

कोल इण्डिया लिमिटेड

महारत्न कम्पनी

(भारत सरकार का उपक्रम)

कॉर्पोरेट पहचान सं. L23109WB1973GOI028844

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A Maharatna Company
(A Govt. of India Enterprise)

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Ref No : CIL/C-5A(PC)/641

DATE : 24.09.2015

NOTICE

Sub : Suggestions on revised draft CIL Executives Promotion Policy

The committee on CIL Executives Promotion Policy headed by Shri AN Sahay, CMD MCL has considered the suggestions and views received from the executives of CIL & its subsidiaries on the draft " CIL Executives Promotion Policy".

After having deliberated on the policy, the Committee has revised the draft policy. The Committee would like to seek further views on the new draft. All Executives are requested to kindly go through the provisions of the revised draft policy and provide their valuable suggestions, if any.

The suggestions may be submitted through mail to cjuster.cil@gov.in on or before 30th September, 2015. While submitting the views, please avoid submitting grievances.

With regards, on behalf of Committee

(Charles Juster)

Chief Manager (Per/ PC)

CIL Executives Promotion Policy

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10.1 Title and commencement

This policy will be called the ‘**CIL Executives Promotion Policy**’. It will come into force w.e.f _____.

10.2 Scope and applicability

This policy will apply to all below board level executives of Coal India Limited and its subsidiaries. The provisions of this policy, as specifically provided, will also apply to Management Trainees (MTs).

10.3 Promotion philosophy

CIL continuously strives to promote meritocracy and fair play in the organization. The organization provides all individuals the opportunity for best career path in line with the individual’s growth aspirations within the organization. The promotion system identifies and rewards individuals who have demonstrated superior performance in their existing roles and who have the leadership potential (defined in terms of technical and behavioral competencies) to deliver superior performance in their next role. In the process, this policy also ensures availability of right talent at every level.

10.4 Key objective of promotion policy

The key objective of the policy is to drive a holistic promotion system within the organization by achieving strong alignment of individual performance with organizational growth expectations from the individual through a higher degree of transparency, uniformity and process efficiency.

10.5 Promotion framework

Promotion policy framework helps us understand key elements and value chain of its activities. The same is illustrated in the adjoining figure. The framework consists of following 3 key elements.

10.5.1 Career progression management

This involves setting up the right administrative and organizational structure to manage the promotion of executives so that it is done in a fair and objective manner.



10.5.2 Career pathing

It refers to defining clear career levels and criteria of the aspects to be evaluated at each level while promoting an executive. These aspects also indicate the overall progress and development of executives which hones well for the organization.

10.5.3 Residency period

Residency period is deciding an adequate time between each promotion level which would benefit the executive of extracting maximum value from experiences and learning and also the organization to plan his ascendency to handle more responsibilities in an effective and impactful manner.

10.6 Career management

The career progression of executives is managed centrally at CIL HQ through Departmental Promotion Committees (DPCs) and based on defined norms.

10.6.1 Composition of the DPC

There will be four DPCs for considering the promotions from one grade to another, as given below:

- a) Board No. I for considering promotion from E8 to E9 grade
- b) Board No. II for considering promotion from E7 to E8 grade.
- c) Board No. III for considering promotions from E6 to E7 grade
- d) Board No. IV for considering promotions upto E6 grade

The composition of the 4 DPCs will be as given in the **table I** given below:

Table I: Table showing composition of DPCs

S. No	Promotion Level	DPC	No. of members	Chairman of DPC	Members
1	E8 to E9	Board I	4	Chairman, CIL	(a) Director (P&IR), CIL (b) Concerned Functional Director, CIL (c) One CMD of the subsidiary

2	E7 to E8	Board II	4	Chairman, CIL or his nominee	(a) One CMD (b) Director (P&IR), CIL (c) Concerned Functional Director (d) if the nominee of the Chairman happens to be the Dir (P&IR)/ Concerned Functional Director, then one CMD as member
3	E6 to E7	Board III	4	One CMD of a subsidiary or a Functional Director of CIL.	(a) Director (P&IR), CIL (if not nominated as the Chairman) (b) Two Functional Directors from subsidiaries (if Director (P&IR), CIL is nominated as Chairman then a Functional Director of CIL will be a member)
4	E1 to E6	Board IV	5	Director (P&IR), CIL	(a) one Director (P) of the subsidiary companies (b) One Technical Director from subsidiary companies (c) One Director (Finance) from subsidiary companies (d) One officer belonging to SC/ ST community in the rank of E8 or above

Note:

- a) Nominations of all committee members will be approved by the Chairman, CIL. Alternative members may also be declared so that a member in a board can be replaced in the event of his inability to participate in the proceedings.
- b) Reservations of candidates belonging to the SC/ ST community will be regulated as per the provisions of the Presidential Directives on SC/ ST reservations.



10.6.2 Functions of DPC

- (i) DPC will consider all eligible executives as per promotion norms.
- (ii) The DPC will strictly follow the prescribed standards for promotion.
- (iii) The DPC should ensure that suitability of the candidates for promotion is considered in an objective and impartial manner.
- (iv) All promotions from one executive grade to another will be on the basis of recommendations of the DPC.
- (v) No officer on deputation from other organization/ foreign service may be considered for promotion unless he is absorbed in the company based on the rules of the company.
- (vi) The DPCs will draw the panel of the candidates found suitable for the promotion in accordance with the prescribed norms.

10.6.3 Cut-off date for deciding eligibility

The cut-off date for deciding eligibility would be 1st September of every year.

10.6.4 Cut-off date for vacancy assessment

The vacancy for each grade will be assessed as on 1st April of every year. The vacancy so assessed would be displayed in the CIL website. The subsequent changes, if any, would be updated time to time.

10.6.5 Pre-DPC process

The corporate Executive Establishment (EE) department shall complete the following pre-DPC processes to enable timely completion of the DPC proceedings as per schedule:

- (i) **Vacancy assessment:** Determine the actual number of regular vacancies as on the cut-off date for vacancy assessment. For this purpose, the vacancies to be taken into account should be the clear vacancies arising in a post/ grade due to death, retirement, resignations and vacancies arising from creation of additional post on a long term basis and those arising out of deputation. As regards vacancies arising out of deputation, the vacancies for deputation period more than 1 year should be taken into account with due note. However, the number of deputationist likely to return to the cadre should be kept in view. Purely short term vacancies arising as a result of executives proceeding on leave, on deputation for a shorter period, training etc. should not be taken into account for determining the vacancy.



Chain Vacancies (Resultant vacancies) on account of retirement in all the higher grades in a vacancy year shall be considered.

The chain vacancies which can be clearly anticipated as likely to become available in the concerned grade by promotion of officers to all the higher grades during the vacancy year shall also be considered.

Illustration I:

Vacancy calculation for promotion from E4 to E5 Grade for the vacancy year 2015-16:

- a. Vacancy as on 01.04.2015 in E5 Grade = 5
 - b. Total no. of Retirements in E5, E6, E7, E8 & E9 Grades during 2015-16 = 10
 - c. Total No. of Vacancies in E6, E7, E8 & E9 Grade during the year = 8
 - d. Total Vacancy to be operated for promotion from E4-E5 Grade = $5+10+8=>23$
- (ii) **List of candidates:** Prepare a list of candidates who would be within the eligible criteria as per the cadre scheme. If there are names of executives, in the list of eligible candidates, against whom any of the conditions as given in clause 10.6.18 and 10.6.20 (a) prevails, this fact should be specifically recorded against their respective names in the list.
- (iii) **Personal data:** Collate personal data including additional qualifications/ certifications of candidates in order to enable proper evaluation by the DPCs and determine number of eligible candidates to be considered on the basis of the zone of consideration.
- (iv) **PMS rating:** Compile EER/ PRIDE/ PAR details of the eligible candidates for the preceding three/ four years (ultimate year + penultimate year + year preceding penultimate year + fourth year).

Illustration II:

If 1st September, 2016 is the cut off for determining eligibility, then 2015-16 would be the ultimate year, 2014-15 penultimate year, 2013-14 would be the year preceding penultimate year and 2012-13 the fourth year .

- (v) **VC/ DC/ SC:** Compile Vigilance Clearance (VC), Departmental Clearance (DC) and Safety Clearance (SC) of eligible candidates, where ever applicable.
- (vi) **DPC constitution:** Constitute DPCs with the approval of the Chairman, CIL for the grades where clear vacancies as mentioned above exist.



- (vii) **Zone of consideration:** The DPC should determine the number of eligible candidates to be considered at each time, on the basis of the number of vacancies available in the higher grade as per the following ratio which would be the zone of consideration for promotion.

Table II: Table showing zone of consideration

No. of Vacancies	No. of executives to be considered
1	5
2	8
3 -10	Twice the number of vacancies + 4
Beyond 10	One and a half times the number of vacancies rounded off to next higher integer + 3 but shall not be less than the size of zone of consideration for 10 vacancies.
For SC/ ST Category	5 times the total number of vacancies

A sample chart of the Zone of consideration is annexed as **Appendix - I**

10.6.6 DPC process and norms

The DPCs would hold their proceedings during the months as provided in the DPC calendar every year subject to availability of vacancies. They will consider all eligible executives on the rolls including executives on deputation/ study leave/ lien/ long leave falling within the zone of consideration. The norms to be followed by DPCs are as below:

(a) Eligibility norms for promotion

- (i) The promotions of executives will be a step-by-step process according to the channel of promotion indicated in the cadre scheme placed in **Appendix CS1 to CSXXII**.
- (ii) The eligibility of executives for consideration for promotion will be determined on the basis of minimum qualification, minimum period of service (residency period) and other conditions in a particular grade as provided in the respective cadre schemes placed in **Appendix CS1 to CSXXII**.
- (iii) An executive should satisfy all conditions as per the cadre scheme and other provisions in the policy on the cut-off date for being considered by the DPC.



(b) Criterion for promotions

The criteria for promotion in various grades are as given below:

(i) Promotion from non-executive to executive

- 1) Unless mentioned otherwise, all promotions from non-executives grade to the executive grade to fill in the departmental quota will be on the basis of selection test/ interview/ assessment through DPC on the basis of merit. The syllabi and methodology for conducting the test are as laid down in the CIL Recruitment Policy.
- 2) Promotion of non-executives to the executive entry grade in the discipline where there is no established channel of promotion will be only on the basis of the recommendation of the selection committee against advertisement/ notification of vacancies by CIL.

(ii) Placement of Management Trainees from E2 to E3

Subject to other conditions and manner specified in this policy and the cadre scheme, placement of Management trainees in E3 from E2 grade will be considered, based on the norms stipulated in the Learning and Development Policy, on successful completion of one year training period, irrespective of vacancies.

(iii) Placement of departmental candidates from E2 to E3

Subject to other conditions and manner specified in this policy and the cadre scheme, placement of departmental candidates from E2 to E3 would be as provided in the cadre scheme irrespective of vacancies. They will also undergo the on-boarding training followed by on-the-job training and subsequent examinations at par with the Management Trainees for qualifying for placement in E3.

(iv) Promotion to other grades

Promotions of executives from E3 onwards would be subject to vacancies, provisions of cadre scheme and would be guided by the following criteria:



Table III: Table showing criteria of promotions

Elements of criteria for promotion	Weightage (%)					
	E3 to E4	E4 to E5	E5 to E6	E6 to E7	E7 to E8	E8 to E9
PMS Rating	60	55	50	45	40	30
Seniority	30	24	21	18	14	10
Professional qualification	5	4	2	2	NA	NA
Additional qualification	5	4	2	2	NA	NA
1 st Internal Technical certification	NA	3	2	2	NA	NA
2 nd Internal Technical certification	NA	NA	3	2	NA	NA
3 rd Internal Technical certification	NA	NA	NA	2	2	NA
Potential Assessment	NA	10	10	15	15	20
Interview	NA	NA	NA	NA	15	24



Field experience/ Corporate experience	NA	NA	10	12	14	10 + 6
Total Score	100	100	100	100	100	100
Residency period	As per the Cadre scheme					

(c) **Computation of criteria elements for promotion**

1. **Additional Qualifications:** 'Additional qualification' for the purpose would mean a post graduate degree or diploma of minimum 1 year duration recognized by UGC/ AICTE/ Ministry of HRD. PhD or Fellowship would also be considered as additional qualification for the purpose. The additional qualification should have been acquired while in the service of the company. A minimum 50% aggregate mark or equivalent grade (except in case of PhD/ Fellowship) is essential for consideration for giving weightage under the norms. Additional qualification need not be from one's own functional domain, it can be cross functional as well.
2. **Potential Assessment:** The modalities for potential assessment are provided in the **Appendix II**.
3. **Internal Technical Certifications**

All executives should be encouraged to get certified on areas of their functions & organizational capability areas and this would be considered during promotions as per the weightage given in the **table III** for the 1st, 2nd and 3rd Certifications. These certification programs would be hosted by IICM. The certification programs, conducted by MDIs, duly approved by IICM would also be considered for weightage. An indicative list of the areas of certifications is given at **Appendix III**. A certification programme is a minimum 5 days training programme followed by an assignment on any of the functional area or organizational capability area as provided in the **Appendix III**.

- (i) The score on certification will not be considered as a criteria for the DPCs conducted in the first year of implementation of the policy. i.e. if an executive is due for promotion in the implementing year, score on certification will not be a criteria for him.



- (ii) For the 2nd year of the implementation, full marks earmarked for certification will be given as under:

1 certification for E4 to E5 promotion will get 3 marks, E5 to E6 will get 5 marks, E6 to E7 will get 6 marks and E7 to E8 will get 2 marks.

Such executives who get promotion from E5 to E6 with 5 marks for one certification will acquire the 2nd certification during their residency period in E6 and will get 6 marks for both the certifications for their promotion from E6 to E7. They will acquire the 3rd certification during their residency period in E7. If they fail to acquire the 2nd certification, weightage of the 1st certification only be considered in the subsequent DPCs.

- (iii) Only one certification is required to be acquired during the total period in a grade. If more than one certifications are acquired while in a grade, weightage will be given only for one certification for promotion to the next grade.

4. Field Experience/ Corporate Office experience

- a) For promotions to E6 grade, the field experience will carry a maximum of 10 marks (2 marks for every completed years of service in the field) in the DPC.
- b) For promotions to E7 grade total weightage for field experience will be 12 marks (2 marks for every completed years of service in the field limited to a maximum of 12 marks) in the DPC.
- c) For promotions to E8 grade total weightage for field experience will be 14 marks (2 marks for every completed years of service in the field limited to a maximum of 14 marks) in the DPC.
- d) Similarly, for promotion to E9 grade executives are required to have both field experience and corporate experience. The field experience will carry a weightage of 10 marks (2 marks per completed year limited to 10 marks) and corporate office experience will carry a weightage of 6 marks (2 marks per completed year limited to 6 marks) in DPC.
- e) **‘Field experience’** for the above purpose would mean working experience in units other than HQs of CIL and its subsidiaries, IICMs, RSOs, New Delhi office, Desk offices or any other establishment outside the administrative control of CIL. However, executives in the S&M discipline posted in RSOs will be considered as having field experience for the period.



Further, the executives of Mining, Civil and E&M discipline posted in CMPDIL hqrs. or RIs should have atleast 3 years of experience in coalfields of any production subsidiaries as a part of their field experience.

'Corporate office experience' for the above purpose would mean working experience in CIL or Subsidiary HQs, IICMs, RSOs (for disciplines other than S&M), and New Delhi Office. For the purpose of corporate office experience as defined above, the experience in the corporate office in E6 grade and above only will be considered.

- f) The executives in the following cadres/ categories are exempted from the 'Field experience' clause:
- (i) Secretarial
 - (ii) Company Secretaries
 - (iii) Rajbhasha
 - (iv) PR
 - (v) New business like Joint Ventures, SPVs etc.

Note:

The existing executives are entitled for exemption from the 'Field experience/ Corporate office experience' clause for promotion to E6, E7, E8 and E9 grade, as the case may be, for the DPC to be conducted in the year of implementation.

In the subsequent years, such exemption will be reduced by one year.

Illustration III:

*Executives in E5, E6, E7 and E8 who are due for promotion to the next grade will get full marks for Field/ Corporate office experience if considered in DPC in the year of implementation, for example: in 2016-17. The following **table IV** illustrates the relaxation in field experience in the case of promotion from E5 to E6 from the year 2016-17 onwards.*



Table IV: Table showing exemption of years of field experience

<i>Year of DPC</i>	<i>Max. no of exempted years of field experience for promotion to E6 grade</i>	<i>Marks for field experience against exempted years</i>
<i>2016-17</i>	<i>5</i>	<i>10</i>
<i>2017-18</i>	<i>4</i>	<i>8</i>
<i>2018-19</i>	<i>3</i>	<i>6</i>
<i>2019-20</i>	<i>2</i>	<i>4</i>
<i>2020-21</i>	<i>1</i>	<i>2</i>
<i>2021-22</i>	<i>0</i>	<i>0</i>

Similar modality to be followed in case of field experience and corporate experience where ever applicable under the norms for promotion.

In the case of lateral entry upto E7 grade, if the period spent in the grade of entry is less than the field experience required for getting maximum marks then full marks will be given for the period spent in the grade in the DPC. However, in case of lateral entry in E8 grade, the field experience/ corporate experience is exempted.

5. Computation of PMS rating

- (i) While computing the PMS rating, an aggregate of PRIDE/ EER/ PAR rating for the minimum residency period as per the norms for the grade to be considered. Weightage of the PRIDE/ EER/ PAR for each year of the residency period will be as below:
 - a. Where the residency period for promotion to a grade is 3 years, the weightage for the ultimate yr., penultimate yr. and year preceding penultimate yr. would be 34%, 33% & 33% respectively.

Illustration IV:

e.g. Calculation of EER/ PRIDE/ PAR rating for last 3 years (ultimate yr. + penultimate yr. + year preceding penultimate yr.) = (34% + 33% + 33%) of the PMS weightage for E4 to E5 promotions if the candidate has achieved 90%,



86% & 84% in the last 3 years with 90% being the ultimate year would be as follows:

Computation of ultimate year's rating = 34% of 55 = 18.7. Score = 90% of 18.7 = 16.83

Computation of penultimate years rating = 33% of 55 = 18.15. Score 86% of 18.15 = 15.61

Computation of year before penultimate year's rating = 33% of 55 = 18.15. Score 84% of 18.15 = 15.25.

So, total score out of 55 = 16.83 + 15.61 + 15.25 = 47.69

- b. Where the residency period for promotion to a grade is 4 years, the weightage for the ultimate yr., penultimate yr., year preceding penultimate yr. and the fourth yr. would be 30%, 26%, 24% and 20% respectively.
- c. For promotion to E9 grade where the residency period for promotion is 2 years, PRIDE /PAR rating for 4 years with weightage as provided at (b) above will be considered.
- (ii) If, in the EER system of performance appraisal, an executive has been rated Excellent or Outstanding/ Commendable or Very Good/ Adequate or Good/ Fair/ Inadequate or Poor by his Reporting Officer and final authority changes the rating without mentioning the marks, then the final EER marks will be determined as follows:
- a) If the final rating is below the Reporting Officer's rating, then the final EER marks of the candidate for that year will be the highest marks of the range of the final rating.
- b) If the final rating is above the Reporting Officer's rating, then the final EER marks of the candidate for that year will be the lowest marks of the range of the final rating.
- (iii) In any year under consideration, if the executive has been rated "Inadequate [EER]/Poor [PRIDE]", the marks for the said year will be ZERO. But candidates rated "Inadequate [EER]/Poor [PRIDE]" for two years or more in the years under consideration, his candidature will not be considered for promotion.



6. Score for Seniority

Marks for seniority will be computed as provided in the **table V** below:

Table VA: Table showing computation of seniority for all cadres except Mining 2nd Class cadre.

Promotion grade	Marks per completed year	Maximum limit
E3 to E4	5	30
E4 to E5	4	24
E5 to E6	3	21
E6 to E7	3	18
E7 to E8	2	14
E8 to E9	2	10

Table VB: Table showing computation of seniority for Mining 2nd Class cadre.

Promotion grade	Marks per completed year in the grade	Marks per completed year after passing 1st Class MMCC	Maximum limit
E3 to E4	2	3	30
E4 to E5	2	2	24
E5 to E6	2	1	21
E6 to E7	3	NIL	18
E7 to E8	2	NIL	14
E8 to E9	2	NIL	10

- In any case, the marks awarded on this ground will not exceed maximum mark as per the **table V**.
- Period in excess of 6 months to be taken as one year for allocation of marks for seniority. No marks for period less than 6 months.
- The completed year after passing First Class MMCC will be reckoned from the issue date of the certificate if the certificate is submitted within one month of the



issue date, else the period for the weightage will be reckoned from the date of submission of the certificate.

7. Score for professional and additional qualifications

Table VI: Table showing professional qualifications and marks

Sr. No.	Qualification (professional/ additional)	Marks
For Non- Mining		
(i)	Marks for Professional Qualifications B.E/ B. Tech/ AMIE/ ICWA/ CA/ MBA/ PGDM/ LLB or PG degree/ Diploma as per cadre scheme of various disciplines in the executive cadre will be considered as Professional qualifications. These qualifications are acquired for entry into executive level.	Full marks as in the table III in 10.6.6 (b) (iv)
(ii)	Marks for Additional Qualifications These are professional qualifications, beyond the minimum qualification required for entry into the executive cadre as per cadre scheme, acquired after entry into the executive cadre.	As per table III in 10.6.6 (b) (iv)
(iii)	Marks for Certification programs	Full marks per certification as in the table III in 10.6.6 (b) (iv)

Sr. No.	For mining discipline the marks for professional qualification are as follows:	Marks
For Mining cadre		
i.	Marks for Professional qualifications B.E/ B. Tech in mining or equivalent in Mining Engineering and 2nd Class Mining Certification of competency	Full marks as per table III in 10.6.6 (b)(iv)
ii.	Matriculation/ Higher Secondary with 2 nd Class Mining Certificate of Competency	60 % of the marks at (i) above
iii.	Marks for Additional Qualification First Class Mining Certificate of competency	Full marks as per table III



	<p>acquired while in mining second class cadre will be treated as additional qualification with corresponding weightage as provided for additional qualifications in the Table III. Other additional qualifications acquired while in second class cadre will not be considered for any weightage for promotion in the second class cadre upto E6. However, such qualifications will be given corresponding weightage for promotion in the first class cadre.</p> <p>Other additional qualifications acquired while in first class cadre will be given weightage as provided in the table.</p>	in 10.6.6 (b) (iv)
iv.	<p>Marks for Certifications</p> <p>1st Class Mining Certificate of Competency for executives in mining second class cadre will be treated as 1st Certification and the corresponding mark will be given.</p> <p>Executives in the 1st class cadre will acquire the 2nd and 3rd certifications as per norms.</p> <p>Other certifications acquired while in second class cadre will not be considered for any weightage for promotion in the second class cadre upto E6. However, such certifications will be given corresponding weightage for promotion in the first class cadre.</p>	Full marks as per table III in 10.6.6 (b) (iv)

(d) Merit Panel

On the basis of total marks computed by addition of marks obtained in the criterion mentioned in clause 10.6.6, the final merit panel shall be drawn up in descending order and promotions will be made from this panel in the order of merit, subject to vigilance/ safety/ departmental clearance and vacancy.

After deriving the merit, if there is a tie, then the executive who is senior in the seniority list in the existing grade will be placed higher and the junior will follow.



(e) **DPC calendar for holding of DPCs is summarized below:**

Table VII: Table showing DPC calendar

Sr. No	Activities	Schedule
(A)	Pre DPC	
1	Vacancy assessment	as on 1 st April every year
2	Preparation of list of eligible candidates, collation of personal data and determination of number of eligible candidates as per zone of consideration.	by May every year
3	Compilation of 1 st VC, DC and SC	by June every year
4	Compilation of EER/ PRIDE/ PAR details of the eligible candidates	by August every year
5	Constitution of DPC board	by August every year
(B)	DPC	between Oct - Nov every year
(C)	Post DPC	
1	Compilation of 2 nd VC, DC and SC	by December every year
2	Issuance of orders	by December every year

(f) **Promotion/ placement of 1st Class and 2nd class MMC certificate holders**

- (i) All Sr. Officers/ UM in E2 grade (2nd Class Mining Certificate of Competency holders) will be promoted to E3 grade, in the second class channel, under the time bound promotion as provided in clause 10.6.6 (b)(iii).
- (ii) Those Sr. Officers/ UM in E2 grade who have acquired First Class Mining Certificate of Competency, while working in the grade, will be placed in E3 grade



in the first class channel from the issue date of the Certificate or on completion of one year in E2, whichever is later.

- (iii) Management Trainees who are in possession of or have acquired 2nd Class Mines Manager's Certificate of Competency during the trainee period will be placed in E3 grade in the 2nd class channel (cadre) on successful completion of the 1 year training period as MTs.
- (iv) Management Trainees who are already in possession of or have acquired 1st Class Mines Manager's Certificate of Competency during the trainee period will be placed in E3 grade in the 1st class channel (cadre) on successful completion of the 1 year training period as MT.
- (v) Departmental candidates who are already in possession of 1st Class Mines Manager's Certificate of Competency will be promoted in E2 grade as Under Manager for 1 year and on successful completion of 1 year training period, they will be placed in E3 grade in the 1st class channel (cadre).
- (vi) MTs not acquiring Manager's 1st or 2nd class certificate of competency during training period will be placed in E3 grade on completion of 1 year training in no-certificate holder category. Their promotion in E4 will be considered in the 2nd Class Channel only on acquiring 2nd Class Mine Managers Certificate of Competency. While promoting in E4 grade, the Inter se Seniority will be decided based on the issue date of the 2nd Class Mine Managers Certificate of Competency if the certificate is submitted within one month of the issue date, else from the date of submission, as per prescribed procedure.
- (vii) The executives who, while working in E3, E4, E5, E6 or E7 grade in second class channel, pass 1st Class Mines Manager's Certificate of Competency (MMCC) will be placed in the 1st class channel from the deemed date of their promotion in the next higher grade in the 2nd class channel.
- (viii) Since promotion from E3 to E4 and above grades are vacancy based, distribution of vacancies for first class and second class channel in different grades shall be in the following ratio:

E4- 50:50
E5- 60:40
E6- 70:30
E7- 80:20
E8- 90:10



The vacancy arising out of the horizontal shifting of first class holders from second class cadre to first class cadre, as described in point (vii) above, will not be treated as resultant vacancy in the second class cadre.

- (ix) Submission of information regarding passing of 1st class certificate is mandatory for an executive. It shall be the responsibility of the officers declared passed 1st class examination to obtain the certificate from the DGMS and submit to CIL through the respective companies. In case it is revealed that any officer suppressed his 1st class certificate to avoid statutory responsibilities, it would be construed as a misconduct under CIL CDA rules and his promotion/ placement should be held up for 3 years.
- (x) The inter-se seniority, on placement in first class channel, will be determined as below:
- a. Date of entry in the first class channel
 - b. In case of tie in the date of entry in the first class channel, issue date of the First class certificate will be considered for determining the seniority, if submitted within one month, else the date of submission.
 - c. In case the tie is not resolved as per 'b', the grade seniority in the second class cadre will be considered, wherever applicable.
 - d. Thereafter, the date of entry in the executive cadre, date of initial appointment and date of birth will be taken into consideration, in the order, to resolve the tie.
- (xi) Other conditions of promotions of executives in mining cadre would be as stipulated in the respective cadre scheme and norms as provided under this policy.
- (g) Norms of preparing merit panel for promotion of non-executive to executive in mining discipline**
- (i) Issue date of 2nd Class Manager Certificate of Competency issued by DGMS should be the determining date for fixation of seniority.
 - (ii) If issue date of 2nd class manager certificate of competency is same, then one who is in senior grade i.e. T&S grade A1, T&S grade A/ T&S grade B and so on.
 - (iii) If the grade is same, then the date of entry in the present grade will be taken for determining the seniority.



- (iv) If still there is tie between the persons, the date of appointment and thereafter the one who is senior in age (date of birth) will be taken for determining the seniority.

10.6.7 Post-DPC process

- (a) **Approval of recommendation:** The recommendations of DPC are advisory in nature and should be duly approved by the Chairman, CIL, who is the Competent Authority under this policy, before being implemented.
- (b) **Second VC/ DC/ SC:** A 2nd vigilance/ departmental/ safety clearance for the period from the 1st clearance to the date of DPC should be obtained before making actual promotion of the executive approved by the Competent Authority. If an executive is found to have been put under any circumstances mentioned in clause 10.6.20 (a) during the period, the recommendation of the DPC should be kept in sealed cover and the sealed cover procedure will follow thereafter.
- (c) **Promotion orders:** Promotions should, as far as possible, be made in the order in which the name of the executives appear in the panel.

The DPC will draw an extended panel, beyond the number of vacancies, of appropriate size to take care of the filling up of promoted posts falling vacant owing to resignation/ foregoing promotion/ death/ not joining in the promoted post within 3 months of issuance of promotion order and posts fall vacant due to closure of disciplinary proceeding resulting in minor or major penalty during the validity of the panel.

The vacancies against retirements during the vacancy year shall be deemed as exist on the day of retirement and therefore, the promotions from the approved panel against the vacancy arising out of retirement shall be issued after the date of retirement during the vacancy year.

Similarly, Promotion orders against resultant vacancy shall be issued after the posts fall vacant due to promotion in the higher grade.

10.6.8 Period of validity of panel

The panel drawn up by the DPC would normally be valid for 1 year from the date of approval of the Competent Authority, unless extended by him for reasons to be recorded.

10.6.9 Cross functional deployment

15% vacancies in E8 grade of all discipline will be filled with competent executives in E8 grade from cross functional discipline. Selection of executives from cross functional discipline will be done by Board No. II by applying the following selection norms:



Table VIII: Table showing criteria of cross functional deployment

Elements of criteria for selection for cross functional deployment	Weightage
PMS Ratings for 4 years	30
Professional qualification in own functional Area	5
Additional qualification in the relevant cross functional area or relevant to the position	10
Potential Assessment	20
Interview	35
Total Score	100
Residency period in E8	2 years
Minimum cut off mark	80

10.6.10 Date from which promotion to be treated as effective

The deemed date of promotion will be governed as per the provisions of CIL Rules for Determination of Inter se Seniority. However, the date of effect of promotion for the purpose of drawing emoluments in the higher grades will be from the date of assumption of charge.

10.6.11 Refusal of promotion

When an executive does not want to accept the promotion which is offered to him, he may make a written request that he may not be promoted and the request may be considered by the competent authority taking relevant aspects into consideration.



Executives who are allowed to forgo their promotion to a post will not be considered in one subsequent DPC for promotion to the post.

10.6.12 Procedure to be followed when competent authority does not agree with recommendation of DPC

Recommendations of DPC are not mandatory. The DPC is a recommendatory body and the recommendations by it are subject to approval by the competent authority. Where the competent authority does not agree with the recommendations of the DPC, he should record the reasons for disagreeing and refer the entire matter to the DPC for reconsideration of its earlier recommendation. In case the DPC reiterates its earlier recommendations, giving also reasons in support thereof, it is open to the competent authority either to accept the recommendations of the DPC, if the reasons adduced by the DPC are convincing or submit to the CIL Board with his own recommendations and the decision of the Board will be final on the matter.

10.6.13 Validity of proceedings of DPC when one member is absent

The proceedings of the DPC shall be valid and can be operated upon notwithstanding the absence of any of its members other than the Chairman, provided that the member was duly invited but he remained absent for one reason or the other and there was no deliberate attempt to exclude him from the deliberation of the DPC and provided further that the majority of the members constituting the DPC are present in the meeting.

10.6.14 Effect of penalties on promotion

Before making the overall grading, the DPC should take into account whether the executive has been awarded any major or minor penalty. The penalties will have the following effect on the promotion of the executive:

- (a) If a 'Censure' has been imposed on an executive before 6 months from the date of DPC meeting, there will not be any effect of the 'Censure' and the executive concerned, if recommended by the DPC, will be promoted. However, if the "censure" has been imposed during the 6 months preceding the date of DPC meeting, the executive will not be considered for promotion.
- (b) An executive on whom a minor penalty has been imposed should be considered for promotion by the DPC which meets after imposition of the said penalty. After due consideration of full facts leading to imposition of the penalty, if he is still considered fit for promotion, the promotion may be given effect after the expiry of the currency of the penalty.



- (c) An executive on whom a major penalty has been imposed during the residency period under consideration should not be considered for promotion by the DPC which meets after imposition of the said penalty.

10.6.15 Filling of chain vacancies

In the event of post falling vacant due to reasons like resignation/ foregoing promotion/ death/ not joining in the promoted post within 3 months of issuance of promotion order/ closure of disciplinary proceeding resulting in minor or major penalty during the validity of the panel etc., the process for issuance of promotion for the next executive in the panel will be undertaken.

10.6.16 Joining on promotion in the same subsidiary

On promotion, the executive has to join the post at the respective company mentioned against his name within 30 days from the issue of the order, if he is on duty. In case the executive is on leave or on outstation duty, he should join the promoted post within 30 days of joining back from leave or otherwise. Further assignment of the promoted executive will be decided by the CMD of the respective companies. Non-joining on the promoted post within the stipulated time period would lead to cancellation of the promotion orders and debarring the executive for one subsequent DPC for promotion to the post.

10.6.17 Joining on promotion with transfer

In case of promotion with transfer, the executive will have to join the new place of posting within 3 months of the transfer order. He shall automatically stand released from the previous company/ project/ position on the expiry of these 3 months. Non-joining on the promoted post within the stipulated time period will lead to cancellation of the promotion orders and debarring the executive for one subsequent DPC for promotion to the post.

10.6.18 Promotion of executives on study leave/ deputation/ lien

Executives while undergoing deputation, on study leave, under lien and on long leave for more than one year can be considered for promotion during the period of deputation/ study leave/ lien/ long leave. While considering the same, the prescribed procedure will be observed which will include the process of interview/ tests where applicable as per cadre scheme. They will be given pro forma promotion. The promotion will be effective only after they have joined duty on the expiry of such period and will be given notional seniority in the promoted grade.



10.6.19 Probation

Executives promoted from one grade to the other will be on probation for a period of one year which may be extended at the discretion of the management as per the provisions under the CIL (General Terms and Conditions of service) of executives Rules.

10.6.20 Sealed cover procedure

- (a) At the time of considering the cases of executives for promotion, details of executives in the consideration zone for promotion falling under the following categories should be specifically brought to the notice of the DPC:
- (i) Executives under suspension.
 - (ii) Executives in respect of whom a charge sheet has been issued and the proceedings are not concluded.
 - (iii) Executives who have been prosecuted for a criminal charge and the case is pending.
 - (iv) Executives who have been awarded any punishment during the residency period.
- (b) The DPC will assess the suitability of the executives coming within the purview of the circumstances mentioned in clause 10.6.20 (a) along with other eligible candidates without taking into consideration the disciplinary case/ criminal prosecution pending. The assessment of the DPC, including “Unfit for Promotion”, and the grading awarded by it will be kept in a sealed cover.

The cover will be superscribed “Findings regarding suitability for promotion to the grade/ post of _____ in respect of Shri _____ (name of the executive). Not to be opened till the termination of the disciplinary case/ criminal prosecution against Shri _____.” The proceedings of the DPC need only contain the note. “The findings are contained in the attached sealed cover”.

- (c) The same procedure outlined in clause 10.6.20 (a & b) will be followed by the subsequent DPCs convened till the disciplinary case/ criminal prosecution against the executive concerned is concluded.
- (d) **Action after completion of disciplinary cases/ criminal prosecution:**
- (i) On the conclusion of the disciplinary case/ criminal prosecution which results in dropping of charges against the executive, the sealed cover or covers will be opened. In case the executive is completely exonerated, the due date of his promotion will be determined with reference to the position assigned to him in the



findings kept in the sealed cover/ covers and with reference to the date of promotion of his next junior on the basis of such position. He would be promoted notionally with reference to the date of promotion of his junior. However, the executive concerned will not be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion. When recommended in sealed cover, the number of posts equivalent to the number of candidates in sealed cover should be kept vacant till final disposal of the case by the competent authority.

- (ii) If any penalty is imposed on the executive as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.
- (iii) In the appeal, if an executive is exonerated by the appellate authority, it will entitle him for promotion as provided in (i) above.

(e) **Six-monthly review of 'sealed cover' cases:**

It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any executives is not unduly prolonged and all efforts to finalize expeditiously the proceedings should be taken so that the need for keeping the case of an executive in a sealed cover is limited to the barest minimum. The appointing authorities concerned, therefore, should review comprehensively the cases of executive, whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of six months from the date of convening the first DPC, which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, inter alia, cover the progress made in the disciplinary proceedings/criminal prosecution and further measures to be taken to expedite their completion.


(f) **Promotion in case of issue of charge sheet after the date of DPC**

Executive, who is recommended for promotion by the DPC but in whose case any of the circumstances mentioned in clause 10.6.20 (a) arise after the recommendations of the DPC but before he is actually promoted, will be promoted as recommended by the committee. Charge sheet issued after DPC date will not affect the promotion.

(g) **Effect of second or subsequent proceedings**

If second or subsequent departmental proceedings were instituted after promotion of the junior to the executive concerned on the basis of the recommendation made by the DPC





which kept the recommendation in respect of the executive in sealed cover, the benefit of the assessment by the first DPC will be admissible to the executive on exoneration in the first inquiry, with effect from the date his immediate junior was promoted.

In case, the subsequent proceedings (commenced after the promotion of the junior) results in the imposition of any penalty before the exoneration in the first proceedings based on which the recommendations of the DPC were kept in sealed cover and the executive concerned is promoted retrospectively on the basis of exoneration in the first proceedings, the penalty imposed may be modified and effected with reference to the promoted post. An indication to that effect may be made in the promotion order itself so that there is no ambiguity in the matter.

10.7 Repeal

Unless specified otherwise, all existing provisions of the CIL Executives Promotion Policy and subsequent amendments and circulars will stand superseded by this policy from the date of its commencement.

10.8 Interpretation

Interpretation of the provisions of these rules will be reserved exclusively with the Director (P&IR), CIL and his interpretation will be final.

10.9 Savings

CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of these rules at its discretion without assigning any reasons thereof.



Appendix I
(Clause 10.6.2 (vii))

No. of Vacancies	Normal size of zone of consideration	Extended zone of consideration for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5	14	25
6	16	30
7	18	35
8	20	40
9	22	45
10	24	50
11	24	55
12	24	60
13	24	65
14	24	70
15	26	75
16	27	80
17	29	85
18	30	90
19	32	95
20	33	100
30	48	150
40	63	200
50	78	250
60	93	300
70	108	350
80	123	400
90	138	450
100	153	500



Modalities for Potential Assessment

Potential would mean ability of an executive to excel in higher positions defined in terms of managerial and behavioral competencies under the competency framework of CIL as provided in the CIL Learning & Development Policy.

The Potential assessment will be done once in 4 years through internal assessment as well as external assessment of the managerial and behavioral competencies of executives.


a) Internal Assessment of potential

Internal assessment of potentials of an executives will be done through the 360⁰ tool. In the 360⁰ approach, the assessment of potential of an executive will be done by 8 other executives relevant and related to the functions of the executives as follows:

- (i) The Accepting Authority under PMS
- (ii) The Reporting Authority under PMS
- (iii) 2 colleagues (a 'Colleague' would mean an executive of same grade from a discipline other than that of the executive with whom the executive is required to be related for effective discharge of his duties & responsibilities)
- (iv) 2 Peers (a 'Peer' would mean an executive of same grade from the same discipline of the executive with whom the executive is required to be related for effective discharge of his duties & responsibilities)
- (v) 2 Sub-ordinates

Out of the above 1 colleague, 1 peer and 1 sub-ordinate would be proposed by the executive concerned and other colleague, peer and sub-ordinate would be assigned by the Reporting/ Accepting Authority.





The colleague and peer should preferably be selected from the same unit. If not available in the same unit, they can be selected within the Area and thereafter within the subsidiary.

b) External Assessment of potential

External assessment of potential would be done by engaging an expert external agency capable of potential assessment through Assessment/ Development center.

c) Score of Potential Assessment

The score of assessment for the purpose of DPC would be taken by averaging the score of internal and external assessment which will remain valid for period of 4 years. Till such time the external assessment is completed, the score of internal assessment will be taken as final score for DPC purpose.

Appendix III

(Clause 10.6.6 (c) (3))

Indicative list of certification areas

S. No.	Department	Certification areas
1	Organizational capability areas (Common certification area for all disciplines)	<ul style="list-style-type: none"> • Project management • Contract management • Risk management • Trainer certification • Mentor certification • Quality certification • ERP certification • General management • Safety management • Land & Revenue/ R&R • Environment management • Sustainability • IT programs on operation research packages • Soft skills • Corporate communication and Image building • Boundary management • Continuous improvement • ISO certification
2	Legal	<ul style="list-style-type: none"> • Taxation law • Law of contract • Labour law • Environment law • Corporate law • Cyber law • Competition law • International affairs • Patent law • Any other certification in the field
3	Survey	<ul style="list-style-type: none"> • Land acquisition • Auto CAD • Any other certification in the field
4	PR	<ul style="list-style-type: none"> • Corporate advertising • Corporate communications • Event management



		<ul style="list-style-type: none"> • Any other certification in the field
5	Community development	<ul style="list-style-type: none"> • Land acquisition • R&R projects • CSR • Baseline survey • Social research software • Social research Methodology • Any other certification in the field
6	Sports	<ul style="list-style-type: none"> • Event Management • Coach certification • Any other certification in the field
7	Environment	<ul style="list-style-type: none"> • CSR • Clean coal technology • Assessment of carbon footprint • Assessment of water foot print • Sustainability reporting (GRI guideline based) • Renewable energy • Any other certification in the field
8	Excavation	<ul style="list-style-type: none"> • Safety audit • Risk assessment& risk management • Quality Circle • 5 S, Kaizen • Six Sigma • Any other certification in the field
9	S&M	<ul style="list-style-type: none"> • Quality control • CRM • Logistics Management • Quality Circle • Six Sigma • Any other certification in the field
10	MM	<ul style="list-style-type: none"> • Contract management • Supply chain management • Logistics and supply chain information systems • Warehousing • Six Sigma • Any other certification in the field
11	Civil/ architect	<ul style="list-style-type: none"> • Auto CAD • STAAD (structural analysis and design) • CSR



		<ul style="list-style-type: none"> • SA8000 • Contract management • Any other certification in the field
12	Medical	<ul style="list-style-type: none"> • Hospital administration • SA8000 standards • ISO 9001/2008 • Occupational disease • Any other certification in the field
13	E&M	<ul style="list-style-type: none"> • Contract management • ISO 9000 standards • Vigilance • Six Sigma • 5 S, Kaizen • Any other certification in the field
14	Finance	<ul style="list-style-type: none"> • Cost & budgeting • Taxation • Corporate accounting • Project appraisal • Company secretary • Any other certification in the field
15	E&T	<ul style="list-style-type: none"> • Cable networking • Wireless communication • Voice connectivity • OITDS • RFID • CCTV surveillance • Web portal maintenance • Mail messaging system • Any other certification in the field
16	Mining	<ul style="list-style-type: none"> • High wall mining • Long wall • Short wall • Project planning & management • Contract management • Environment management • Land acquisition • HRD • Risk assessment & risk management • Autocad/ Minex • Mine planning software • 5 S, Kaizen • Any other certification in the field



17	IED	<ul style="list-style-type: none"> • IE studies • Manpower planning • Benchmarking • Project management • Any other certification in the field
18	Security	<ul style="list-style-type: none"> • Security systems • Disaster management • Risk management • Any other certification in the field
19	Geoscience	<ul style="list-style-type: none"> • Geophysical studies. • Hydrogeological studies • Autocad/ Minex • Any other certification in the field
20	Secretarial	<ul style="list-style-type: none"> • Secretary • Corporate communication • Public relations • MS project • Any other certification in the field
21	Secretarial OL/ Hindi	<ul style="list-style-type: none"> • Publication • Translation • MS Indic language tool (Hindi) • Corporate communication • Public relations • MS project • Any other certification in the field
22	CP	<ul style="list-style-type: none"> • Project management • Six Sigma • Quality control & management • Any other certification in the field



23	System	<ul style="list-style-type: none"> • Web based application development in Java, JSP etc. • Network administration • Database administration • Development of application • Infrastructure management • Fire protection system • Access control • Mine planning software • ERP solution • GPS • Any other certification in the field
24	Personnel/ HR	<ul style="list-style-type: none"> • Competency mapping • Assessment/ development centre • PMS • Training & development • Organization Development (OD) • HR audit • BEI [Behavioural Event Interview] • SA 8000 standards • ISO 9000 standards • Compensation & benefit • 5 S, Kaizen • Organizational behaviour • ERP – HR • Research methodology • Six Sigma • International HRM • Psychometric • Any other certification in the field

Appendix CSI
(Clause 10.6.6 (a))

Cadre Scheme for executives of Mining discipline (1st Class)

Sl. No.	Designation	Grade	Outside Recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	MT	E2	BE/ B.Tech/ BSc Engg./ AMIE in mining branch/ discipline				
2	Sr. Officer	E2			1 st Class Mine Manager's certificate of competency		
3	Asst. Manager	E3	BE/ B.Tech/ BSc Engg./ AMIE in mining branch/ discipline with 1 st Class Mine Manager's certificate of competency	5yrs. post qualification experience	1 st Class Mine Manager's certificate of competency	Successful completion of 1 yr. training with 1 st Class Mine Manager's certificate of competency	
4	Deputy Manager	E4	-Do-	9yrs. post qualification experience	-Do-	3 years' experience in next below grade	
5	Manager	E5	-Do-	13 yrs. post qualification experience	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	17 yrs. post qualification experience	-Do-	4 years' experience in next below grade	
7	Chief Manager	E7	-Do-	21 yrs. post qualification experience	-Do-	-Do-	
8	General Manager	E8	-Do-	25 yrs. post qualification experience	-Do-	3 years' experience in the next below grade	

Appendix CSII
(Clause 10.6.6 (a))

Cadre Scheme for promotion of executives holding Manager's 2nd Class Certificate of Competency (who could not obtain Manager's 1st Class certificate of Competency)					
Sr. No.	Designation	Grade	Qualification	Experience	Remarks
1	Sr. Officer	E2	BE/ B.Tech/ BSc Engg./ AMIE in mining branch/ discipline with Manager's 2 nd class certificate of competency OR Diploma in Mining (3 yrs. course) with Manager's 2 nd class certificate of competency OR non-diploma holders/ non-degree holders with 2 nd class Mine Manager's certificate of competency	-	
2	Asst. Manager	E3	-Do-	Successful completion of 1 yr. training with 2 nd class Mine Manager's certificate of competency	
3	Deputy Manager	E4	-Do-	3 yrs. experience in the next below grade	
4	Manager	E5	-Do-	-Do-	
5	Sr. Manager	E6	-Do-	4 yrs. experience in the next below grade	
6	Chief Manager	E7	BE/ B.Tech/ BSc Engg./ AMIE in mining branch/ discipline with 2 nd class Mine Manager's certificate of competency	4 yrs. Experience in the next below grade	
			Diploma in mining (3 yrs. course) with 2 nd class Mine Manager's certificate of competency	6 yrs. experience in the next below grade out of which 3 years performance rating should be at least 'Very Good'	
7	General Manager	E8	BE/ B.Tech/ BSc Engg./ AMIE in mining branch/ discipline with 2 nd class Mine Manager's certificate of competency	3 yrs. Experience in the next below grade	

Note:

The above categories of executives will not be eligible to hold statutory positions requiring possession of Manager's 1st class certificate of competency.



Appendix CSIII
(Clause 10.6.6 (a))

Survey discipline

Sl. No.	Designation	Grade	Promotion		Remarks
			Qualification	Experience	
1	Sr. Officer	E2	Degree in mining + SCC	Nil	
			Matriculation + SCC OR Diploma in mining/mine surveying + SCC	5 years' experience in T&S grade 'A'	
2	Asst. Manager	E3	Degree in mining + SCC	1 year experience in E2	Subject to successful completion of 6 weeks Advance Training Course of Mine surveying
			Matriculation + SCC OR Diploma in mining/mine surveying + SCC		
3	Asst. Manager	E4	-Do-	3 yrs. experience in E3	
4	Deputy Manager	E5	-Do-	-Do-	
5	Sr. Manager	E6	Degree in mining + SCC OR Diploma in mining/mine surveying + SCC	4 yrs. experience in E5	
			Matriculation + SCC	6 yrs. experience in E5	
6	Chief Manager	E7	Degree in mining+ SCC OR Diploma in mining/ mine surveying + SCC	4 yrs. experience in E6	
7	General Manager	E-8	Degree in Mining + SCC	3 yrs. experience in E-7	

Note:

- SCC - Surveyors certificate of competency granted under CMR, 1957
- Existing candidates with qualification of Matriculation + SCC + successful completion of company's training program in survey of not less than 2 years will be treated for promotion upto E6 grade at par with the candidates having qualification of Diploma in Mining/ Mine surveying + SCC.



Appendix CSIV
(Clause 10.6.6 (a))

Civil/ E&M/ Excv./ Industrial Engg. discipline

Sl. No.	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	Management Trainee	E2	BE/ B.Tech/ BSc. Engg./ AMIE in relevant branch of Engg.				
2	Sr. Officer	E2			Recognized diploma of 3 yrs. duration in the relevant branch of Engg.	7 yrs. post qualification experience out of which minimum 3 yrs. must be in T&S grade A in the relevant branch	
					BE/ B.Tech/ BSc. Engg./ AMIE in relevant branch of Engg.	3 yrs. experience in T&S grade 'A' in the relevant branch	
3	Asst. Manager	E3	-Do-	5 yrs. post qualification experience	BE/ B.Tech/ BSc. Engg./ AMIE or diploma of 3 yrs. duration in the relevant branch of Engineering	Successful completion of 1 yr. training	
4	Deputy Manager	E4	-Do-	9 yrs. post qualification experience	-Do-	3 yrs. experience in next below grade	
5	Manager	E5	-Do-	13 yrs. post qualification experience	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	17 yrs. post qualification experience	-Do-	4 yrs. experience in next below grade	
7	Chief Manager	E7	-Do-	21 yrs. post qualification experience	BE/ B.Tech/ BSc. Engg./ AMIE in relevant branch of Engg.	-Do-	
8	General Manager	E8	-Do-	25 yrs. post qualification experience	-Do-	3 yrs. experience in next below grade	



Appendix CSV
(Clause 10.6.6 (a))

Geoscience discipline

Sl. No.	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	Management Trainee	E2	M.Tech/ M. Sc in geology/ geophysics/ applied geology/ applied geophysics				
2	Asst. Manager	E3	-Do-	5 yrs. post qualification experience	M.Tech/ M. Sc. in geology/ geophysics/ applied geology/ applied geophysics	Successful completion of 1 yr. training as MT	
3	Asst. Manager	E4	-Do-	9yrs. post qualification experience	-Do-	3 yrs. experience in the next below grade	
4	Deputy Manager	E5	-Do-	13 yrs. post qualification experience	-Do-	-Do-	
5	Sr. Manager	E6	-Do-	17yrs post qualification experience	-Do-	4 yrs. experience in the next below grade	
6	Chief Manager	E7	-Do-	21 yrs. post qualification experience	-Do-	-Do-	
7	General Manager	E8	-Do-	25 yrs. post qualification experience	-Do-	3 yrs. experience in next below grade	

Appendix CSVI
(Clause 10.6.6 (a))

Drilling discipline

Sl. No.	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	MT.	E2	BE/ B.Tech/ AMIE in Mech Engg.	NIL			
2	Sr. Officer	E2			Recognized diploma (3 yrs.) in Mech/ Drilling Engg.	5 yrs. in T&S grade 'A' as Asst. Driller	
					BE/ B.Tech/ AMIE in Mech Engg.	1 yr. experience in drilling dept.	
3	Asst. Manager	E3	-Do-	5 yrs. relevant experience	BE/ B.Tech/ AMIE in Mech Engg.	Successful completion of 1 yr. training	
					Recognized diploma (3 yrs.) in Mech/ Drilling Engg.		
4	Deputy Manager	E4	-Do-	9 yrs. relevant experience	Recognized diploma (3 yrs.) in Mech/ Drilling Engg. OR BE/ B.Tech/ AMIE in Mech Engg.	3 yrs. in next below grade	
5	Manager	E5	-Do-	13 yrs. relevant experience	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	17 yrs. relevant experience	Recognized diploma (3 yr.) in Mech/ Drilling Engg.	6 yrs. in next below grade	



					BE/ B.Tech/ AMIE in Mech Engg.	4 yrs. in next below grade	
7	Chief Manager	E7	-Do-	21 yrs. relevant experience	BE/ B.Tech/ AMIE in Mech Engg	4 yrs. in next below grade	
					Recognized diploma (3 yr.) in Mech/Drilling Engg.	6 yrs. in next below grade	
8	General Manager	E8	-Do-	25 yrs. relevant experience	BE/ B.Tech/ AMIE in Mech Engg	3 years in the next below grade	



Appendix CSVII
(Clause 10.6.6 (a))

Security discipline

Sl. No	Designation	Grade	Recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Sr. Officer	E2	Graduate	Captain, Dy. SP Asst. Comdt. equivalent or fresh candidate with competence	Graduate	3 yrs. in T&S grade 'A'	
2	Asst. Manager	E3	-Do-	Dy. Comdt., Addl. SP Captain with 5 yrs. experience in industrial security or officers from Pvt./undertaking with 7 yrs. experience employing not less than 500 employees	-Do-	Successful completion of 1 yr. training	
3	Deputy Manager	E4	-Do-	Major or equivalent of defense services S.P. Comdt.	-Do-	3 yrs. in next below grade	
4	Manager	E5	-Do-	Lt. Col or equivalent in defense service, Sr. S.P (Sr. scale of IPS OR Comdt. (Sr. scale)	-Do-	-Do-	
5	Sr. Manager	E6	-Do-	Colonel or equivalent officer in defense service with 12 yrs. experience in public/pvt. sector in no.1 no.2 position	-Do-	4 yrs. in next below grade	
6	Chief Manager	E7	-Do-	3 years of service as Brigadier or equivalent in defense service, 23 yrs. experience in para military forces in the rank if Addl.IG.	-Do-	-Do-	
7	General Manager	E8	-Do-	IG Police/ Major General or equivalent of para military organization	-Do-	3 yrs. in next below grade.	





Note:

1. Physical standard for direct recruitment and departmental candidates

Height - 5' - 5" (General candidate)

5' - 3" (SC, ST candidate)

Chest - 32" - 34" (General candidate)

30" - 32" (SC/ST)

2. Departmental candidate at entry level will have to go six months training in security institute and three months on job.



Appendix CSVIII
(Clause 10.6.6 (a))

Secretarial discipline

Sl. No	Designation	Grade	Recruitment		Promotion	
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience
1	Sr. Officer	E2	Post Graduate with computer proficiency	NIL	Graduate	3 yrs. experience as Sr.PA/ Sr. PA (OL) in T&S grade 'A'
2	Asst. Manager	E3	-Do-	5 yrs. relevant experience	-Do-	Successful completion of 1 yr. training
3	Deputy Manager	E4	-Do-	9 yrs. relevant experience	-Do-	3 yrs. in next below grade
4	Manager	E5	-Do-	13 yrs. relevant experience	-Do-	-Do-
5	Sr. Manager	E6	-Do-	17 yrs. relevant experience	-Do-	4 yrs. in next below grade
6	Chief Manager	E7	-Do-	21 yrs. relevant experience	Post Graduate	-Do-

Note:

Existing candidates with only Matriculation/ Intermediate or equivalent qualification in E2 grade will be considered for promotion in E3 grade, as cluster promotion, considering 5 years experience as residency period, subject to other conditions of the policy.



Appendix CSIX
(Clause 10.6.6 (a))

Legal discipline

Sl. No	Designation	Grade	Recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	MT	E2	5 years integrated degree in law/ Graduate with 3 yrs. law degree (LLB)				
2	Sr. Officer	E2			5 years integrated degree in law/ Graduate with 3 years law degree (LLB)	3 yrs. experience in T&S grade 'A' as legal Inspector.	
3	Asst. Manager	E3	-Do-	5 yrs. experience as a legal practitioner in civil/ criminal and taxation cases.	-Do-	Successful completion of 1 yr. training	
4	Deputy Manager	E4	Do	9 yrs. experience as a legal practitioner in civil/ criminal and taxation cases.	-Do-	3 yrs. in experience in next below grade	
5	Manager	E5	-Do-	13 yrs. post qualification experience as a legal practitioner in civil/ criminal and taxation cases OR 13 years post qualification experience as an executive in large reputed industrial organization in public/private sector with independent handling of legal	-Do-	-Do-	



				matters			
6	Sr. Manager	E6	-Do-	17 yrs. experience as above	-Do-	4 yrs. in experience in next below grade	
7	Chief Manager	E7	-Do-	21 yrs. experience as above	-Do-	-Do-	
8	General Manager	E8	-Do-	25 yrs. experience as above	-Do-	3 yrs. experience in next below grade	



Appendix CSX
(Clause 10.6.6 (a))

P&IR discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Management Trainee	E2	Post Graduate Degree or PG Diploma (2 years) in Management or MSW with specialization in HR/ Industrial Relations/ Personnel Management from recognized Indian University/ Institute recognized by Labor Ministry, GoI, for the post of Welfare Officer in mines.				
2	Sr. Officer	E2			Post Graduate Degree or PG Diploma (2 years) in Management or MSW with specialization in HR/ Industrial Relations/ Personnel Management/ Labour welfare/ Social Science from recognized Indian University/ Institute	3 yrs. service in the company	



					recognized by Labor Ministry, GoI, for the post of Welfare Officer in mines		
3	Asst. Manager	E3	-Do-	6 yrs. exp. as Welfare/ Personnel Officer in large undertaking preferably public sector undertaking handling matters connected with HR, Industrial Relations, Welfare etc.	-Do-	Successful completion of 1 yr. training	
4	Dy. Manager	E4	-Do-	9yrs. experience as above	-Do-	3 yrs. experience in the next below grade	
5	Manager	E5	-Do-	14 yrs. experience as above	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	19 yrs. experience as above	-Do-	4 yrs. experience in the next below grade	
7	Chief Manager	E7	-Do-	23 yrs. experience as above	-Do-	-Do-	
8	General Manager	E8	-Do-	25yrs. experience as above	-Do-	3 yrs. experience in next below grade	

Note:

For the existing candidates as on the date of implementation of this policy, the minimum qualification will not be a bar for subsequent promotions in the cadre.



Appendix CSXI
(Clause 10.6.6 (a))

Sales& Marketing discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Management Trainee	E2	Post Graduate Degree/ PG Diploma in Management with specialization in sales/ marketing from recognized Institute/ University				
2	Sr. Officer	E2			Post Graduate Degree/ PG Diploma in Management with specialization in sales/ marketing from recognized Institute/ University	3 yrs. experience in T&S grade 'A'	
3	Asst. Manager	E3	-Do-	5 yrs. relevant post qualification experience	-Do-	Successful completion of 1 yr. training	
4	Dy. Manager	E4	-Do-	9 yrs. relevant post qualification experience	-Do-	3yrs. experience in the next below grade	
5	Manager	E5	-Do-	13 yrs. relevant post qualification experience	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	17 yrs. relevant post qualification experience	-Do-	4yrs. experience in the next below grade	
7	Chief Manager	E7	-DO-	21 yrs. relevant post qualification experience	-Do-	-Do-	
8	General Manager	E8	Do	25 yrs. relevant post qualification experience	-DO-	3yrs. experience in the next below grade	

Note:

For the existing candidates as on the date of implementation of this policy, the minimum qualification will not be a bar for subsequent promotions in the cadre.



Appendix CSXII
(Clause 10.6.6 (a))

System discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Management Trainee	E2	BE/ B.Tech/ BSC Engg/ AMIE in computer science/ computer engineering/ Information Technology branch/ discipline or MCA				
2	Sr. Officer	E2			Graduate with Programming Aptitude Test of national level or PG Diploma/ Master in Computer Application OR BE/ B.Tech/ BSC Engg./ AMIE in computer science/ computer engineering/ Information technology branch/ discipline or MCA	3 yrs. experience in T&S grade 'A'	
3	Asst. Manager	E3	-DO-	5 yrs. post qualification experience	-Do-	Successful completion of 1 yr. training	
4	Dy. Manager	E4	-DO-	9 yrs. post qualification experience	-Do-	3 yrs. in next below grade	
5	Manager	E5	-DO-	13 yrs. post qualification experience in	-Do-	-Do-	



				total and minimum 7 yrs. experience in System/ Programming			
6	Sr. Manager	E6	-DO-	17 yrs. post qualification experience in total and minimum 8 yrs. experience in System/ Programming	-Do-	4 yrs. in next below grade	
7	Chief Manager	E7	-Do-	21 yrs. post qualification experience in total and minimum 9 yrs. experience in System/ Programming	BE/ B.Tech/ BSC Engg/ AMIE in computer science/ Computer engineering/ Information technology branch/ discipline or MCA	-Do-	
8	General Manager	E-8	-Do-	25 yrs. post qualification experience in total and minimum 9 yrs. experience in System/ Programming	-Do-	3 yrs. in next below grade	

Note:

1. Existing candidates having qualification of Graduate with Programming Aptitude Test of national level or PG Diploma, as on the date of implementation of this policy, will grow upto E6 grade.
2. For existing candidates having qualification of PG Degree in Mathematics/ Electronics/ Science/ Management or ICWA/ CA as on the date of implementation of this policy, the minimum qualification will not be a bar for subsequent promotions in the cadre.



Appendix CSXIII
(Clause 10.6.6 (a))

Rajbhasha (Hindi)

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	MT	E2	MA in Hindi and Graduation with Hindi and English as main subjects				
2	Sr. Officer	E2			MA in Hindi (minimum second class or 55% marks) and Graduation with Hindi and English as main subjects	10 yrs. post qualification experience out of which 3 years working experience as office Supdt.(OL)/ Sr. Translator (OL)/ Sr. PA (OL) in T&S grade 'A'	
3	Asst. Manager	E3	-Do-	5 yrs. post qualification experience in respect of implementation of OL Act and Rules, translation from Hindi to English and English to Hindi in any Central/ State Govt./ PSU/ reputed organization	-Do-	Successful completion of 1 yr. training	
4	Dy. Manager	E4	-Do-	9 yrs. post qualification experience as above	-Do-	3 yrs. experience in E3 grade	
5	Manager	E5	-Do-	13 yrs. post qualification experience as above	-Do-	-Do-	
6	Sr. Manager	E-6	-Do-	17 yrs. post qualification experience as	-Do-	4 yrs. experience in E3 grade	



				above			
7	Chief Manager	E-7	-Do-	21 yrs. post qualification experience as above	-Do-	-Do-	
8	General Manager	E-8	-Do-	25 yrs. post qualification experience as above	-Do-	3 yrs. experience in next below grade	

Note:

For the existing candidates as on the date of implementation of this policy, the minimum qualification will not be a bar for subsequent promotions in the cadre.



Appendix CSXIV
(Clause 10.6.6 (a))

Environment discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Management Trainee	E2	BE/ B.Tech/ BSc Engg. /AMIE in Environmental Engg. branch/ discipline or any Engg Degree with Post Graduate Degree/ Post Graduate Diploma in Environment Engineering				
	Sr. Officer	E2			BE/ B.Tech/ BSc Engg /AMIE in Environmental Engg. branch/ Discipline or any Engg. Degree with Post Graduate Degree/ Post Graduate Diploma in Environment Engineering	3 years in T&S grade 'A'	
					PG in Geology with 8 weeks training at ISM Dhanbad or IICM, Ranchi or PG degree/ diploma in	5 years in T&S grade 'A'	



					management of Env. awarded by the recognized universities/ institutes approved by AICTE		
2	Asst. Manager	E3	BE/ B.Tech/ BSc Engg /AMIE in Environmental Engg branch/ discipline OR any Engg. Degree with Post Graduate Degree/Post Graduate Diploma in Environment Engineering	5 years post qualification experience	-DO-	Successful completion of 1 yr. training	
4	Dy. Manager	E4	-Do-	9 years post qualification experience	-DO-	3 yrs. in the next below grade.	
5	Manager	E5	-Do-	13 years post qualification experience	-DO-	-Do-	
6	Sr. Manager	E6	-Do-	17 years post qualification experience	-Do-	4 yrs. in the next below grade.	
7	Chief Manager	E7	-Do-	21 years post qualification experience	-Do-	-Do-	
8	General Manager	E8	-DO-	25 years post qualification experience	-DO-	3 years in the next below grade.	

Note:

For the existing candidates as on the date of implementation of this policy, the minimum qualification will not be a bar for subsequent promotions in the cadre.



Appendix CSXV
(Clause 10.6.6 (a))

Cadre scheme for Electronics & Telecommunication (E&T) discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1.	Management Trainee	E2	BE/ B.Tech/ BSc Eng./ AMIE in electronics & communication / electronica & telecommunication branch/ discipline				
2	Sr. Officer	E2			Advance Diploma in mining electronics of at least one year duration for those having 3 yrs. Diploma in electronics/ telecommunications/ instrumentation	7 yrs. post qualification experience out of which minimum 3 years must be in T&S grade 'A'	
					3 years diploma in electronics/ telecommunication/ instrumentation	7 yrs. post qualification experience out of which minimum 5 years in T&S grade 'A'	
					3 years Diploma in electrical engineering with one year advance diploma in mining electronics	7 yrs. post qualification experience out of which minimum 3 yrs. experience in T&S grade 'A'	
					BE/ B.Tech/ BSc Engg/ AMIE in electronics & communication branch/ discipline	3 yrs. post qualification experience	



3.	Asst. Manager	E3	-DO-	5 yrs. post qualification experience	-DO-	Successful completion of 1 yr. training	
4.	Dy. Manager	E4	Do	9 yrs. post qualification experience	Advance diploma in mining Electronics of at least one year duration for those having 3 yrs. Diploma in electronics/ telecommunication/ instrumentation must obtain AMIE (Elec. &Mec.)/ IETE or other recognized equivalent membership OR BE/ B.Tech/ BSC Engg./ AMIE in electronics & communication / electronics & telecommunication branch/ discipline	3 yrs. in next below grade	
5.	Manager	E5	-DO-	13 yrs. post qualification experience	-Do-	-DO-	
6.	Sr. Manager	E6	-DO-	17 yrs. post qualification experience	-DO-	4 yrs. in next below grade	
7.	Chief Manager	E7	-DO-	21 yrs. post qualification experience	-DO-	-DO-	
8.	General Manager	E8	-DO-	25 yrs. post qualification experience	-DO-	3 yrs. experience in next below grade	



Appendix CSXVI
(Clause 10.6.6 (a))

Finance discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1.	Management Trainee	E2	Qualified CA/ICWA				
	Sr. Officer	E2			Qualified CA/ICWA	NIL	
3	Asst. Manager	E3	-Do-	5 yrs. post qualification experience	-Do-	Successful completion of 1 yr. training	
4.	Dy. Manager	E4	-Do-	9yrs. post qualification experience	-Do-	3 yrs. in the next below grade	
5.	Manager	E5	-Do-	13yrs. post qualification experience	-Do-	-Do-	
6.	Sr. Manager	E-6	-Do-	17yrs. post qualification experience	-Do-	4 yrs. in the next below grade	
7.	Chief Manager	E-7	-Do-	21 yrs. post qualification experience	-Do-	-Do-	
8.	General Manager	E-8	-Do-	25 yrs. post qualification experience	-Do-	3 yrs. in the next below grade	

Note:

- Existing candidates with qualification of Graduation as on the date of implementation of this policy, will grow upto E3 grade. The residency period for promotion from E1 to E2 and E2 to E3 will be 6 years each.
- Existing candidates with qualification of Inter CA/ICWA as on the date of implementation of this policy, will grow upto E5 grade. The residency period for promotion from E1 to E2 will be 3 years and for E2 to E3, E3 to E4 will be 5 years each and E4 to E5 will be 6 years.
- Existing candidates with MBA (Finance) as on the date of implementation of this policy will be treated for promotion at par with the candidates having qualification of Qualified CA/ ICWA.



Appendix CSXVII
(Clause 10.6.6 (a))

Materials management discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	MT	E2	Engineering Degree in electrical or mechanical engg. branch/ discipline with MBA or PG Diploma in management with specialization in material management/ Supply Chain Management (SCM)/ operation				
2	Sr. Officer	E2			Graduate or recognized Diploma in Engg. (3 yrs. duration) or MBA with specialization in material management/ Supply Chain Management (SCM)/ Operation	3 yrs. experience as inspector of store/ purchase or chief store keeper in T&S grade 'A'	
3	Asst. Manager	E3	-Do-	Minimum 5yrs. relevant experience	Graduate or recognized Dip in Engg. (3 yrs. duration) or MBA with specialization in material management/ Supply Chain Management (SCM)/ operation Engineering Degree electrical or	Successful completion of 1 yr. training	



					Mechanical Engg. branch/ discipline with MBA or PG Diploma in management with specialization in material management/ SCM/ Operation		
4	Dy. Manager	E4	-Do-	Minimum 9 years post qualification experience	-Do-	3 yrs. experience in next below grade	
5	Manager	E5	-Do-	Minimum 13years post qualification experience	-Do-	-Do-	
6	Sr. Manager	E6	-Do-	Minimum 17years post qualification experience	-Do-	4 yrs. experience in next below grade	
7	Chief Manager	E7	-Do-	21 years post qualification experience	Graduate with diploma or MBA in material management/ SCM/ Operations OR recognized Dip in Engg. (3 yrs. duration) with diploma or MBA in material management/ SCM/ Operations Engineering Degree electrical or Mechanical Engg branch/ discipline with MBA or PG Diploma in Management with specialization in material	-Do-	





					management/ SCM/ Operation		
8	General Manager	E8	-Do-	25 years post qualification experience	-Do-	3 yrs. experience in the next below grade	



Appendix CSXVIII
(Clause 10.6.6 (a))

Coal preparation discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1	Management (Trainee)	E2	BE/ B. Tech/ BSc. Engg./ AMIE in chemical branch/ discipline				
	Sr. Officer				BE/ B. Tech/ BSc. Engg./ AMIE or Post Graduate Degree/ Diploma in chemical engineering/ mineral dressing/ coal preparation/ electrical or mechanical engineering/ mining engineering	3 yrs. experience in the company in the relevant branch	
2	Asst. Manager	E3	-Do-	5 yrs. post qualification experience	-Do-	Successful completion of 1 yr. training	
3	Dy. Manager	E4	-Do-	9 yrs. post qualification experience	-Do-	3 yrs. experience in the next below grade	
4	Manager	E5	-Do-	13 yrs. post qualification experience	-Do-	-Do-	
5	Sr. Manager	E6	-Do-	17 yrs. post qualification experience	-Do-	4 yrs. experience in the next below grade	
6	Chief Manager	E7	-Do-	21 yrs. post qualification experience	-Do-	-Do-	
7	General Manager	E8	-Do-	25 yrs. post qualification experience	-Do-	3 yrs. experience in next below grade	




Appendix CSXIX
(Clause 10.6.6 (a))

Medical discipline

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience and rank	Minimum qualification	Minimum experience	
1 (a)	Sr. Medical Officer	E3	Recognized medical degree				
1 (b)	Specialist	E3	Recognized post graduate qualification mentioned in Annexure – 1				
2 (a)	Sr. Specialist	E4	Recognized post graduate qualification mentioned in Annexure – 1	6 yrs. post qualification experience connected with the specialty	Possession of a minimum qualification as specified during recruitment	3 yrs. experience in lower grade	
2(b)	Dy. Medical Superintendent	E4	-Do-	10 yrs. post qualification experience connected with the specialty	Possession of a minimum qualification as specified during recruitment.	3 yrs. experience in lower grade	
3	Medical Superintendent / Medical Superintendent (Specialist)	E5	-Do-	14 yrs. post qualification experience connected with the specialty	-Do -	-Do-	
4	Dy. Chief Medical Officer	E6	-Do-	18 yrs. post qualification experience connected with the specialty	-Do-	4 yrs. experience in lower grade	
5	Chief Medical Officer	E7	-Do-	21 yrs. post qualification experience connected with the specialty	PG specialization as mentioned in annexure 1 or medical degree with training in Hospital Administration	-Do-	
6	Chief of Medical Services	E8	-Do-	25 yrs. post qualification experience connected with the specialty	-Do-	3 yrs. experience in lower grade	

Note:



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1. Existing medical executives not possessing any post graduate qualification will be eligible for promotion beyond E6 grade provided they have undergone training in Hospital Admn. or similar other training.
 2. Promotion from E4 to E5 and above grades will be regulated in the ratio of 2:1:1 i.e. 2 for specialist cadre, 1 for GDMO who has acquired specialist PG qualification subsequently and 1 for GDMO.



Annexure 1
(Appendix CSXIX)

Medical specification of qualification under part A&B

Part –A

Part – B

1	Medicine General	MD MRCP PhD(medical) PhD(Physiology) PhD(Biochemistry) PhD(pharmacology), M.Sc. (medical with Anatomy(Physiology)), M.Sc. (Medical Anatomy) DSc (Physiology) including Biochemistry, D Sc. (pharmacology)	
2	Surgery General	MS. FRCS. FACS	
3	Anesthesiology	FFARCS MD/MS with anesthesiology as special	DA(BCP &S) Eng. DA
4	Radiology	MD(radiology) or MRCP with Radiology as special subject DMRT(2 yrs. course) DMRE (2 yrs. course)	DRMS(1 yr. course) DMR&T (1 year course) DMRD (1 yr.)
5	Obstetrics Gynecology	MD, MO, MR. COG, FRCS, or MS(gynecology)	DGO
6	Pediatrics	MD or MRCP, FRCP (Canada)	Dip/Ped. DCH
7	Orthopedics	MS,MCH(Orthopedics, Liverpool)FRCS	D orthopedic, D Orth. S
8	Ophthalmology	MS, FRCS (with ophthalmology)	DO, DCMSD
9	Ophthalmology ENT	MS, FRCS (with otolaryngology)	DLO, DORI
10	Psychiatrist	MD with psychiatry MRCP with psychiatry	DPM
11	Dermatology & VD	MD/MRCP with dermatology as special subject	DVD & DDV
12	Pathology &	MD (Pathology), MD(Path & Bact), M Sc. (Path	DCP, PBD (Bact)



	Bacteriology	& Bact) PD(Path & Bact) D Sc. (Public Health)	
13	Public Health	MD with Public Health, D Sc. (Public Health)	Mph, DPH, DTM & HLPH, DIR
14	Maternity & Child Welfare	MD (Midwifery & Gynecology) MRCP	DM & CW
15	Tuberculosis	MD, MRCP, FRCS, MS	TBD, DTD
16	Radiation Medicine		DRM

This list is not exhaustive. The competent authority will have the power to assign other qualification to part A or Part B.



Community development

Sl. No	Designation	Grade	Outside recruitment		Promotion		Remarks
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience	
1	Management (Trainee)	E2	Post Graduate Degree or Post Graduate Diploma (from a recognized University/Institute) in Community Development/ Rural Development/ Community Organization & Development Practice/ Urban & Rural Community development/ Rural & Tribal Development/ Development Management/ Rural Management OR Post Graduate Degree(from a recognized university/ Institute) in Social work with specializations - Community Development/ Rural Development/ Community Organization & Development Practice/ Urban & Rural Community development/ Rural & Tribal Development/ Development Management				





				qualification relevant experience			
7	General Manager	E8	-Do-	25 years post qualification relevant experience	-Do-	3 yrs. experience in lower grade	



Appendix CSXXI
(Clause 10.6.6 (a))

Nursing

Sr. No	Designation	Grade	Outside recruitment		Promotion	
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience
1	Sr. Officer (Nursing)	E2	M.Sc. Nursing (or)	6 years teaching experience	M.Sc. Nursing	6 years teaching experience
2			B.Sc. Nursing (Basic/Post Basic)	8 years teaching experience	B.Sc. Nursing (Basic/Post Basic)	8 years teaching experience
3	Assistant Manager (Nursing)	E3	-	-	-do-	6 years in next below grade (Through DPC)
4	Dy. Manager (Nursing)	E4	-	-	-do-	6 years in next below grade
5	Manager (Nursing)	E5	-	-	-do-	6 years in next below grade

Appendix CSXXII
(Clause 10.6.6 (a))

Public Relations discipline

Sr. No	Designation	Grade	Outside recruitment		Promotion	
			Minimum qualification	Minimum experience	Minimum qualification	Minimum experience
1	Management Trainee	E2	Post Graduate Degree or PG Diploma in Public Relation/ Mass Communication/ Journalism from recognized University/ Institute.			
2	Sr. Officer	E2			Post Graduate Degree or PG Diploma in Public Relation/ Mass Communication / Journalism from recognized University/ Institute	3 yrs. in T&S grade 'A'
3	Asst. Manager	E3	-Do-	5 yrs. relevant post qualification experience	-Do-	Successful completion of 1 yr. training
4	Dy. Manager	E4	-Do-	9 yrs. relevant post qualification experience	-Do-	3yrs. experience in the next below grade
5	Manager	E5	-Do-	13 yrs. relevant post qualification experience	-Do-	-Do-
6	Sr. Manager	E6	-Do-	17 yrs. relevant post qualification experience	-Do-	4yrs. experience in the next below grade
7	Chief Manager	E7	-Do-	21 yrs. relevant post qualification experience	-Do-	-Do-
8	General Manager	E8	-Do-	25 yrs. relevant post qualification experience	-Do-	3yrs. experience in the next below grade



Appendix CSXXIII
(Clause 10.6.6 (a))

Executive Director (E9)

Sr. no.	Posts	Minimum qualification	Minimum experience
1.	Executive Director (Corporate Affairs)	Professional degree in any Discipline	2 years in E8 grade
2.	Executive Director (Medical Services)	A recognized Medical degree with PG Degree/Diploma in Medical Specialty and should be from the specialist cadre.	2 years as CMS in E8 grade
3.	Executive Director (Co-ordination)	Professional degree in any Discipline	2 years in E8 grade
4.	Executive Director (Exploration)	Executive of Geology discipline possessing M. Tech in Geology, M.Sc. in Geology	2 years in E8 grade in Geology discipline
5.	Executive Director (Materials & Contracts)	Professional degree in any Discipline with PG Diploma/Degree in Materials Management.	2 years in E8 grade in MM discipline
6.	Executive Director (Engineering & Equipment)	Degree in Electrical or Mechanical Engg. or its equivalent	2 years in E8 grade in Excavation or E&M discipline
7.	Executive Director (Personnel)	Graduate with Post Graduate Degree/ Diploma in Personnel Management / Social Science/ Social work or MBA with specialization in Personnel Management/ Industrial Relations	2 years in E8 grade in Personnel discipline
8.	Executive Director (Logistics & Sales)	Professional degree in any Discipline with PG Degree/ Diploma in Marketing Management.	2 years in E8 grade in Sales & Marketing discipline
9.	Executive Director (Finance)	Qualified Chartered Accountant/ Cost Accountant/ full time study in PGDM/ MBA with specialization in Finance	2 years in E8 grade in Finance discipline

10.	Executive Director(CSR)	Minimum 2 years full time Post Graduate Degree or Post Graduate Diploma (from a recognized University/Institute) in Community Development/ Rural Development/ Community Organization & Development Practice/ Urban & Rural Community development/ Rural & Tribal Development/ Development Management/ Rural Management OR Minimum 2 years full time Post Graduate Degree(from a recognized university/ Institute) in Social work with specializations - Community Development/ Rural Development/ Community Organization & Development Practice/ Urban & Rural Community development/ Rural & Tribal Development/ Development Management	2 years in E8 grade
11.	Executive Director (Internal Audit)	Professional degree in any Discipline along with MBA/ PGDM (2 years)	2 years in E8 grade
12.	Executive Director (S & R)	B.E., or B. Tech in Mining with 1st class MMCC	2 years in E8 grade in mining discipline with 1 st class MMCC
13.	Executive Director (Security)	A graduate with experience in Armed forces and should have served in the rank of Major or above in defense services.	2 years in E8 grade in Security discipline
14.	Executive Director (Environment)	Professional degree in any Discipline with Post Graduate Degree/ Post Graduate Diploma in Environment Engineering	2 years in E8 grade in Environment discipline



15.	Executive Director (CP)	BE/ B. Tech/ BSc. Engg./ AMIE in chemical branch/ discipline	2 years in E8 grade in Environment discipline
16.	Executive Director (ICM)	Post Graduate Degree/ Diploma (2 Years) in Management/ HR/ Behavioral Science/ Personnel management/ HRD (PHD in Management/ HR/ Behavioral Science/ Personnel management/ HRD or equivalent is preferable)	Post qualification experience of 21 years out of which half of the overall experience should be in academic area of a premier management institute or Corporate HRD centers. Minimum 2 years as head/ Director of premier institute or corporate HRD center is preferred OR 2 years experience in E8 grade in P&A discipline OR 2 years experience in E8 grade in any other discipline with minimum 10 years experience in HRD function in CIL/Subsidiaries/ ICM

