

EASTERN COALFIELDS LIMITED

Notification for engagement of full time Advisor (Secretarial) in ECL on contract basis(2nd Phase)

Eastern Coalfields Limited (A Subsidiary of Coal India Limited) invites application for engagement of Advisor(Secretarial) from retired executives of Secretarial Discipline of E-5/E-6 grades from PSUs/autonomous organizations of Central/State Govts., Officers of Class-C & above of Central/State Govts. on contractual basis for an initial period of six months The contract may be extended for another six months depending upon requirement and satisfactory performance. VRS optees will not be considered.

Benefits and conditions

1	No. of posts	4(Four)																								
2	Maximum age limit for eligibility	Not more than 65 years																								
3	Nature of work	As Advisor(Secretarial), ECL his services will be utilized mainly for Secretarial assistance/Advice to Directors/GMs/HODs as per requirement on day-to-day basis.																								
4	Remuneration and other benefits	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">E6 grade</th> <th style="width: 35%; text-align: center;">E5 grade</th> </tr> <tr> <td></td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> </thead> <tbody> <tr> <td>(i) Consolidated Compensation.</td> <td style="text-align: center;">50000</td> <td style="text-align: center;">40000</td> </tr> <tr> <td>(ii) Conveyance charges</td> <td style="text-align: center;">2000</td> <td style="text-align: center;">2000</td> </tr> <tr> <td>(iii) Mobile sim with CUG facility for both grades</td> <td></td> <td></td> </tr> <tr> <td>(iv) Medical, Leave and TA/DA shall be governed as per CIL's policy</td> <td></td> <td></td> </tr> <tr> <td>(v) H.R.A</td> <td style="text-align: center;">2500</td> <td style="text-align: center;">2000</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">(If quarter/accommodation not provided)</td> </tr> </tbody> </table>		E6 grade	E5 grade		-----	-----	(i) Consolidated Compensation.	50000	40000	(ii) Conveyance charges	2000	2000	(iii) Mobile sim with CUG facility for both grades			(iv) Medical, Leave and TA/DA shall be governed as per CIL's policy			(v) H.R.A	2500	2000			(If quarter/accommodation not provided)
	E6 grade	E5 grade																								
	-----	-----																								
(i) Consolidated Compensation.	50000	40000																								
(ii) Conveyance charges	2000	2000																								
(iii) Mobile sim with CUG facility for both grades																										
(iv) Medical, Leave and TA/DA shall be governed as per CIL's policy																										
(v) H.R.A	2500	2000																								
		(If quarter/accommodation not provided)																								
5	Terms & Conditions	<p>The selected advisors would be stationed at any of the HQ.Estb./areas of Eastern Coalfields Limited.</p> <ol style="list-style-type: none"> a. The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical Officer b. Notice Period for termination of contract – one month's notice or consolidated compensation amount from either side. c. The Advisor so engaged has to maintain the integrity and secrecy of the company's business and shall not engage himself with any other business during his tenure as Advisor. He shall perform the duties of the advisor with due diligence. d. Tax – In case payment of service Tax is required, then the same shall be re-imbursed on production of proof of such payment. e. Other terms and conditions will be as per CIL's policy in vogue. 																								

The Application Forms can be downloaded from ECL website www.easterncoal.gov.in under the caption “**Notices**”.

Interested candidates fulfilling the above criteria may submit their resume along with following (attested/self signed) documents:

1. Proof of age(Matriculation Certificate)
2. Superannuation notice
3. Certificates of qualification.

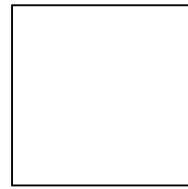
These documents alongwith application format should reach the office of Dy.GM(EE), ECL, Sanctoria, P.S. Disergarh, Pin-713333, Burdwan(W.B) latest by 24.03.2014 by Registered post/Speed Post.

Following important points may also be noted:

- (i) Applications received after 24.03.2014 will not be considered and the company will not be responsible for any postal delay/loss in transit in submission on application within specified time.
- (ii) ECL reserves the right to change the number of vacancies and cancel/restrict/modify/alter the engagement process, if required, without issuing any further notice or assigning any reason thereof. Any modifications/amendments, if any, in this notification will be given in ECL website only.
- (iii) All correspondence with the candidates shall be made as per his address, given in the application. However, important information will also be available at ECL's website.
- (iv) ECL reserves the right to shortlist candidates for interview/selection process. No T.A will be paid to any candidate for appearing interview/selection process.

Dy. General Manager(EE)
Eastern Coalfields Limited

APPLICATION FORMAT



For the Post of Advisor(Secretarial) in Eastern Coalfields Limited

1. Reference No. and Date of Advertisement:
2. Name (in block letter)
3. EIS No. (if retired from CIL)
4. Father's Name
5. Present address for communication

6. Contact No. a) Telephone b) Mobile:
7. E-mail ID:
8. Permanent Address
9. Caste (Gen/SC/ST/OBC)
10. Date of Birth:
11. Educational Qualification
12. Experience:
13. Details as prescribed below:

Name of Organisation/Deptt.	Last Post Held with Grade	Discipline	Period	Remark
-----------------------------	---------------------------	------------	--------	--------

14. Special Achievement (If any)
15. Details of any Departmental Case or Court Case (if pending)
16. Superannuation Notice No. & Date:
17. Any Other Information relevant to the post:

Signature of the
candidate with date

List of Enclosures: