



कोल इण्डिया लिमिटेड/Coal India Limited

Notification 01/2025

Coal India Limited (CIL) is a Maharatna company - a privileged status conferred by Government of India to selected State owned enterprises in order to empower them to expand their operations and emerge as global giants.

CIL, the state owned coal mining corporate, came into being in November 1975 with a modest production of 79 Million Tonnes (MTs) at the year of its inception, CIL today is the single largest coal producer in the world and one of the largest corporate employers. Operating through 83 mining areas and spread over eight (8) states of India. CIL is a holding company with 13 subsidiaries.

CIL, having registered office at Coal Bhawan Premise No-04 MAR, Plot No-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156 is planning to impart practical training to two Executive qualified students of the Institute of Company Secretaries of India (ICSI) as per the following terms & conditions:

1. Scope of work of the stipend trainees:

The Students after passing Executive Programme of ICSI will be under practical training for the period of 21 months from the date as may be notified.

They shall undergo practical training in various fields viz. (i) Filing of various e-forms/ returns (ii) assisting in organizing Board meetings/ Annual General Meetings/ Extra-ordinary General Meetings/ Various Committee meetings (iii) assisting in the matter of disinvestments/ IPOs (iv) assisting in various other Secretarial and Legal matters (v) assisting in formation of Joint Venture/ Subsidiary Companies, etc.

2. Selection of the Students:

Two (2) Students will be selected by CIL based on their suitability, aptitude & requirement and on selection, they will be placed for training in CIL(HQ), Kolkata.

3. Stipend:

The monthly stipend of **₹22,000/-** (all inclusive) will be given during the training period to the Executive Qualified Students.

4. Accommodation:

Bachelor Accommodation may be provided to the students subject to availability. No charge shall be levied for such accommodation.

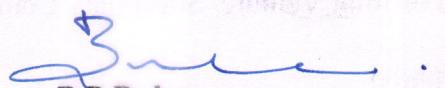
5. Working Hours and Terms and conditions:

- a) The students shall be entitled for maximum number of 52 days leave during the entire practical training period of 21 months.
- b) The students availing leave in excess of their leave which they are entitled, shall be required to undergo training for a further period equivalent to excess leave taken by them.
- c) They shall agree to stay beyond normal working hours whenever required and for this no extra stipend will be paid to them.
- d) Unauthorized absence for consecutive 10 days will disqualify them for imparting further training.
- e) They shall also maintain absolute integrity and maintain the secrecy of the documents they come across during the course of training
- f) They shall not share any information without prior approval of the Management.

6. Execution of Training Deed:

In terms of training scheme of the Institute, a student is required to execute a bond with the organization that the trainees shall have no claim whatsoever of any kind of employment with the employer either in the intervening period or on completion of training period.

Interested students can email their CVs to comsec2.cil@coalindia.in & ipshaw.cil@coalindia.in by **06/05/2025**. Only those candidates who will apply against this advertisement shall be considered for the training. Even if someone had applied earlier for the aforesaid training has to re-apply against this advertisement.



B.P.Dubey,

**Company Secretary,
Coal India Limited**

**Office: 3rd Floor, corporate Block,
Coal Bhawan,**

**Premise No-04, Mar, Plot No-AF-III, Action Area-1A,
Newtown, Rajarhat, Kolkata- 700156**

Phone: 033-71104368