



(A Govt. of India Enterprises)

Coal India Limited, a Schedule-“A Navratna” **Public Sector Undertaking** – the single largest coal producing company in the world having more than 4 .15 lakhs employees with corporate Hqrs.at Kolkata, invites applications from Indian Nationals for recruitment of executives as under:

(1) General Manager (Corporate Communications / PR) in M2 Grade

No.of Posts –1

Upper Age Limit : 50 years As on 1.3.2009

Scale of Pay : Rs.19500-25000/-(pre-revised)(Under Revision w,e,f. 1.1.2007)

Qualification:

Post-Graduate Degree /Post Graduate Diploma in Journalism / Mass Communication /Public Relations recognized by Govt.of India

Experience:

Should have post qualification experience as follows:

(a) Must have served in Corporate Communications and Public Relations Discipline of a large Public Sector, for a period of 18 years and presently should be in the Scale of Pay of Rs.18500-23000 (Pre-revised) or equivalent Scale of Pay as Head of the Deptt.

Or

(b) Must have served in Corporate Communications & Public Relations Discipline of large Private Sector (having a minimum turn over of Rs.100 crores) for a period of 18 years out of which 5 years as Head of the Deptt. .

Or

(c) Experience of working for a period of 18 years as Journalist in large Newspapers / Magazines having a circulation 75000 above

- Must have excellent writing and verbal communication skills. Should be able to head Public Relations and Corporate Communications Division at Corporate level and lead a team of professional executives.
- Should be well conversant in Media relations and Press liaison for planning and organizing press conferences and other corporate image building exercises.
- Should be able to prepare / produce press communiqués / Corporate Brochures etc., show casing company's success stories for internal and global audience.
- Should be able to plan advertisement campaigns / media planning in cost effective manner.
- Should have knowledge of organizing exhibitions both at National / International levels

(2) Dy.Chief Manager (CC &PR)/ Dy.GM(CC &PR) in M1 Grade

No.of Posts –7

Upper Age Limit : 45 years (As on 1.3.2009)

Scale of Pay -Rs.18500-23900/-(Under Revision w.,e.f. 1.1.2007)

Qualification :

Post-Graduate Degree/Post Graduate Diploma in Journalism / Mass Communications /Public Relations recognized by Govt.of India

Experience:

Should have post qualification experience as follows::

(a)Must have served in Corporate Communications and Public Relations Discipline of

a large Public Sector, for a period of 15 years and presently should be in E5 Grade in the Scale of Pay of Rs.17500-22300 (Pre-revised) or equivalent scale of pay.

Or

(b) Must have served in Corporate Communications & Public Relations Discipline of a large Private Sector (having a minimum turn over of Rs.100 crores), for a period of 15 years out of which 3 years as Head of the Deptt. .

Or

(c) Experience of working for a period of 15 years as Journalist in large Newspapers / Magazines having a circulation 75000 and above.

- Must have excellent writing and verbal communication skills. Should be able to head Public Relations and Corporate Communications Division at Corporate level and lead a team of professional executives.
- Should be well conversant in Media relations and Press liaison for planning and organizing press conferences and other corporate image building exercises.
- Should be able to prepare / produce press communiqués / Corporate Brochures etc., show casing company's success stories for internal and global audience.
- Should be able to plan advertisement campaigns / media planning in cost effective manner.
- Should have knowledge of organizing exhibitions both at National / International levels

(3) Aircraft Pilot in E5 Grade (1 Post)

Minimum Qualification & Experience (As on 1.3.2009) :

- (a) Holder of current Airline Transport Pilot Licence (ALTP) with current Instrument Rating Certificate (IR). Current Flight Radio Telephone Operators (FRTO) Licence and current RTR Licence issued by Indian DGCA / Ministry of Telecom
- (b) Minimum of 1500 Hrs. Pilot in Command (PIC) on Twin Engine Aircraft. Endorsement on King Air B-200 Aircrafts preferable

(4) Helicopter Pilot in E5 Grade (1 Post)

Minimum Qualification & Experience (As on 1.3.2009)

- (a) Holder of current CHPL, FRTO & RTR – Licences issued by Indian DGCA.
- (b) Minimum 1500 Hrs. on Rotary Wing as PIC. CHPL should be endorsed on Chetak Helicopter

Upper Age Limit (As on 1.3.2009)- for Post No.3 & 4 : 42 years

Scale of pay for Post No.3 & 4: Rs.17500 –22300 (Under Revision w.e.f. 1.1.2007)

The Posts carry the allowances as under:

(i) Flying Allowances	Rs.500/-
(ii) Administrative. Allowance	Rs.350/-
(iii) ALTP / CHPL –(i) & (ii)	Rs.500/-
(iv) Flight Radio Allowance	Rs.500/-
(v) Experience Allowance for Pilot with 3000 or more Flying Hrs.	Rs.1000/-

Variable Allowance

(i) Special Flying Allowance for Flying	Rs.300/- per Hour
(ii) Light Refreshment Allowance	Rs.70/- per sortie
(iii) Uncontrolled Airfield Allowance	Rs.250/- per Landing
(iv) Single Pilot Allowance	Rs.250/- per Hour of Flying (For Helicopter only)

The posts also carry attractive allowances and perquisites as per Company's Rules like Dearness Allowance, Leave Travel Concession for any part of India and abroad limited to relevant provision. Home Town LTC, Provident Fund, Pension, Gratuity and Conveyance Allowance etc., besides medical facilities for self and dependant.

[Pay scales are due for upward revision w.e.f. 1-1-2007]

NOTE: Higher starting pay in the scale may be offered to an exceptionally qualified and experienced candidate

For information in detail visit our WEBSITE –www.coalindia.nic.in & Employment News to be published on 14.02.2009.

General:

Selection of candidates will be done through interview.

Age & Experience (As on 1.3.2009)

Age relaxation will be granted for 3 years in respect of OBC (Non-creamy Layer), 5 years for SC/ST candidates. Age relaxation for 5 years will also be granted to the candidates who have ordinarily being domiciled in the State of Jammu & Kashmir during the period from 1.1.80 to 31.12. 89 provided they should submit a certificate from (a) District Magistrate within the jurisdiction he has ordinarily resided (b) Any other authority designated to that effect clearly stipulating in the certificate that the candidate has ordinarily been domiciled during the period from 1.1.80 to 31.12.89, in absence of which age relaxation will not be entertained. Additional Age relaxation for 5 years will also be granted to Physically Handicapped persons subject to submission of relevant disability certificate from the competent authority. **3 years relaxation of Upper Age Limit** in case of **Ex-Serviceman** will be applicable as per Govt. Guidelines.

However, fixation of pay of Ex-Military Personnel on selection / appointment will be done as per Govt.of India's Rules applicable to Defence Personnel vide No.2/1/86 Estt.(P-II) and orders issued by the Govt.of India from time to time.

In support of age proof, candidates will have to submit Matriculation / Secondary Board level certificate. **No age bar for departmental candidates.**

Departmental candidates means employees of CIL and its subsidiary companies and not others. They should indicate their designation, Employee No., place of posting and company in the Application Form. They will be exempted from age bar and application fee but will have to fulfill all other advertised norms at par with outsiders .

Reservation of posts for SC/ST & OBC(Non-creamy Layer) as per Govt. Directives. The posts are not identified for OH/PH/VH. Candidates belonging to SC/ST & OBC (Non-creamy Layer) will have to attach attested copy of caste certificate in the prescribed format of Govt.of India duly issued by the competent authority.

Management reserves right to interview the shortlisted candidates only.

Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

Canvassing in any Form or bringing outside influence will disqualify the candidates for being considered for the post] Inadvertent entertainment of applications of any candidate at any stage of selection process shall not accrue any right to the candidates.

Candidates called for interview may answer in English or in Hindi

Candidates appearing for interview will be reimbursed "to & fro" 1st Class/AC-III tier fare by shortest route on production of Ticket as applicable.

Candidates employed in Govt./Semi-Govt./Public Sector Undertaking should produce NOC from competent authority at the time of interview. **If application is not forwarded through proper channel or NOC produced, candidate will nether be interviewed nor be paid TA.**

A Non-refundable Crossed Demand Draft towards application fee amounting to Rs.250/- drawn in favour of Coal India Limited payable at Kolkata should be enclosed alongwith application. DD payable at the location other than Kolkata will not be accepted. No fees for SC/ST, Physically Handicapped /Departmental candidates of CIL. Applications of only those candidates who meet the prescribed eligibility criteria mentioned herein-above, will be considered for appearing in interview.

Please superscribe the Post applied for on the envelope. Typed Applications enclosing therewith two recent passport size photographs and also Xerox copy duly attested of all the documentary evidence in support of the information as per following format **should reach** Dy.Chief Personnel Manager(Rectt.) ,Coal India Limited, "Coal Bhawan",10-Netaji Subhas Road, Kolkata-700 001 **by 16th March, 2009 including departmental candidates.**

APPLICATION FORMAT

Affix
Passport Size
Photograph
Duly Attested

1. Application for the post of : -----Grade.....-

2. Name of Applicant (in Block Letter) : -----

3. Marital Status: -----

4. Date of birth (In figure): -----

(In words) : -----
(Attach Matriculation Certificate)

5. Present Address : -----
(with PIN Code)

Telephone No. /Mobile No.-----
E.Mail Address: -----

6. Permanent Address: -----
(with PIN Code)

Telephone No./ Mobile No.-----

7. Religion : -----

8. Caste: Genl./SC/ST/OBC(Non-creamy layer): -----
(Enclose Certificate issued by the Competent Authority)

9(a). Educational Qualification:

Name of the Course	Name of the University/School	Year of passing	%age of Marks	Grade	Specialization, if any
High School/ Matriculation/ SSC Exam.					
Graduation (-----)					
Post Graduation (-----)					

9(b). Professional Qualification:

Sl. No.	Name of the Course	Name of the University/ Institution	Year of passing	%age of Marks	Grade	Specialization, if any

(Enclose Photo Copy of Mark sheet issued by the competent authority duly attested by the Gazetted Officer and having signature of the candidate.)

Contd...

9(c) Experience Details:

Sl. No.	Post held	Grade	Pay Scale	Nature of work	Name of the Organization	Period From/To	Total Period Yr. M.	Cause of leaving the organization, if any.

10. Other information, if any: -----

- a. Details of circulation of News Paper/ Magazine
(indicate No. and enclose certificate issued by competent authority for the post of Public Relation Discipline).
- b. Flying hours experience as PIC on twine engine for Air craft Pilot.
(Enclose certificate issued by the competent authority)
- c. Flying hours experience on Rotary wing as PIC on Chetak Helicopter.
(Enclose certificate issued by the competent authority)
- d. Annual Turn Over of the organization served by the applicant.
(Enclose Copy of the latest Annual Report duly certified by the Gazetted officer)

DECLARATION:

I,-----, do hereby declare that the information as furnished above is correct to the best of my knowledge and belief. If any of the information as furnished is found to be incorrect, my candidature for the post applied for, is liable to be cancelled.

Signature of the candidate

Date:

List of Enclosures:

1. Two .Passport size photographs duly attested by the Gazetted Officer
- 2 Bank Draft No.----- Dated:----- for an amount of Rs. ----- (-----) drawn in favour of COAL INDIA LIMITED Payable at Kolkata.
- 3.
- 4
- 5
- 6.

Note :

If space inadequate for Sl.No.9 (a) to (c) & 10 use separate sheet)