

**EASTERN COALFIELDS LIMITED**

**Notification for engagement of full time Advisor(Secretarial) in ECL on contract basis**

Eastern Coalfields Limited (A Subsidiary of Coal India Limited) invites application for engagement of Advisor(Secretarial) from retired executives of Secretarial Discipline of E-2/E-3/E-4/E-5/E-6/E-7 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 one year. The contract may be extended for another year depending upon requirement and satisfactory performance. VRS optees will not be considered.

1	No. of posts	3(Three)
2	Maximum age limit	Not more than 65 years as on 30.04.2018
3	Nature of work	As Advisor (Secretarial), ECL his services will be utilized mainly for Secretarial assistance to Directors/GMs/HODs as per requirement on day-to-day basis. In addition, contributing in overcoming major constraints & bottleneck faced by departments of the domain they are engaged for. Identifying non-value adding activities that may be eliminated and to advice on the gainful alternative deployment of resources that were engaged in such non-value adding activities. To come out with innovative ideas to simplify and shorten the processes of workflow reasonably to accelerate the pace of obtaining the end result.
4	Remuneration and other benefits	<p>Consolidated Monthly Compensation</p> <p>Retd. E-2 - Rs.25000, Retd. E-3 -Rs. 30000, Retd. E-4 – Rs.35000, Retd. E-5 – Rs.40000 Retd. E-6 – Rs.50000, Retd. E-7 – Rs.60000. This compensation would be revised after the implementation of 2017 Pay Revision of Executives.</p> <p>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 charges.</p> <p>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 @ 8% of consolidated pay.</p> <p>(iii) Mobile sim with CUG facility for all grades</p> <p>(iv) Medical, Leave and TA/DA shall be governed as per CIL's policy</p>
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"><li>The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical Officer</li><li>Notice Period for termination of contract – one month's notice or consolidated compensation amount from either side.</li><li>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.</li><li>Tax – In case payment of service Tax is required, then the same shall be re-imbursed on production of proof of such payment.</li><li>Other terms and conditions will be as per CIL's policy in vogue.</li></ol>

The Application Forms can be downloaded from ECL website [www.easterncoal.gov.in](http://www.easterncoal.gov.in) under the caption "Recruitment**Notices**".

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

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

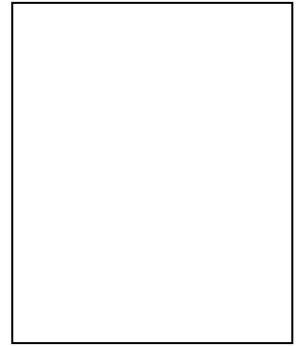
These documents alongwith application format should reach the office of GM(EE), ECL, Sanctoria, P.S. Disergarh, Pin-713333, Burdwan(W.B) latest by 15<sup>th</sup> June 2018 by Registered post/Speed Post only.

Following important points may also be noted:

- (i) Applications received after 15<sup>th</sup> June 2018 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.

General Manager (P/EE)  
Eastern Coalfields Limited

**APPLICATION FORMAT**



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

1. Name(in block letter)
2. EIS No.(if retired from CIL)
3. Father's Name
4. Present address for communication
  
5. Contact No. a) Telephone b) Mobile:
6. E-mail ID:
7. Permanent Address
8. Caste(Gen/SC/ST/OBC)
9. Date of Birth:
- 10.Educational Qualification
- 11.Experience:
- 12.Details as prescribed below:

Name of Organisation/Deptt.	Last Post Held	Grade	Basic Pay with Grade Pay( <b>where applicable</b> )	Discipline	Period of last post held	Remark
-----------------------------	----------------	-------	---	------------	--------------------------	--------

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

Signature of the candidate with date

List of Enclosures: