

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, Newtown, Rajarhat
KOLKATA-700156 (WB)



एक महारतन कंपनी
A Maharatna Company

PERSONNEL DIVISION
POLICY CELL
CIN: L23109WB1973GOI028844
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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)/ED Posts/796

दिनांक: 18.10.2021

कार्यालय जापन

विषय: Creation of Executive Director Posts for operation at CIL(Hq) in E9 Pay scale

CIL Board in its 432nd meeting held on 05.10.2021 approved the creation of 4 additional Executive Director (ED) posts with the following job specifications for operation at CIL (Hq) in E9 pay scale with immediate effect:

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
1.	ED (Production)	The incumbent would be responsible for production planning, production monitoring as per plan, stock management and statistical analysis. The incumbent would also develop and establish policies and strategies for effective production and control of assets. Reports to Director (T), CIL.	Degree in Mining Engineering or equivalent with 1 st Class Mine Manager's Certificate of Competency (Coal).	2 years experience in E8 grade in Mining discipline.
2.	ED (Information & Communication Technology)	The incumbent would be responsible for entire gamut of activities related to implementation of ERP across CIL & its Subsidiaries and to develop and maintain other IT capabilities of the Company. The incumbent would also be responsible for developing strategic capabilities for the Company by engaging appropriate communication technology. Reports to Director (T), CIL.	MCA or Engineering degree in Computer Science/ Computer Engineering/ Information Technology/ Electronics & Telecommunication/ Electronics & Communication or its equivalent. Executives working in System/ E&T department who came on horizontal transfer to the department will also be eligible for selection irrespective of the qualification.	2 years experience in E8 grade in ERP department/ System or E&T discipline. Executives who came on horizontal transfer to the department should have worked atleast 7 years in System/ E&T department, out of which 2 years experience should be in E8 grade.

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
3.	ED (Quality Management)	The incumbent would be responsible for entire gamut of activities relating to quality control i.e., adherence of quality specifications, grade declaration and on matters related to customer management with regard to quality standards and in turn helps in building a positive brand image for quality. Reports to Director (M), CIL.	M.Sc (Chemistry) or Engineering degree in Mining/ Chemical/ Mineral Engineering or its equivalent. Added advantage: i. PG Degree with specialization in Marketing Management. ii. Degree in Coal Preparation	2 years experience in E8 grade in Quality Control department/ M&S discipline.
4.	ED (Security)	The incumbent would ensure/organize security to the assets & resources of CIL & its Subsidiaries. The incumbent would function as an interface between D(P&IR), CIL and D(P)s of Subsidiary Companies/ various other authorities for activities related to Security. Reports to Director (P&IR), CIL.	Graduate	Executives should have worked atleast 7 years in Security department, out of which 2 years experience should be in E8 grade in Security discipline.

This is for information and compliance by all concerned.

(Handwritten Signature)
18/10/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

ई-मेल के माध्यम से वितरण:

1. D(T)/ D(M)/ D (P&IR)/ D(F), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. ED (Co-ordination), CIL
8. Company Secretary, CIL – in reference to letter No. CIL/XI(D)/04112/2021/27332 dated 18.10.2021.
9. GM, NEC
10. Dy.GM (P/EE), CIL
11. HoD, CIL New Delhi Office
12. HoD, IICM
13. Mgr.(P/PC), CIL – for updation of HR Manual.