

कोल इंडिया लिमिटेड

(महारात्ना कंपनी)

(भारत सरकार का उपक्रम)

"कोल भवन"

प्रेमइज नं. 04, एमएआर प्लॉट नं. ए एफ-III

एक्शन एरिया 1ए, न्यू टाउन, राजारहट

कोलकाता) 156 700-पश्चिम बंगाल

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फैक्स सं :033 2324 8000

वेबसाइट :www.coalindia.in

C5A/CMD/758



Coal India Limited

(A MAHARATNA COMPANY)

A Govt. of India Enterprise

"Coal Bhawan"

Premises No. 04, MAR Plot No. AF-III

Action Area-1A, New Town, Rajarhat

Kolkata-700156 (West Bengal)

Phone: 033 2324 6666 / 2324 8888

Fax: 033 2324 8000

Website- www.coalindia.in

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

To,

Director (Personnel)

SECL/WCL/ECL/CCL/MCL/NCL/BCCL

Director (T/P&D)- CMPDIL

Dated-17/07/2020

Subject-Selection for the Post of HOD,IICM Ranchi-Req

Dear Sir,

This is to inform that the post of Head of Department, IICM, Ranchi is going to fall vacant on 30.09.2020. In order to post a suitable Executive as HOD,IICM, the Competent Authority has advised to seek application from interested General Managers for deciding about posting one of them based on interview.

The interested General Managers fulfilling the following criteria may be advised to apply through proper channel-

- 1) The Executive should not be superannuating from the services of the company within 30.09.2022.
- 2) The executive should possess a good academic record with graduation/post-graduation degree from an institute of repute. Possession of M.PHIL/P.Hd will be an added advantage for the said post.
- 3) The Executive should possess a good track record for last 10 years and should have accomplished remarkable performance in the task assigned to him/her. Experience in HRD/related activities will be an advantage.
- 4) The Executive should have field experience for not less than 10 years and should have exposure to handling project/unit independently for not less than 05 years. Also he /she should have flair in HRD activities and good communication skills.

The last date of submission of their duly filled application in the subsidiary is 31.07.2020. The format for the application is also enclosed for ready reference.

It is requested that this may be given wide publicity amongst E8 executives and applications of the executives meeting the criteria along with due recommendation of the subsidiary may be sent to CIL, Kolkata latest by 5th August 2020 through e-mail.

Yours faithfully

(Tripti Parag Shaw)

General Manager (Personnel)

Copy to-

1. GM(Mining)/TS to Chairman, CIL,
2. General Manager(P/EE)-CCL,CMPDIL, SECL,WCL,NCL, BCCL,ECL
3. TS to FD's of CIL
4. TS to CMD-All subsidiaries

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APPLICATION FOR THE POST OF HOD, IICM, RANCHI

- 1) NAME-
- 2) EIS NO-
- 3) DESIGNATION-
- 4) DOB-
- 5) DOA-
- 6) DEPARTMENT/UNIT-
- 7) ELIGIBILITY CRITERIA-

Educational/Professional Qualification (alongwith name of institution)	As per job description	Possessed by the officer	Whether eligible or not
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8) POSITION HELD DURING THE PRECEDING 15 YEARS IN CHRONOLOGICAL ORDER

SL. No	Designation & Place of posting	Subsidiary/Unit/Project	Period	Nature of job/Experience
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9) WRITE-UP FOR ACHIEVEMENT DURING LAST 10 YEARS- (1000 words)

(Signature & Designation
of Competent Authority)

(Signature of the applicant)