



## COAL INDIA LIMITED

(A Govt. of India Undertaking)

(A Maharatna Company)

### ENGAGEMENT OF INDUSTRIAL TRAINEE (CA/CMA)

Advertisement No.: 01/2024/HRD/D

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
<b>TOTAL</b>			<b>125</b>

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 1<sup>st</sup> date of the month in which advertisement has been published.

## **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 Reservation & Relaxations**

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

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

### Seat matrix for Internship

Particulars	Unreserved (40.5%)	OBC (27%)	SC (15%)	ST (7.5%)	EWS (10%)	Total
Pan CIL	51	34	19	09	12	125 (05 PwD)

\*Total 5 seats are reserved for PwD candidates.

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 latest by previous Financial Year.

v. The category wise vacancy will be as per Government of India reservation norms.

vi. Reservation for women will be provided as per Government Guidelines, as and when received.

vii. 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.

vii. As this is not regular employment, No backlog will be kept.

viii. Additionally, 15% reservation shall be made for preference in selection and posting to the Land Owners (as defined in point no. 6) and 20% reservation shall be made for preference in selection and posting to the wards of the employees (as defined in point no.7).

#### **5.0 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 i.e CIL (HQ), ECL, BCCL, CCL, CMPDIL, NCL, MCL, SECL, &WCL.

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.

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.

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.

#### **4.0 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.

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.

### **6.0 Wards of Employees**

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, whose (children) have not been offered Compassionate employment in the company in place of their deceased parent.

Students who graduated from CA/CMA intermediate programs and are wards of employees must provide a self-attested certificate attesting to the fact that they are wards of employee of CIL/Subsidiary, as well as any document confirming the employment status of their parent(s), in CIL and its Subsidiary.

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

No TA-DA shall be payable by the company.

### **8.0 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. Provision of accommodation is not mandatory for the company.

### **9.0 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.

### **10.0 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.

### **11.0 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.

### **12.0 Extension**

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

### **13.0 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 color 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 PwD 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.
- 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 though 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 though 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/Ward of Employee	PDF or JPG	250

#### **14.0 Leaves & Working Hours**

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

#### **15.0 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 Trainee 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. 033-71104237 between 10.00 Hours to 17.00 Hours on all working days.

- vii. The selected candidates will be allowed for training 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. They shall also maintain absolute integrity and maintain the secrecy of the documents they may come across during course of training.
- xi. They shall not share any information without prior approval of Management
- xii. 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.

#### **16.0 Other Terms and Conditions**

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

#### **IMPORTANT DATES**

Online Registration starting time and date: 10.00 hours on 17/09/2024

Online Registration Closing Time and date: 17.00 hours on 08/10/2024

General Manager (Personnel / Human Resource Management)

Coal India Limited "Coal Bhawan"

Premise No. 04, MAR Plot No. AF-III, Action Area – 1A,

New Town, Rajarhat, Kolkata – 700163

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