त) के तकनीकी सचिव
- प्रबंधक (का. /नीति सेल)- एचआर मैनुअल में अद्यतनीकरण हेतु

PART - A

Scheme for imparting industrial training to the intermediate passed students of The Institute of Chartered Accountants of India (ICAI)/The Institute of Cost Accountants of India for a period of 15 months.

1.0 Scope of work of the students

The students after passing intermediate examination of Chartered/Cost Accountancy will be under training for a period of 15 months on whole time basis and shall provide services in the various department/unit of finance/area/colliery viz (i) Cost and Budget (ii) Corporate Accounts (iii) Direct and Indirect Taxes (iv) Fund/Treasury Management (v) Sales Account (vi) Purchase Finance (Material Management) (vii) Concurrence (viii) Regulatory Compliances (ix) Industrial and Commercial laws (x) Bill Passing including post retirement claims.(xi) Internal Audit (xii) Any other financial matter .

It will provide opportunities for trainees to apply theoretical knowledge in real-world scenarios through training or on-site projects. Moreover Industrial trainees often bring fresh perspectives and innovative ideas to the company as they possess up-to-date knowledge in emerging technologies or methodologies. Their unique insights, shaped by the latest academic knowledge and trends, can inspire new approaches to solving problems and improving processes. They can also contribute to the company's productivity by assisting with various tasks and projects. By working alongside experienced professionals, they can facilitate knowledge transfer within the organization, helping to bridge the gap between academia and industry.

2.0 Registration

Coal India Limited is already registered with The Institute of Chartered and Cost Accountants of India and The Institute of Cost Accountants of India for imparting industrial training to intermediate pass students of the respective institutes. The intermediate passed student has to apply online indicating their choice of posting in the order of preference from 1 to 9.

3.0 Selection of the students

CIL and its subsidiaries shall impart training to 125 CA/CMA (ICWA) students.

The prescribed qualification for industrial trainee is passing of intermediate examination of either institute of Cost / Chartered Accountant of India.

Students will be selected for Internship at CIL level based on the merit drawn on the basis of marks obtained in their intermediate examination (for both the

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groups of intermediate examinations). 15% reservation shall be made for preference in selection and posting to the Land Owners (as defined in point no.13) and 20% reservation shall be made for preference in selection and posting to the wards of the employees (as defined in point no.14 below). Government of India Rules regarding provision of reservation to the various specified categories will be followed in the selection of interns.

Selection will be based on the merit ranking based on marks obtained in Intermediate Exam. Posting will be done based on the preference of posting given and seniority position in the Merit List.

CA/CMA intermediate pass out students, who are Land owners, will be required to furnish a separate certificate to the effect that the candidate is a Land Owner, duly signed by the Officer/Agent/Area GM of the Project.

In case of tie in marks of candidates, their relative seniority is determined by the date of birth. The older candidate being the senior. Further, if there is a tie in their DOB then candidate who has got more marks in class X shall be preferred.

4.0 Waiting List

A waiting list panel of 125 additional trainees will also be drawn. The reservation guidelines of the Government of India will be followed while drawing up the waiting list. In case there is shortfall in joining in the original panel, then this shortfall (for the respective category) will be filled from the Waiting List Panel.

5.0 Engagement Criteria

The notification for engagement will be issued in the leading newspaper in English and Hindi and the website of CIL. In addition to above, detailed advertisement will be circulated to the CA/CMA institutes for display in notice board and website for wide publicity among the students.


Students will be selected by CIL for CIL as a whole, based on the preference to the Land owners and wards of employees and merit drawn on the basis of marks obtained in their intermediate examination (for both the groups of intermediate examinations) and will be posted in CIL/Subsidiary companies or its units based on the merit ranking (except Land owners, Wards of CIL employees and reservations) and slot available as per their preference of posting.

6.0 Duration

The training period will be 15 months.

7.0 No. of candidates

The total number of industrial trainee's finance engaged will be 125 numbers every year following the reservation policy.


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The seat matrix for internship for this scheme may be as under :

Seat matrix for Internship

(125)

	Unreserved (40.5%)	OBC (27%)	SC (15%)	ST (7.5%)	EWS (10%)	Total
CIL Hq.	08 (01)	05	03	01	02	19 (01)
BCCL	05	03	02	01	01	12
CCL	06	04	02	02	01	15
CMPDIL	03	02	01	00	01	07
ECL	05	03	02	01	01	12
MCL	07 (01)	05	03	01	02	18 (01)
NCL	06	05 (01)	02	01	01	15 (01)
SECL	06	04	02	01	02 (01)	15 (01)
WCL	05	03	02 (01)	01	01	12 (01)
	51 (02)	34 (01)	19 (01)	09	12 (01)	125 (05)

- Persons with Bench mark disability (PwBD): 4 % (in parentheses). Reservation for women will be provided as per Government Guidelines, as and when received.
- In case the seats of interns are not filled up by the methodology of reservations due to unavailability, the unfilled reserved seats shall be revert in open category and selections may be done accordingly.
- As this is not regular employment, No backlog will be kept.

8.0 Stipend

The stipend of Rs. 22,000/- (Rupees Twenty Two thousand only) per month will be paid. Trainees will not be entitled to any other compensation or allowances.

9.0 Crucial Date

Crucial date for claim of SC/ST/OBC (NCL)/EWS/PWD status or any other benefit viz. reservation, upper age limit etc. where not specified otherwise, will be the 1st date of the month in which advertisement has been published.

10.0 Qualification

Candidates who have passed in intermediate examination of Chartered Accountant (CA), conducted by the Institute of Chartered Accountants of India (OR) candidates who have passed in intermediate examination of Cost and Management Accountant (CMA), conducted by the Institute of Cost Accountants of India. Exclusion: candidates who have undergone training under similar scheme for one year or more in any other PSUs will not be eligible to apply.

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11.0 Upper age limit

11.1 The upper age limit as on crucial date for various categories is as under:

Category	UR/EWS	OBC (NCL)	SC/ST
Age Limit	28	31	33

11.2 The upper age limit is relaxable by 10 years for PWDs (13 years for PWDs belonging to OBC-NCL & 15 years for PWDs belonging to SC/ST categories).

Relaxation in upper age limit to SC/ST/OBC (NCL) candidates is not applicable for consideration against unreserved posts.

12.0 Leave

The students shall be entitled to one-day leave for every 20 days excluding the normal rest day and holidays.

13.0 Land Owners

Land Owners means self or spouse and children or liner dependents of the land owners whose land has been acquired/purchased and is under possession of the company. This preference will be given because land owners are important stakeholders of the company and provision of preference will increase the involvement of the stakeholders and their commitment to the company.

14.0 WARDS of EMPLOYEES will mean children of On Roll Employees and will include the Children of those employees, who died while being On the Rolls of the Company, who (children) have not been offered Compassionate employment in the company in place of their deceased parent.

15.0 TA/DA

No TA/DA will be admissible for these interns to report to HQ for any of the process related to selection or for reporting for joining for internship or for joining at the place of posting where he/she is to undergo internship.

16.0 Accomodation

The interns will be responsible for the arrangement of their accommodation in the place of posting, however if company owned accommodation is available in the place of posting, the same may be provided to these interns on sharing basis without any cost. Provision of accommodation is not mandatory for the company.

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17.0 Medical Amenities

In places where there is company owned dispensaries/hospitals, these interns will be eligible for free OPD treatment in such dispensaries/hospitals . No inpatient treatment or referral for treatment will be admissible.

18.0 Logistics & Support

Interns will be required to bring their own laptops. CIL shall provide them working space, and other necessities as deemed fit by the concerned Head.

19.0 Execution of Training Deed

In terms of this scheme, 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 CIL or its subsidiaries either in the intervening period or on completion of training period. This shall be carried out through HRD dept. of CIL.

20.0 Confidential Nature of Document and Information

The students shall not disclose/publish any documents/information that relates to subject matter assigned to him/her by CIL/Subsidiaries. Use of company name, logo or official seal, without written permission of CIL/Subsidiary, shall be prohibited.

21.0 Disciplinary Authority

Disciplinary Authority for any misconduct including breach of information shall be GM(HRD) of CIL or its subsidiaries.

22.0 Misconduct

If during the course of industrial training the behavior/action of a student is found to be unpleasant/against the interest of the company, termination of the trainee shall be done (as detailed below) and in addition to that the same shall be brought to the notice of concerned institute for disciplinary action at their end.

23.0 Termination

In case of any misconduct or any act which is against the interest of the company, Disciplinary Authority will have every right to terminate the industrial trainee and no stipend shall be payable by the company for the unexpired period.

24.0 Extension

Internship period once agreed will not be extended on any ground. In case of seeking extension, the internship offered would be terminated.


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25.0 Review : The scheme will be reviewed after 02 years to check its effectiveness.

26.0 Proof of Industrial Training

On successful completion of the industrial training, a certificate to the effect that the concerned student of the institute has undergone the industrial training in CIL or its subsidiaries, shall be issued by HRD dept. of concerned company on recommendation of HOD(F) of the concerned company.

27.0 Administering Authority

It will be Finance Department in coordination with the HRD department of CIL/Subsidiary.


28.0 Interpretation

Director(P&IR), CIL may be authorised to review the scheme and provide clarification/interpretation of the scheme wherever required and the same will be final and binding.

29.0 Right to deviation

Chairman, CIL reserves the right to make minor modifications in the scheme in order to make the scheme operation more convenient.

CFDs of CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this scheme on administrative grounds or other expedient grounds in the interest of the company for the reasons to be recorded in writing.


ATM 2
22.07.2024

Draft advertisement

ENGAGEMENT OF INDUSTRIAL TRAINEE (CA/CMA)

Coal India Ltd. (CIL) a Schedule-A Maharatna Public Sector Undertaking - the single largest coal producing company having ten subsidiary companies with annual turnover of more than Rs. 1,40,000 crores, plays a very significant role in meeting the energy needs of the country. CIL is one of the largest listed Maharatna Company. CIL has many ambitious expansion schemes for massive capacity augmentation in the years to come. The company is looking for suitable candidates for engagement as Industrial Trainee (CA/CMA) at CIL & its various subsidiaries/offices as indicated below:

Sl. No.	Name of the company	Location of HQ with State	Number of training slots
1	Coal India Ltd.	Kolkata, West Bengal	19
2	Bharat Coking Coal Ltd.	Dhanbad, Jharkhand	12
3	Central Coalfields Ltd.	Ranchi, Jharkhand	15
4	CMPDIL	Ranchi, Jharkhand	7
5	Eastern Coalfields Ltd.	Sanctoria, West Bengal	12
6	Mahanadi Coalfields Ltd.	Sambalpur, Orissa	18
7	Northern Coalfields Ltd.	Singrauli, Madhya Pradesh	15
8	South Eastern Coalfields Ltd.	Bilaspur, Chattisgarh	15
9	Western Coalfields Ltd.	Nagpur, Maharashtra	12
TOTAL			125

It is pertinent to state that the in the above table location of company HQ has been stated. However, company reserves the right to post the trainees in any office under its jurisdiction.

1.0 Term and monthly Stipend

The term of engagement as Industrial Trainee (CA/CMA) is purely for a period of 15 months only from the date of joining training. There should be no misconception or claims by the beneficiary for employment in CIL or its subsidiaries on completion of training. The stipend payable to the trainees is Rs. 22,000/- per month.

2.0 Crucial Date

Crucial date for claim of SC/ST/OBC (NCL)/EWS/PWD status or any other benefit viz. reservation, upper age limit etc. where not specified otherwise, will be the 1st date of the month in which advertisement has been published.

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22-07-2024

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3.0 Eligibility

3.1 Qualification

Candidates who have passed in intermediate examination of Chartered Accountant (CA), conducted by the Institute of Chartered Accountants of India (OR) candidates who have passed in intermediate examination of Cost and Management Accountant (CMA), conducted by the Institute of Cost Accountants of India. Exclusion: candidates who have undergone training under similar scheme for one year or more in any other PSUs will not be eligible to apply.

3.2 Upper age limit

3.2.1 The upper age limit as on crucial date for various categories is as under:

Category	UR/EWS	OBC (NCL)	SC/ST
Age Limit	28	31	33

3.2.2 The upper age limit is relaxable by 10 years for PWDs (13 years for PWDs belonging to OBC-NCL & 15 years for PWDs belonging to SC/ST categories).

3.2.3 Relaxation in upper age limit to SC/ST/OBC (NCL) candidates is not applicable for consideration against unreserved posts.

4.0 Method of selection

Selection of candidates will be based on percentage of marks scored by them in intermediate examination (total of both groups) of CA/CMA, as the case may be and as per the reservation policy of Govt. and preference to the Land Owners and wards of employees. Further, students would be required to give choice of 9 companies (in the order of preference) among CIL or its subsidiary companies, as tabulated above.

5.0 -- Land Owners means self or spouse and children or liner dependents of the land owners whose land has been acquired/purchased and is under possession of the company. This preference will be given because land owners are important stakeholders of the company and provision of preference will increase the involvement of the stakeholders and their commitment to the company.

6.0 -- WARDS of EMPLOYEES will mean children of On Roll Employees and will include the Children of those employees, who died while being On the Rolls of the Company, who (children) have not been offered Compassionate employment in the company in place of their deceased parent.

7.0 Travelling Allowance (TA) & Dearness Allowance (DA)

No TA-DA shall be payable by the company.

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8.0 Reservation & Relaxations

- i. Reservation and relaxations for SC/ST/OBC (non-creamy layer)/EWS & PwD (degree of disability 40% & above) candidates will be as per Government of India guidelines.
- ii. Category (EWS/SC/ST/OBC-NCL/PwD) once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- iii. Candidates claiming to belong to any particular category shall necessarily furnish a valid EWS/OBC (NCL)/SC/ST/Disability certificate, as the case may be, issued by the competent authority.
- iv. The EWS/OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in the latest prescribed format of Government of India, issued in the current Financial Year.
- v. The category wise vacancy will be as per GoI reservation norms.

9.0 HOW TO APPLY

- i. Interested candidates meeting the above requirements may apply ONLINE and upload scanned copy of following certificates in CIL Online application portal in career page of CIL website (coalindia.in):-
- ii. All the fields in the form needs to be filled up.
- iii. Nine choice of posting of CIL/subsidiaries in preferential order. iv. Recent passport size colour photograph.
- v. Scanned image of candidate's signature (in dark blue or black ink). vi. Proof of Date of Birth (Birth Certificate (or) SSLC/Matriculation/HSC Mark Sheet).
- vii. Copy of AADHAR Card.
- viii. Proof for possessing notified qualifications (Intermediate Examination Certificate of CA/CMA & Mark Sheets of intermediate examination of CA/CMA in chronological order) ix. Community Certificate (in case of candidates belonging to SC/ST/OBC-NCL/EWS categories).
- x. Disability Certificate in case of PwBD candidates xi. Proof of Land Ownership will be certificate signed by concerned Project Officer/Agent/Area GM of the Project.
- xii. In support of educational qualification(s) and experience(s) all documents are to be arranged in chronological order in a single pdf file and to be uploaded. Any attempt to upload multiple pdf files for educational qualification(s) and experience(s) will result in over writing and only the last uploaded file will be saved.
- xiii. Candidates are requested to ensure that only legible self-attested documents are uploaded.

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xiv. Scrutiny of applications for short listing of candidates will be solely based on documents/certificates uploaded by the candidates at the time of registration/submission of application through online mode.

xv. Before registering/applying online, the candidates should ensure that they have a valid email ID, which should remain valid till the selection of trainee process is completed.

xvi. After submitting the application through online mode, a Registration-Cum-Application Form will be generated. Candidates are required to take a print out of the same and should submit along with copies of other uploaded documents at the time of certificate verification.

xvii. No manual/paper applications will be entertained directly.

Sl. No.	Documents	File Type	File size not exceeding
1.	Passport size photo (3.5 cm width x 4.5 cm height)	JPEG	50 KB
2.	Good quality image of candidate's signature (in dark blue or black ink)	JPEG	50 KB
3.	Proof of Date of Birth (Birth Certificate (or) SSLC/Matriculation/HSC Mark Sheet)	PDF or JPG	250 KB
4.	Copy of Aadhar Card	PDF or JPG	250 KB
5.	Intermediate Examination Certificate of CA/CMA & Mark sheets of intermediate examination of CA/CMA	PDF	2.5 MB
6.	Copy of Community Certificate (applicable to SC/ST/EWS/OBC-NCL categories only)	PDF or JPG	250 KB
7.	Copy of Disability Certificate (Applicable for PwBD candidates)	PDF or JPG	250 KB
8.	Proof for Land Owners	PDF or JPG	250

10.0 Working Hours and Terms and condition

- i. The students shall be entitled to one-day leave for every 20 days excluding the normal rest day and holidays.
- ii. 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.
- iii. They shall agree to stay beyond normal working hours, whenever required and for this no extra stipend will be paid to them
- iv. Unauthorized absence for consecutive 10 days will disqualify them for imparting further training.



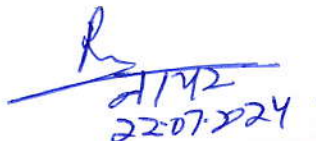
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- v. They shall also maintain absolute integrity and maintain the secrecy of the documents they may come across during course of training.
- vi. They shall not share any information without prior approval of Management.

11.0 General Conditions

- i. Candidates should have registered their names in Institute of Chartered Accountants of India or Institute of Cost Accountants of India.
- ii. Candidates are informed that applying for engagement as Industrial Training shall not give them the right to be engaged as trainee in the company. Company reserves the right to reject any candidate for industrial training without assigning any reason whatsoever.
- iii. Completion of training does not entitle the trainees any right for temporary or permanent job in CIL or its subsidiaries.
- iv. Preference will be given to the Land Owners means self or family member or liner dependents of the land owners whose land has been acquired/purchased and is under possession of the company of CIL and also to the wards of employees as defined in the scheme.
- v. Only Indian Nationals are eligible to apply.
- vi. Candidates can contact the Helpline no. _____ between 10.00 Hours to 17.00 Hours on all working days.
- vii. The appointment of selected candidates will be subject to being found medically fit based on Medical Fitness Certificate from a Government Registered Medical Practitioner.
- viii. Candidature of a registered candidate is liable to be rejected at any stage of selection process or after selection or on joining of training, if any information provided by the candidate is found to be false or if not found to be in conformity with eligibility criteria mentioned in the advertisement, the Candidate's training will be terminated.
- ix. Selected candidates will be engaged for a period of 15 months training and would be required to give an undertaking to the effect that they would complete the entire period of training unless otherwise removed by the company for reasons stated above. However, under exceptional circumstances, early exit may be approved by the Management/Disciplinary Authority.
- x. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Kolkata and the Courts/Tribunals/Forums (jurisdiction courts) at Kolkata shall have sole and exclusive jurisdiction.


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12.0 Other Terms and conditions

Selected candidates must agree to the other working terms and conditions like that of leave, misconduct, termination provisions etc.

IMPORTANT DATES

Online Registration starting time and date: 10.00 hours on XXXXX

Online Registration Closing Time and date: 17.00 hours on XXXX

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PART- B

Scheme for imparting Comprehensive internship training in other disciplines excluding CA/CMA.

1.0 Name of the Scheme: CIL Internship Scheme

2.0 Objective:

- To allow students who require practical exposure in Industry as a part of their course curriculum to be associated with CIL and its subsidiaries for getting practical training in their concerned disciplines.
- The scheme will help students and young developing professionals to get an industry exposure and also get an understanding of working system in CIL and its Subsidiaries. The Company in turn will get benefitted from the new ideas emerging from these young talents.
- To engage students pursuing Graduate / Post Graduate Degrees in recognized University/Institution within India as "interns".
- It will provide opportunities for trainees to apply theoretical knowledge in real-world scenarios through training or on-site projects.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.


3.0 Eligibility:

- Students who are undergoing Graduation/Post Graduation in the below mentioned disciplines/courses, in which Internship/Industry Exposure is a compulsory part of their course curriculum.

The list of disciplines where internship will be conducted are:

- Mining, Electrical & Mechanical(E&M), Geology, Civil, Excavation, Medical, Materials Management, Marketing & Sales, Personnel, Legal(Integrated Courses as well as direct LLB), Coal Preparation, Secretarial, Security, Public Relations, System, Electronics & Telecommunication (E&T), Industrial Engg. Survey Mining, Community - Development, Hindi, Environment, Nursing, MBA/MSW(HR/Marketing/Materials Management/Finance,etc).

Any other discipline (Other than those mentioned above) and which is in operation in CIL, and which requires Internship/Industry Exposure as a compulsory part of their course curriculum.


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Previous two semester marksheets duly certified by any concerned authority of the College/Institute must be forwarded to CIL.

15% reservation shall be made for preference in selection and posting to the Land Owners (as defined in the scheme) and 20% reservation shall be made for preference in selection and posting to the wards of the employees (as defined in the scheme) Government of India Rules regarding provision of reservation to the various specified categories will be followed in the selection of interns.

Further, all students would be required to give choice of 9 companies (in the order of preference) among CIL or its subsidiary companies, as tabulated below:

Sl. No.	Name of the company	Location of HQ with State	Number of candidates
1.	Coal India Ltd.	Kolkata, West Bengal	25
2.	Bharat Coking Coal Ltd.	Dhanbad, Jharkhand	25
3.	Central Coalfields Ltd.	Ranchi, Jharkhand	25
4.	CMPDIL	Ranchi, Jharkhand	25
5.	Eastern Coalfields Ltd.	Sanctoria, West Bengal	25
6.	Mahanadi Coalfields Ltd.	Sambalpur, Orissa	25
7.	Northern Coalfields Ltd.	Singrauli, Madhya Pradesh	25
8.	South Eastern Coalfields Ltd.	Bilaspur, Chattisgarh	25
9.	Western Coalfields Ltd.	Nagpur, Maharashtra	25
TOTAL			225

Seat matrix for Internship

(225)

	OC (40.5%)	OBC (27%)	SC (15%)	ST (7.5%)	EWS (10%)	Total
CIL Hq.	11 (01)	07	04	01	02	25 (01)
BCCL	10	07 (01)	04	02	02	25 (01)
CCL	10	06	04 (01)	02	03	25 (01)
CMPDIL	10 (01)	07	04	02	02	25 (01)
ECL	10	06	04	02 (01)	03	25 (01)
MCL	10	07 (01)	04	02	02	25 (01)
NCL	10	07	03	02	03 (01)	25 (01)
SECL	10 (01)	07	04	02	02	25 (01)
WCL	10 (01)	07	03	02	03	25 (01)
	91 (04)	61 (02)	34 (01)	17 (01)	22 (01)	225 (09)


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- Persons with Bench mark disability (PwBD): 4 % (in parentheses) .
- In case the seats of interns are not filled up by the methodology of reservations due to unavailability, the unfilled reserved seats shall be reverted in open category and selections may be done accordingly. As this is not regular employment, no backlog will be kept.
- Reservation for women will be provided as per Government Guidelines, as and when received.

Upper age limit – There will be no upper age limit. However, internship will be permissible only to the on roll students who are undergoing courses in which internship is a compulsory part of its course curriculum.

Reservation & Relaxations

- Reservation and relaxations for SC/ST/OBC (non-creamy layer)/EWS & PwD (degree of disability 40% & above) candidates will be as per Government of India guidelines.
- Category (EWS/SC/ST/OBC/PwD) once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- Candidates claiming to belong to any particular category shall necessarily furnish a valid EWS/OBC (NCL)/SC/ST/Disability certificate, as the case may be, issued by the competent authority.
- The EWS/OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in the latest prescribed format of Government of India, issued in the current Financial Year.
- Total number of interns required Subsidiary-wise, and Discipline wise shall be finalized by a Cross Functional Committee headed by Director (P&IR), CIL before issuance of each notification.
- The category-wise vacancies will be as per Gol reservation norms.
- Crucial date for claim of SC/ST/OBC (NCL)/EWS/PWD status viz. reservation, will be the 1st date of the month in which advertisement has been published.


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4.0 Selection procedure

- Interested applicants may apply online giving required details including Aadhaar and PAN Card numbers through the link that will be provided in the Coal India Limited website within the prescribed timeline. The link will be opened once in a year from 1st of January till the end of February . The internship period will be for a maximum of 03 months from the date of commencement. Internship will start from 1st April onwards, or the date from which the college/institute releases the selected candidate for internship whichever is later. But candidates will be permitted internship for 01 to 03 months only. (Till the development of online portal, normal offline process may be followed)
- A maximum of 25 interns will be posted in the Subsidiary, based on option given by applicant (The figure may change as per requirement of the company).
- A candidate can apply for any one of nine (09) Subsidiaries on his/her choice as per the above list. Order of preference may be indicated.
- Selection for Internship will be done by **interview** by a cross-functional committee. It will be based on the merit ranking based on marks obtained in interview. If there is a tie in interview marks, then percentage of marks obtained in the previous semester will be taken into consideration. If there is a further tie, one more previous semester marks will be taken for consideration. Lastly , Date of Birth will be considered if there is further tie, one who is senior will be considered for internship.
- All educational qualifications should have been obtained from recognized Universities/institutions in India. Candidate should indicate the percentage of marks obtained in their last Semester calculated to the nearest two decimals in the online application. Where CGPA/SGPA is awarded, the same should be converted into percentage of marks and indicated in online application form. Copy of percentage of marks obtained by the candidate duly certified by any appropriate authority of the College/Institution should be furnished along with the application form as attachment. At the time of document verification, the candidate will have to produce the certificate issued by the appropriate authority of the College/Institution regarding the percentage of marks obtained by the candidate.
- Candidates will be allowed to undergo internship after verification of credentials and submission of a certificate from the college/Institute certifying that the Internship is required as a part of the curriculum mentioning the number of months of Internship required. (as per the format-----)
- After the merit panel is prepared and all documents are verified, candidates will be intimated accordingly.
- In case candidates could not be given posting for internship as per their choice, any Subsidiary can be allotted as per discretion of the Management.


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- The selected applicant has to produce original mark sheets and required original certificates related to reservation (for verification) and certificates (converting CGPA/SGPA into marks and percentages) from the college/institution at the time of joining, failing which his/her candidature shall be cancelled.

The prevailing practice of unpaid internship may also continue in addition to this scheme.

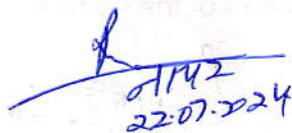
5.0 Other Salient Features of the operation of the Scheme

- **Duration:** Internship period can range from 1 month to 3 months as per the requirement of the curriculum and certificate received from concerned authority of the College/Institute certifying that the Internship is required as a part of the curriculum mentioning the number of months. (As per the format...)
- **Stipend:** Stipend of Rs 20,000/- per month will be paid. Candidates will have to submit their Bank A/C, Aadhaar No. and PAN No. for release of payment. There should be no misconception or claims by the beneficiary for employment in CIL or its subsidiaries on completion of internship.
- **Certificate :** Candidates will be presented a Certificate on successful completion of the project/assignment by the HoD of HRD Department of CIL/concerned Subsidiary.
- **Waiting List :**A waiting list panel of 100 additional trainees will also be drawn. The reservation guidelines of the Government of India will be followed while drawing up the waiting list. In case there is shortfall in joining in the original panel, then this shortfall (for the respective category) will be filled from the Waiting List Panel.
- **Logistics & Support :** Interns will be required to bring their own laptops. CIL shall provide them working space, and other necessities as deemed fit by the concerned Heads.
- **Confidential Nature of Document and Information :** The students shall not disclose/publish any documents/information that relates to subject matter assigned to him/her by CIL/Subsidiaries. Use of company name, logo or official seal, without written permission of CIL/Subsidiary, shall be prohibited.
- **Accommodation :** The interns will be responsible for the arrangement of their accommodation in the place of posting, however if company owned accommodation is available in the place of posting, the same may be provided to these interns on sharing basis without any cost at the discretion of the management. Provision of accommodation is not mandatory for the company.
- **Land Owners:** Land Owners means self or spouse and children or liner dependents of the land owners whose land has been acquired/purchased and is under possession of the company. This preference will be given because land owners are important stakeholders of the company and provision of preference will



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increase the involvement of the stakeholders and their commitment to the company.

- **Wards of employees will mean** children of On Roll Employees and will include the Children of those employees, who died while being On the Rolls of the Company, who (children) have not been offered Compassionate employment in the company in place of their deceased parent.
- **TA/DA** : No TA/DA will be admissible for these interns to report to HQ for any of the processes related to selection or for reporting for joining for internship or for joining at the place of posting where he/she is to undergo internship.
- **Medical Amenities**: In places where there is company owned dispensaries/hospitals, these interns will be eligible for free OPD treatment in such dispensaries/hospitals . No inpatient treatment or referral for treatment will be admissible.
- **Execution of Training Deed** : In terms of this scheme, a student is required to execute a bond with the organization that the trainees shall have no claim whatsoever of any kind of employment or any benefit that is admissible to the regular employees of the company either during the internship period or on completion of training period. This shall be carried out through HRD dept. of CIL.
- **Disciplinary Authority**: Disciplinary Authority for any misconduct including breach of information shall be GM(HRD) of CIL or its subsidiaries.
- **Misconduct**: If during the course of industrial training the behavior/action of a student is found to be unpleasant/against the interest of the company, termination of the trainee shall be done (as detailed below) and in addition to that the same shall be brought to the notice of concerned institute for disciplinary action at their end.
- **Termination** : In case of any misconduct or any act which is against the interest of the company, Disciplinary Authority will have every right to terminate the industrial trainee and no stipend shall be payable by the company for the unexpired period.
- **Extension**: Internship period once agreed will not be extended on any ground. In case of seeking extension, the internship offered would be terminated.
- **Review** : The scheme will be reviewed after 02 years to check its effectiveness.
- **Interpretation**: Director (P&IR), CIL may be authorized to review the scheme and provide clarification/interpretation of the scheme wherever required and the same will be final and binding.


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- **Administering Authority:** It will be HRD department of CIL/Subsidiary in coordination with concerned disciplines' HOD.
- **Right to deviation :**Chairman, CIL reserves the right to make minor modifications in the scheme in order to make the operation convenient.
Chairman, CIL also reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this scheme on administrative grounds or other expedient grounds in the interest of the company for the reasons to be recorded in writing.


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