

# MAHANADI COALFIELDS LIMITED

(A Govt. of India Enterprise)

At/PO: Jagriti Vihar, Burla, Dist:Sambalpur,  
Odisha, Pin-768020

Ref. No.MCL/SBP/EE/2024/Advisor(HR-Audit)/1729

Dtd. 21.02.2024

## Notification for engagement of full time Advisor(HR-Audit) in MCL on contractual basis.

Mahanadi Coalfields Limited (A Subsidiary of Coal India Limited) invites application for engagement of **01 (one) full time Advisor(HR-Audit)** from retired Personnel/HR Executives of E-7 & above grade or equivalent from PSUs/autonomous organisation of Central/State Govt. **on contractual basis** for an initial period of one year. The contract may be extended for another one year depending upon requirement and satisfactory performance. VRS optees will not be considered.

### **Eligibility, Benefits and other details are as under :-**

1.	No. of post	One		
2.	Maximum age limit for eligibility	Not more than 65 years during the Contract Period.		
3.	Qualification	Two years full time Post Graduate Degree/PG Diploma/PG Programme in Management with specialization in HR/Industrial Relations/Personnel Management/MBA/Master of Social Work from recognized Indian University/Institute.		
4.	Experience	a) Should have worked in CIL/PSU/Govt. Sectors as HR Executive for more than 25 years, out of which more than 03 years experience in E7 grade. b) Should have experience of working as HOD for more than 03 years.		
5.	Broad Job Description	The Incumbent will advise on the following jobs/activities :- a) Audit of Welfare Amenities like Canteen, Creche, Schools, Sports facilities etc. b) Audit of Medical infrastructure/facilities. c) Audit of Unauthorised occupation of quarters and land. d) Audit of CMPF issues of employees and contractor workers. e) Audit of pension issues of retired employees. f) Audit of all pending complaints. g) Audit of all pendency of claims viz. CMPF, Pension, Employment under 9.3.0/9.4.0, employment to land losers etc. h) Other HR related issues as assigned by Competent Authority.		
6.	Headquarters Appointment on	MCL HQ., Burla, Sambalpur		
7.	Consolidated monthly compensation/honorarium & other benefits	(I) Consolidated Monthly Compensation/Honorarium	E-7 : Rs.90,000/- E-8 : Rs. 1,05,000/-	(retired in pay scale of Rs.1,00,000 – 2,60,000 for E-7 Grade and Rs.1,20,000-2,80,000/- for E-8 Grade)
		(II) Conveyance Charges	Company shall provide Conveyance for full time Advisors as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charge.	
		(III) Accommodation Facility	Suitable company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as under:	
		For X Class Cities	27% of Consolidated Pay per month.	
		For Y Class Cities	18% of Consolidated Pay per month.	
		For Z Class Cities	9% of Consolidated Pay per month.	
		The classification of the Cities for this purpose would be as per classification of Cities as circulated by DoE vide OM dated 07.07.2017. In the event of Company's accommodation, the house rent, as applicable to Executives on roll, will be recovered.		

*Company*

		(IV) Re-imbursment for Mobile Telephones	Re-imbursment for the use of mobile telephones based on the actual bills or Rs.750/- p.m. whichever is less.
		(V) Medical	All executives of CIL covered under the Post Retiral Medical Benefits Scheme will continue to be governed by the said scheme. Those appointed, who were not under the roll of CIL, will be given the same coverage of benefit, if they are not covered under any post retiral medical scheme.
		(VI) Leave	The Advisor shall be entitled for paid leave of 15 days in every six months in addition to the paid holidays in the establishment. The paid leave shall be regulated as per the provisions of EL (Earned leave) applicable to the Executive cadre employees under the CIL Executive Leave Rules. However, the paid leave admissible as above are not encashable. The accumulated leave shall stand lapsed on the expiry of each period of engagement of an Advisor.
		(VII) TA/DA	TA/DA and other boarding/lodging charges shall be payable as per entitlement applicable to the existing executives of equal grades whenever tours are undertaken for the jobs related to assignment.
8.	Terms and conditions	<p>a) The engagement of Advisor shall be subject to Medical fitness to be certified by Company / Govt. Medical officer.</p> <p>b) Notice period for termination of contract – one month's notice or consolidated compensation amount from either side.</p> <p>c) Secrecy: The Advisors will maintain secrecy/confidentiality in respect of information/documents/ materials etc as per extant CIL policy/scheme.</p> <p>d) Prohibition on other Full time Engagement - Advisor shall not accept any full time appointment or post, whether advisory or administrative, in any other Firm or Company during the period of their engagement with CIL and its Subsidiaries.</p> <p>e) The Company reserves the right to withdraw or modify this notification anytime without assigning any reason.</p> <p>f) Tax/GST – Will be applicable as per rule. (In case payment of GST is required, then the same shall be re-imbursed on production of proof of such payment).</p> <p>g) Other terms and conditions will be as per CIL's policy in vogue.</p>	
9.	Selection Process	The applicants fulfilling eligibility criteria and other conditions as per notification shall be shortlisted and invited for interview for final selection. No TA will be paid to any candidate for appearing in interview/selection process.	

Interested candidates fulfilling the above criteria may submit their resume in the prescribed **Application Format (Annexure-'A')** along with the following self-attested documents:

1. Proof of Age (Matriculation certificate)
2. Superannuation notice/order
3. Certificates of qualification
4. Documents in support of experience

The application in prescribed format along with self-attested copies of required documents may be sent to the office of the **Dy.General Manager(P-EE), Executive Establishment Deptt., MCL HQ, At/PO: Jagriti Vihar, Dist: Sambalpur – 768020, Odisha**, in the email id [gm-ee.mcl@coalindia.in](mailto:gm-ee.mcl@coalindia.in), latest by **05.03.2024 by 5:00 PM. Application sent by Post / Hard Copy will not be entertained.**

The incomplete applications in any respect will be liable for rejection.

**Important Points :-**

1. The applications received after the last date of submission will not be entertained.
2. MCL 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 in this notification will be given in MCL website only.
3. All correspondences with the candidate shall be made through email as given in the application. However, important information will also be available at MCL's website.

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4. MCL reserves the right to short-list candidates for interview/selection process. No TA will be paid to any candidate for appearing interview/selection process.

*Leung*  
*21/02/2024*  
Dy. General Manager (Pers-EE),  
MCL HQ., Jagriti Vihar,  
Burla, Sambalpur.

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- 13. Special Achievement (if any)
- 14. Details of Vigilance/Departmental Case or Court case (if pending):
- 15. Date of Superannuation (Enclose self-attested copy of superannuation notice)
- 16. Any other information relevant to the post

**CERTIFICATE**

I certify that the information/documents provided herein above are true to the best of my knowledge. In case, any of the information/documents are found to be incorrect/false at any stage then my candidature/appointment will be liable to be cancelled. I have read the detailed advertisement / notification, qualify towards eligibility conditions for the post, I am applying.

Signature of the candidate with date

List of Enclosures :-

- 1.
- 2.

(For Newspaper Publication)

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**The last date of receipt of Application Form is 05.03.2024 upto 5.00 PM.**

Application format can be downloaded from the website. Duly filled in application along with attested copies of all relevant documents are to be sent by the applicant to the Dy. General Manager(Pers/EE), Mahanadi Coalfields Ltd., At/PO: Jagruti Vihar, Burla, Dist: Sambalpur – 768020, Odisha, in the email id [gm-ee.mcl@coalindia.in](mailto:gm-ee.mcl@coalindia.in) **only**.

*Copy 21/02/2024*  
Dy.General Manager(Pers-EE),  
MCL HQ., Jagruti Vihar,  
Burla, Sambalpur.

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