



Central Coalfields Limited

Notification- 01/2024

Central Coalfields Limited (CCL) was incorporated under the Companies Act, 1956 and is a wholly owned subsidiary of Coal India Limited (Listed "Maharatna" Company) and was granted Miniratna Status in the year 2010 and is currently operating :

- ✓ 36 Operative Mines: 03 Underground & 33 Opencast Mines;
- ✓ 5 Washeries: 4 Coking Coal Washeries;
- ✓ 1 Central Workshop and 5 Regional Repair/Workshops;
- ✓ 7 Coalfields.

CCL is having its registered office at Darbhanga House, Ranchi-800029 which is planning to impart practical training to two (2) Executive/Professional qualified students of the Institute of Company Secretaries of India (ICSI) as per the following terms conditions:

➤ **Scope of the stipend trainees:**

The students who have passed executive /professional program of ICSI and completed one month of Executive Development Programme (EDP) will be under practical training for the period of 21 months from the date as may be notified.

They shall undergo practical training various fields (i) of various e-forms/ returns (ii) assisting organizing Board meetings/ Annual General Meetings/ Extraordinary General Meetings/ Various Committee meetings (iii) assisting in the drafting of various documents as required (iv) assisting in various other Secretarial matters, Legal Matters and other day to day work, etc.

➤ **Selection of the Students:**

Two (2) Students who are eligible as per ICSI regulation will be selected by CCL based on their performance in the interview and on selection, they will be placed for training in Company Secretary Department, CCL(HQ), Ranchi. Student will be selected in the ratio of **1:1** from the Executive and Professional passed category. In case no application received from professional passed students, two (2) students from executive passed will be selected for imparting training. The decision of CCL on the selection of the students will be final.

➤ **Stipend:**

The monthly stipend of Rs.10,000/- and Rs. 12,000/- (all inclusive) will be given during the training period to the Executive and Professional Qualified Students respectively.

➤ **Accommodation:**

No accommodation facility will be provided to the students who are selected for imparting practical training at CCL and hence they shall arrange their own accommodation during the training period.

➤ **Working Hours and Other Terms and conditions:**

- a) The Selected students shall be entitled for leave as per ICSI regulations and CIL scheme for imparting CS training during the entire practical training period of 21 month.

- 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) Only those students who have applied for undergoing training for complete 21 months will be considered.
- d) The selected students for training shall maintain absolute integrity and secrecy of the documents they come across during the course of their training at CCL.
- e) They shall not share any information without prior approval of the Management.
- f) Candidates are advised to carefully read the full advertisement for the details of educational qualifications and other eligibility criteria before submission of application.
- g) All other terms which are not mentioned in this notification of the CS training will be guided by ICSI regulations and CIL scheme for imparting training to the CS students.
- h) No TA/DA will be paid to the applicants who are called for the selection process.
- i) Candidates are required to give valid/active mobile No. and e-mail id which must be valid/active for least next one year for all future periodical notices and other communications.
- j) Any material suppression of facts or submitting forged/false certificate shall lead to rejection of his/her candidature at any stage of selection process.
- k) Canvassing of any kind will disqualify the candidate. Selection process is done strictly on merit basis and candidates are advised not to fall prey to any unscrupulous elements.

➤ **Execution of Training Deed:**

In terms of regulations of the (ICSI), 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 (i.e. CCL) either in the intervening period or on completion of training period.

➤ **Application and Documents:**

Interested students will submit the prescribed application form (**provided as Annexure**) along with CV & documents specified to gmcompsectt.ccl@coalindia.in and kamal.raj18@coalindia.in or send by Regd./Speed post to "**The Company Secretary, Central Coalfields Limited, Darbhanga House, Ranchi- 834029, Jharkhand**" from 08/05/2024 to 21/05/2024. Application received beyond the aforementioned period will not be considered.

Application is to be submitted along with the following documents which will be verified with the original documents at the time of interview:

- 1) Updated CV
- 2) Self-attested copies of matriculation certificate
- 3) Self-attested copies of CS executive marksheet
- 4) Self-attested copies Professional pass certificate and marksheet (applicable only for Professional Pass Students).
- 5) Self-attested copies of certificate/proof of completion of one month Executive Development Programme (EDP).
- 6) Self-attested copy of any one of the Photo Identity proof viz. PAN Card/Adhar Card/Valid Driving License/Voter ID Card/Government issued ID.



The shortlisted eligible student will be intimated about the date & time of the Interview through E-mail/Telephone and accordingly they have to appear in the interview along with the original documents for verification at CCL HQ, Ranchi. Non-Production of original documents at the time of interview will debar the candidate from appearing the interview. No TA/DA will be paid to the applicants who are called for the selection process.

Those candidates who will apply against this advertisement shall only be considered for the training. Even if someone had applied earlier for the aforesaid training has to re-apply against this advertisement.

Date: 07/15/24
Place: RANCHI


Amaresh Pradhan
Company Secretary
Central Coalfields Limited
Darbhanga House, Ranchi



APPLICATION FORM FOR CS TRAINEE IN CCL

Name	
Gender	
Father's Name	
D.O.B. (As per 10 th pass Cert.)	
Nationality	
ID Proof NUMBER (PAN Card/Adhar Card/Valid Driving License/Voter ID Card/Government issued ID)	
Address	
Year of Matriculation	
Whether pursuing any course other than CS? (If yes please mention)	
Whether applying for training at CCL for the complete period of 21 Months? (Yes / No)	
Year of CS passing CS Executive stage	
Marks Obtained (CS Executive module wise)	
Year of Passing CS Professional program (If professional Pass)	
Marks Obtained (CS Professional module wise)	
Whether Completed One Month EDP? (Yes / No)	
Email ID	
Mob No.	
Whether copies of necessary documents are attached? (Yes / No)	

Place:

Date:

Name:

Signature of the applicant: