

नॉर्दन कोलफील्ड्स लिमिटेड  
(मिनिरात्र कंपनी)  
(कोल इण्डिया लिमिटेड की अनुषंगी कंपनी)



**Northern Coalfields Limited**  
(A Miniratna Company)  
(A subsidiary of Coal India Limited)

अधि. स्था. विभाग/Executive Establishment Department



CIN- U10102MP1985GOI003160

An ISO: 9001, ISO: 14001 & OHSAS: 18001 Certified Company

पोस्ट-सिंगरौली कोलियरी, जिला- सिंगरौली, म.प्र., पिन 486889/ Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Phone: 07805- 266542, (FAX) 266640 email: gmee.ncl@coalindia.in website : www.nclil.in

No. NCL/SGRL/EE/Notification/Advisor(Sectt.)/2020/1233

Date: 22.12.2020

**NOTIFICATION FOR ENGAGEMENT OF FULL TIME ADVISOR(SECRETARIAL) IN NCL ON CONTRACT BASIS AS PER CIL'S POLICY FOR AVAILING SERVICES OF THE RETIRED CMD'S/DIRECTORS/SR. LEVEL EXECUTIVES ETC AS FULL TIME/PART TIME ADVISORS**

Northern Coalfields Limited (A Subsidiary of Coal India Limited) invites applications for engagement of Full Time Advisor (Secretarial) from retired executives of Secretarial discipline from CIL & its subsidiaries, PSUs/autonomous organizations of Central/State governments on contractual basis for an initial period of 1 (one) year. The contract may be extended for another one year or till attainment of age of 65 years, whichever is earlier, depending upon requirement and satisfactory performance & fulfillment of norms as per CIL's policy. VRS optees will not be considered.

The eligibility criteria, terms of engagement, pay & allowances, other benefits are mentioned below.

1.	<b>Name of Post</b>	Full Time Advisor (Secretarial)
2.	<b>No. of Posts</b>	1 (one)
3.	<b>Nature of work</b>	The incumbent will function as Full Time Advisor (Secretarial). His services will be utilized for assistance/advice to CMD/Directors/GMs/HODs as per requirement on day to day basis. He shall also be responsible for any other works/jobs that are assigned to him/her as per requirement.
4.	<b>Qualification</b>	Graduate in Arts/Science/Commerce or Equivalent.
5.	<b>Experience</b>	Minimum 5(Five) years in Secretarial discipline preferably with Board Level Executives.
6.	<b>Max. Age Limit</b>	Not more than 65 years during the Contract period
7.	<b>Terms &amp; Conditions</b>	The selected advisor would be stationed at any of the HQ Estb./Areas of Northern Coalfields Limited a. The engagement of Advisor shall be subject to Medical Fitness to be certified by Company Medical Officer b. <b>Notice period for termination of Contract-</b> 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

*[Signature]*  
22.12.2020

		<p>himself with any other business during his tenure as Advisor. He shall perform the duties of the Advisor with due diligence.</p> <p><b>d. Tax-</b> In case payment of GST is required, the same shall be reimbursed on production of proof of such payment.</p> <p><b>e.</b> Other terms and conditions will be as per CIL's policy in vogue.</p>
8.	Remuneration and other benefits	<p><b>(i) Consolidated Monthly Compensation/ Honorarium</b> As per CIL's Policy.</p> <p><b>(ii) Conveyance charges-</b> 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 charges.</p> <p><b>(iii) Accommodation facility-</b> Suitable Company's accommodation shall be provided on availability. However, if Company's accommodation is not available, a consolidated amount will be paid @8% of consolidated pay.</p> <p><b>(iv)</b> Re-imburement for the use of mobile telephones based on actual bills or Rs. 750/- p.m. whichever is less.</p> <p><b>(v)</b> Medical, Leave and TA/DA shall be governed as per CIL's Policy.</p>

Application in prescribed format (Annexure A) is attached herewith.

Interested Candidates fulfilling the above criteria may submit their application forms along with following self attested documents-

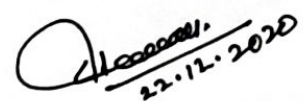
1. Proof of Age (Matriculation Certificate)
2. Retirement/ Superannuation Notice
3. Certificates of Qualification and Experience

These documents along with Application Form must reach the office of "General Manager (Pers-EE), NCL, Post – Singrauli, Distt-Singrauli (MP) PIN-486889" through email at [gme.ncl@coalindia.in](mailto:gme.ncl@coalindia.in) OR by Registered post/Speed post OR through personal delivery in Central Receipt/Dispatch section of NCL HQ Singrauli by **11<sup>th</sup> January 2021**. The Company or NCL Management shall not be held responsible for delay in transit, if any. Applications received after the due date will not be considered.

All correspondence with the shortlisted candidates shall be made on the postal address/ email address given in the Application Form.

Cutoff date for the eligibility will be **11<sup>th</sup> January 2021**.

NCL reserves the right to shortlist candidates for Interview/Selection process. Selection will be done on the basis of performance in the interview.



  
22.12.2020

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NCL 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 published on NCL website only.

No TA/DA will be paid to any candidate for appearing in interview/selection process.

The decision of Competent Authority of NCL in the matter will be final & binding upon all.

  
22.12.2020  
(S. S. Hassan)  
General Manager (Pers-EE)  


**Distribution :**

1. TS to D(P&IR), CIL, Kolkata
2. TS to CMD, NCL, Singrauli
3. TS to D(P)/D(T/O)/D(T/P&P)/D(F), NCL
4. GM(P-EE)/HOD(P-EE) - CIL/MCL/ECL/BCCL/CCL/SECL/WCL/CMPDIL - For wide circulation in their Subsidiary Company.
5. All HODs/GMs, NCL HQrs.
6. All GMs, Areas/Units, NCL.
7. GM(System) NCL - With a request to upload on NCL Website.
8. All Notice Boards, NCL HQrs.

**Copy to :**

GM(System) /HOD(System) - CIL/MCL/ECL/BCCL/CCL/SECL/WCL/CMPDIL - With a request for uploading the Notification on their official websites

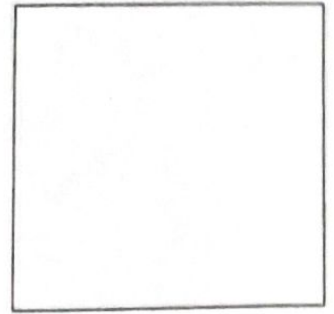
**Copy for kind information to:**

Director(Personnel), NCL.

**APPLICATION FORMAT**

**FOR THE POST OF FULL TIME ADVISOR(SECRETARIAL) IN NORTHERN COALFIELDS LIMITED**

- 1 Ref. No. & Date of Notification:
- 2 Name:
- 3 Father/Spouse's Name:
- 4 Date of Birth:
- 5 Present address for communication:
- 6 Permanent address:
- 7 Contact No. & Email ID:
- 8 Caste- Gen/SC/ST/OBC:
- 9 Educational Qualification (self attested certificates to be enclosed) :
- 10 Work Experience :
- 11 Special Achievements,( if any):
- 12 Designation held and EIS No. ( prior to retirement, if retired from CIL or its subsidiary) :
- 13 Total period of service rendered prior to retirement :
- 14 Details of any Departmental Case/ Court case pending, if any, on the date of application :
- 15 Any other information



Certified that the information furnished above is true and correct to the best of my knowledge and belief.

Signature of the Applicant with date

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_