



## कोल इण्डिया लिमिटेड/ COAL INDIA LIMITED

### Notification 01/2020

Coal India Limited (CIL) is a Maharatna company - a privileged status conferred by Government of India to selected State owned enterprises in order to empower them to expand their operations and emerge as global giants. The select club has only ten members out of more than three hundred Central Public Sector Enterprises in the Country.

CIL, the state owned coal mining corporate, came into being in November 1975. With a modest production of 79 Million Tonnes (MTs) at the year of its inception, CIL today is the single largest coal producer in the world and one of the largest corporate employers. Operating through 83 mining areas and spread over eight (8) states of India. CIL is an apex body with 7 wholly owned coal producing subsidiaries and 1 Mine planning and Consultancy Company. CIL has a foreign Subsidiary in Mozambique namely Coal India Africana Limitada.

CIL, having registered office at Coal Bhawan Premise No-04 MAR, Plot No-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156 is planning to impart practical training to two Executive and two Professional qualified students of the Institute of Company Secretaries of India (ICSI) as per the following terms & conditions:

#### **1. Scope of work of the stipend trainees:**

The Students after passing Executive/ Professional Programme of ICSI will be under practical training for the following period on whole time basis:

For Students who have passed Executive Programme	2 years
For Students who have passed Professional Programme	1 year

They shall undergo practical training in various fields viz. (i) liaison with offices of the RoC for filing various e-forms/ returns (ii) assisting in organizing Board meetings/ Annual General Meetings/ Extra-ordinary General Meetings (iii) assisting court cases relating to arbitration matters, etc. (iv) assisting in the matter of disinvestments/ IPOs (v) assisting in various other Secretarial and Legal matters (vi) assisting in formation of Joint Venture/ Subsidiary Companies, etc.

#### **2. Selection of the Students:**

The Students will be selected by CIL based on their suitability, aptitude & requirement and on selection, they will be placed for training in CIL(HQ), Kolkata.

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### 3. Stipend:

The students are eligible for a monthly stipend during the period of the training as under:

For Students who have passed Executive Programme	₹10,000/-*
For Students who have passed Professional Programme	₹12,000/-

*\*The stipend of ₹10,000/- will be increased to ₹12,000/- on passing the Professional Programme during the training period from the date of passing the Professional Programme.*

### 4. Accommodation:

Bachelor Accommodation may be provided to the students if available. No charge shall be levied for such accommodation.

### 5. Working Hours and Terms and conditions:

- The students shall be entitled to one-day leave for every 20 days excluding normal rest day and holidays.
- 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.
- They shall agree to stay beyond normal working hours whenever required and for this no extra stipend will be paid to them.
- Unauthorized absence for consecutive 10 days will disqualify them for imparting further training.
- They shall also maintain absolute integrity and maintain the secrecy of the documents they come across during the course of training.
- They shall not share any information without prior approval of the Management.

### 6. Execution of Training Deed

In terms of training scheme of the Institute, 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 the employer either in the intervening period or on completion of training period.

Interested students can email their CVs to [mviswanathan2.cil@coalindia.in](mailto:mviswanathan2.cil@coalindia.in) or send by Regd. /Speed post at the following address on or before 05.00 PM of 16 March'2020:

**M. Viswanathan,**  
**GM (F)/Company Secretary,**  
**Coal India Limited**  
**Office: 3<sup>rd</sup> Floor, Corporate Block,**  
**Coal Bhawan,**  
**Premise No-04, MAR, Plot No-AF-III, Action Area-1A,**  
**Newtown, Rajarhat, Kolkata-700156**  
**Phone: 033-71104368**

M. Viswanathan