



## SOUTH EASTERN COALFIELDS LIMITED

(A Subsidiary Company of Coal India Ltd.)

CIN : U10102CT1985GOI003161

EXECUTIVE ESTABLISHMENT DEPARTMENT

REGD. OFFICE: SEKPAT ROAD, BILASPUR (CG) 495 006

Phone: 07752-246336, E-Mail: [esec@secl.coil.co.in](mailto:esec@secl.coil.co.in)

Ref: SECL/BSP/EE/Notification/Advertis(Secr.)/2023/ 1754

Date: 24.01.2023

### **NOTIFICATION FOR ENGAGEMENT OF FULL TIME ADVISOR (SECRETARIAL) IN SECL 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.**

South Eastern Coalfields Limited (A Subsidiary of Coal India Limited) invites applications for engagement of One 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 06 (six) months which can be extended upto two years, subject to requirement and satisfactory performance. **VRS optees will not be considered.**

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

1	Name of Post	FULL TIME ADVISOR (SECRETARIAL)						
2	No. of Posts	1 (One)						
2	Nature of work	The incumbent will function as Full Time Advisor (Secretarial). His services will be utilized for assistance/advice in the office of Chairman-cum-Managing Director Secretariate SECL, as per requirement on day-to-day basis. Preparing of reports/orders/letters and various communications. He shall also be responsible for any other works/jobs that are assigned to him/her as per requirement.						
4	Qualification	Graduate in any discipline.						
5	Experience	Minimum 5 (Five) years in Secretarial discipline from retired executives of Secretarial discipline from CIL & its subsidiaries, PSUs/autonomous organizations of Central/State governments, Officers of class-C and above of Central & state Govt. (Non-clerical) & members of National level professional institutions. Preference will be given to those who have experience of working with Board level Executives.						
3	Maximum age limit for eligibility	Applicants should be more than 61 years but not more than 65 years during the contract period. Engagement will not be beyond his/her attaining the age of 65 years. Cut off date for the eligibility will be the date of Notification.						
4	Consolidated Honorarium and other benefit	(1) Consolidated Monthly Compensation/Honorarium : <table border="1"><thead><tr><th>Grade of Retd. Executive</th><th>Compensation/ Honorarium</th></tr></thead><tbody><tr><td>E-8</td><td>Rs. 1,05,000/- p.m.</td></tr><tr><td>E-7</td><td>Rs. 90,000/- p.m.</td></tr></tbody></table>	Grade of Retd. Executive	Compensation/ Honorarium	E-8	Rs. 1,05,000/- p.m.	E-7	Rs. 90,000/- p.m.
Grade of Retd. Executive	Compensation/ Honorarium							
E-8	Rs. 1,05,000/- p.m.							
E-7	Rs. 90,000/- p.m.							

*[Signature]*

		E-6	Rs. 75,000/- p.m.
		E-5	Rs. 60,000/- p.m.
		E-4	Rs. 52,500/- p.m.
		E-3	Rs. 45,000/- p.m.
		E-2	Rs. 37,500/- p.m.
		<p>(ii) <b>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 used @ 8% of consolidated pay. In the event of Company's accommodation, the house rent as applicable to Executives on call will be recovered.</p> <p>(iii) <b>Conveyance charges:</b> Company shall provide conveyance for full time Advisor's 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>(iv) <b>Reimbursement for the use of mobile telephones</b> based on the actual bills or Rs.750/- p.m. whichever is less.</p> <p>(v) <b>Medical leave and TA/DA</b> shall be governed as per CIL's Policy for availing the services. as full time/part time Advisors.</p>	
5	<b>Terms &amp; Conditions</b>	<p>(i) The selected Advisor (Secretariat) would be stationed at SECL/HQ as per the requirement of the Company.</p> <p>(ii) The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical Officer.</p> <p>(iii) Notice period for termination of Contract - One month's notice or consolidated honorarium from either side.</p> <p>(iv) The Advisor has to maintain the integrity and secrecy of the Company's business and shall not engage himself/herself with any other business during his/her tenure as Advisor. He shall perform the duties efficiently, diligently and shall devote his whole time to the company. He/she shall honestly and faithfully serve the Company during the period of engagement.</p> <p>(v) <b>Tax</b> - In case of payment of GST is required, the same shall be reimbursed on production of proof of such payment.</p> <p>(vi) Other terms &amp; conditions as per CIL's Policy in vogue.</p>	

The Application Form can be downloaded from SECL website [www.secl.coil.org](http://www.secl.coil.org) under the caption "Career". Interested candidates fulfilling the above criteria may submit their resume along with following (self-attested) documents -

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

These documents along with duly filled and signed application form should reach to the Office of Dy.GM(F/E), Executive Establishment Department, South Eastern Coalfields Limited, Seepat Road, Bilaspur, Chhattisgarh, Pin- 495006, latest by 03.05.2023 by 5:00 PM by Registered Post/Speed Post/email to email id - [gmee-secl@coal.nclia.in](mailto:gmee-secl@coal.nclia.in).

Following important points may also be noted.

- (i) Application received after 03.05.2023 by 5:00 PM will not be considered and the company will not be responsible for any postal delay/loss in transit or submission of application within specified time.
- (ii) Any modification/amendments, if any, in this notification will be given on SECL website only.
- (iii) All correspondence with the candidates shall be made as per his/her address/email ID as given in the application. However, important information will also be available on SECL website.

- (iv) SECL reserves the right to shortlist candidates for interview/selection process. Selection will be done on the basis of performance in the interview.
- (v) No TA/DA will be paid to any candidate for appearing in Interview/selection process.
- (vi) The decision of SECL Management in the matter will be final and binding upon all.

*Sujata*  
24/4/2023  
Dy. General Manager (Pers/EE)  
SECL HQ., Bilaspur

**Distribution :**

1. TS to D(P&IR), CIL, Kolkata.
2. GM(Vig), SECL.
3. GM(P/PCJ), CIL.
4. TS to D(P), SECL.
5. TS to CMD, SECL, Bilaspur
6. TS to D(T/O)/D(T/P&P)/D(F), SECL.
7. GM(P/EE)/HOD(P/EE), CIL/MCL/NCL/ECL/BCCL/CCL/WCL/CMPDIL ... For wide circulation in their Subsidiary Company.
8. All HODs, SECL HQs.
9. All GMs, Areas, SECL.
10. HOD(System), SECL ... with a request to upload on SECL website.
11. All Notice Boards, SECL HQ.

**Copy to :**

GM(System)/HOD(System), CIL/MCL/ECL/BCCL/CCL/WCL/NCL/  
CMPDIL... with a request for uploading the  
notification on their official websites.

**Copy for kind information to :**

Director (Pers.), SECL

**APPLICATION FORMAT**

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



- 1) Ref. No. & Date of Notification:
- 2) Name (in Block Letter) :
- 3) Father/Spouse's Name :
- 4) Date of Birth :
- 5) Present Address for communication.
- 6) Contact No.
  - a) Telephone :
  - b) Mobile :
  - c) E-Mail ID :
- 7) Permanent Address :
- 8) Caste (Gen/SC/ST/OBC):
- 9) Date of superannuation
- 10) Educational Qualification
- 11) Experience details as prescribed below:



Name of the Org / Dept from where retired	Last post held/EIS No.	Grade	Pay Scale	Basic Pay with grade pay (where applicable)	Discipline	Period	Remarks

- 12) Special Achievement (if any) :
- 13) Details of any Departmental/Vigilance Case or Court Case (if any)
- 14) Superannuation Notice No. & Date (Enclose documents):
- 15) Any other information

**Declaration**

I, \_\_\_\_\_ (Name), hereby certify that the details furnished by me in point no. 1 to point no. 15 are true to the best of my knowledge and belief

Signature of the candidate

Date

Place.

List of enclosures: