



वेस्टर्न कोलफील्ड्स लिमिटेड
(भारत सरकार का उपक्रम)

Western Coalfields Limited
(A Govt. Of India Enterprise)

Regd. Office.: Coal Estate, Civil Lines, Nagpur - 440 001
पंजीकृत कार्यालय : कोल एस्टेट, सिविल लाइन्स, नागपुर - 440 001
Website : westerncoal.nic.in

संदर्भ संख्या.: वेकोलि/कार्मिक/ Advisor (Secretarial)/2025/598

दिनांक: 01.03.2025

WESTERN COALFIELDS LIMITED

Notification for engagement of 01 (one) full time Advisor (Secretarial) on contractual basis at WCL

Western Coalfields Limited (A subsidiary of Coal India Limited) invites application for the engagement of **1 (one) full time Advisor (Secretarial) on contractual basis**, for an initial period of two years from **Retired official** of Secretarial discipline from Public Sector Undertaking/Central/ State Government / Similar Organisation. The contract may be extended for another two years (1+1) or till attainment of age of 65 years whichever is earlier depending upon the requirement, satisfactory performance and fulfillment of norms as per CIL's Policy. **VRS** optees will not be considered.

The Eligibility criteria, Terms of Engagement, Benefits and other details are mentioned below:

Sl.	Particulars	Description																
1.	Name of Post	Full Time Advisor (Secretarial)																
2.	No. of posts	01 (One)																
3.	Nature of work	As Full Time Advisor (Secretarial), services will be utilized for: 1. Managing the day to day work of Secretariat 2. Visitor travel and guest management 3. Managing telephone calls, emails and preparing presentations, reports etc. 4. Scheduling important events, visits etc of the Chief Executives 5. Any other work/jobs that are assigned as per requirement.																
4.	Maximum age limit for eligibility	Not more than 65 years during the Contract period. However CIL reserves the right to select eligible candidates above 65 years also with Competent Approval. Note: Any Advisor shall not work beyond 70 years of age.																
5.	Minimum Educational Qualification	Graduate in any discipline.																
6.	Minimum Experience	Minimum 5 (Five) years in Secretarial Discipline preferably worked with Board Level Executives of the organisation.																
7.	Remuneration & other Benefits	(i) Consolidated Monthly Compensation /Honorarium: As per CIL's policy for availing services of the retired CMD's/Directors/Sr. Level Executives, etc. as full time/ part time Advisor (copy attached) <table border="1"><thead><tr><th>Grade of Retd. Executive & equivalent</th><th>Compensation/Honorarium (Rs./month)</th></tr></thead><tbody><tr><td>Retired E-8 grade executive</td><td>Rs. 1,05,000/-</td></tr><tr><td>Retired E-7 grade executive</td><td>Rs. 90,000/-</td></tr><tr><td>Retired E-6 grade executive</td><td>Rs. 75,000/-</td></tr><tr><td>Retired E-5 grade executive</td><td>Rs. 60,000/-</td></tr><tr><td>Retired E-4 grade executive</td><td>Rs. 52,000/-</td></tr><tr><td>Retired E-3 grade executive</td><td>Rs. 45,000/-</td></tr><tr><td>Retired E-2 grade executive</td><td>Rs. 37,500/-</td></tr></tbody></table>	Grade of Retd. Executive & equivalent	Compensation/Honorarium (Rs./month)	Retired E-8 grade executive	Rs. 1,05,000/-	Retired E-7 grade executive	Rs. 90,000/-	Retired E-6 grade executive	Rs. 75,000/-	Retired E-5 grade executive	Rs. 60,000/-	Retired E-4 grade executive	Rs. 52,000/-	Retired E-3 grade executive	Rs. 45,000/-	Retired E-2 grade executive	Rs. 37,500/-
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The honorarium will be fixed on the basis of their last drawn pay scale and matching in to the equivalent grade of CIL.

(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	For Y Class Cities	For Z Class Cities
24% of Consolidated Pay per month	16% of Consolidated Pay per month	8% of Consolidated Pay per month

(iv) **Re-imbusement for Mobile Telephones:** Re-imbusement for the use of mobile telephones based on the actual bills or Rs. 750/- per month 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 spell 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 is 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**

- a) The selected Advisor (Secretarial) would be stationed at WCL(HQ), Nagpur and will be reporting to TS to CMD, WCL HQ
- b) The engagement of Advisor (Secretarial) shall be subject to Medical Fitness to be certified by Company's Medical officer.
- c) Notice period for termination of contract will be one month's notice or consolidated compensation amount from either side.
- d) The Advisor will maintain all information /documents/materials gathered during the course of engagement in strict confidence. They will not copy or make notes of such information/documents except in conjunction

		<p>with the work for the Company. They will not divulge to anyone outside the Company or use any of the information/documents/materials gathered during the course of engagement for their own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/confidential information/documents of third parties received by them or the Company in the normal course of the engagement with the Company.</p> <p>The Advisor shall, while demitting the office, handover all information/documents/materials (in soft/hard format) under their possession, during the engagement period, to the concerned HoD.</p> <p>e) Vigilance/Departmental Clearance – The rules of promotion on the matter of vigilance/departmental/safety clearance shall hold good on the matter of appointments/engagements of retired officials of Coal India Limited.</p> <p>Further, compliance to circular No. 07/05/21 dated 03.06.2021 of Central Vigilance Commission to be made regarding procedure for officials other than that of Coal India Limited.</p> <p>f) Tax – In case payment of GST is required, the same shall be reimbursed on production of proof of such payment.</p> <p>g) Performance Review – The value addition by the Advisor will be reviewed on the parameters as mentioned in Nature of Work by the Management and on being found satisfactory, approval for further extension may be granted as provided under CIL's Policy.</p> <p>h) Joining on appointment – The advisor is required to join within 15 days of the offer of engagement or in exceptional circumstances, as approved by the concerned Functional Director. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdraw automatically.</p> <p>i) 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>j) Other Terms and Conditions will be as per CIL's policy in vogue.</p>
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Interested candidates fulfilling the above criteria may submit their application in the format attached as Annexure-I along with following (self attested) documents by 15.03.2025:

1. Proof of Age (Matriculation certificate).
2. Superannuation notice.
3. Certificates of qualification.
4. Details of Experience with Certificate from relevant organization.
5. Certificate of scale of pay.

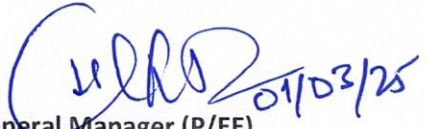
Cutoff date for the eligibility will be 15.03.2025

The application in the prescribed format along with self attested copies of required documents should reach the office of HOD(Personnel)/EE, Executive Establishment Department, Western Coalfields Limited, Civil Lines, Nagpur - 440001 (MS) by registered Post/Speed Post only.

The application should super scribe "Application for the the post of Full Time Advisor (Secretarial), WCL" on the envelope.

Following important points may also be noted:

1. Applications received after **15.03.2025, 5 PM** will not be considered and company will not be responsible for any postal delay/lost in transit in submission on application within specified time.
2. WCL 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 modification/amendments, if any, in the notification will be given in WCL website only.
3. All correspondence with the candidates shall be made as per his/her address/ email ID given in the application. However, important information will also be available at WCL's website.
4. WCL reserves the right to shortlist candidates for interview/ selection process for the post of Full Time Advisor (Secretarial). No T.A will be paid to any candidate for appearing in interview/ selection process.


General Manager (P/EE)
WCL HQ, Nagpur

Distribution:

1. The Director (Personnel)/Director (Tech/Opn)/ Director (Tech/P&P)/ Director (Finance), WCL
2. The CVO, WCL
3. The TS to Director (MP & IR), CIL
4. The TS to CMD, WCL
5. The TS to Director (Personnel)/Director (Tech/Opn)/ Director (Tech/P&P)/ Director (Finance), WCL
6. The General Manager (System), WCL HQ-With a request to upload the notification on WCL's website
7. The GM (P/EE)/HOD (P/EE) CIL/MCL/ECL/BCCL/CCL/SECL/CMPDIL: For circulation in subsidiary company.
8. GM (System)/HOD (System): NCL/SECL/CCL/BCCL/MCL/CMPDIL: with a request for uploading the notification on company website.

APPLICATION FORMAT**FOR THE POST OF FULL TIME ADVISOR (Secretarial) in WESTERN COALFIELDS LIMITED, NAGPUR**

1. Name (in block letter):
2. Designation (at the time of retirement):
3. Father/Husband's Name:
4. Present address for communication:
5. Contact Number:
6. Email ID:
7. Permanent Address:
8. Caste Gen/SC/ST/OBC:
9. Date of Birth:
10. Date of Superannuation with
Superannuation Notice No.
11. Education Qualification :
12. Experience details:

<p>PHOTO</p> <p>(Self Attested)</p>

S.No.	Name of Company/Dept. with details	Details of Posting (Design., place of posting)	Period of work		Nature of Work
			From	To	

13. Details of employment before superannuation:

Name of Organization/ Deptt.	Address of Organization/ Deptt.	Last Post Held	Grade	Basic pay drawn with Grade Pay (where applicable)	Discipline	Period of last post held	Remarks

14. Special Achievement (if any):
15. Details of any Vigilance/Departmental/Safety/Court/Police case (if pending):
16. Any other information relevant to the post:

Declaration

I _____ (Name), hereby certify that the details furnished by me in point no. 1 to point no. 16 are true to the best of my knowledge and belief.

List of Enclosures

Signature of the candidate with date