

No. : 7/35/2023-PESB

**भारत सरकार**  
**Government of India**  
**कार्मिक एवं प्रशिक्षण विभाग**  
**Department of Personnel & Training**  
**(लोक उद्यम चयन बोर्ड)**  
**(Public Enterprises Selection Board)**

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ब्लॉक संख्या 14, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड  
 Block No.14, C.G.O. Complex, Lodhi Road  
 नई दिल्ली / New Delhi- 110003  
 Dated : 15/11/2023

सी. पी. एस. ई. का नाम NAME OF THE CPSE	Eastern Coalfields Limited
पद का नाम NAME OF THE POST	Director (Personnel)
रिक्ति की तारीख DATE OF VACANCY	01.09.2024
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule B
पद का वेतनमान SCALE OF THE POST	Rs. 160000 – 290000 (IDA)

## I. COMPANY PROFILE

Eastern Coalfields Limited (ECL) a subsidiary of Coal India Limited was incorporated on 1st November, 1975 by taking over 414 mines vested with Eastern Division of Coal Mines Authority Limited (CMAL) and the company commenced its commercial operation through its registered office & head quarter at Sanctoria (near Asansol), Paschim Bardhman, West Bengal. It operates mines in Raniganj, Saharjuri and Rajmahal coalfields located the states of West Bengal and Jharkhand. Operating locations have been divided into 13 administrative Areas being headed by a General Manager out of which 10 Areas are in the state of West Bengal and 3 Areas are in Jharkhand. The company carries the legacy of commencing commercial coal extraction in India at Raniganj coalfield more than tow centuries ago in 1774. Eastern coalfields Limited has been carrying out its objectives through its vision ot provide energy security to the country with a mission to produce coal efficiently in an eco-friendly manner keeping safety, conservation in mind. As Raniganj coalfields hold proven reserves of high grade non-coking coal, all efforts are being made to enhance its extraction and supply to various customers in the domestic market. In addition to coal extraction, ECL has stepped into renewable for captive consumption, creating carbon sink through mass afforestation, reducing carbon footprint by undertaking first mile connectivity projects etc. Eastern Coalfields Limited is a Government company within the meaning of section 2(45) of the Companies Act, 2013 as the entire equity of the company is held by Coal India limited the

holding Company. The authorized share capital of the company as on date is Rs. 4600 Crore and the paid-up share capital is Rs. 4269.42 Crore. As per Articles of Association of the company the power to appoint Directors rests with the President of India. In terms of Articles of association of the company strength of our Board shall not be less than 2 Directors and not more than 15 Directors. These Directors may be either whole-time Functional Director or part-time Directors. The Directors are not required to hold any qualification share. Directors of the company are appointed by the President of India. The terms and conditions of appointment of Whole-time Functional Directors are decided by the President of India in terms of Articles of Association of the Company. The terms and condition of non-official part time directors are laid down by the Ministry of Coal. At present the Board comprises of Chairman cum-Managing Director. 4 Functional Directors. 1 Part Time Official Director from Ministry of Coal, 1 Part Time Official Director from Coal India Limited and 3 Independent Directors. ECL is a Schedule 'B' CPSE in Coal and Lignite sector with the administrative jurisdiction of Ministry of Coal.

Its Registered and Corporate office are at Burdwan, West Bengal.

The authorized and paid up share capital of the Company was Rs.4600 crores and Rs. 4269.42 crores respectively as on 31.03.2022.

The company employed 50021 regular employees (Executives 2291, Non-executives 47730) as on 01.09.2023.

Percentage share of CIL in ECL: 100%

## II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Personnel) is a member of Board of Directors and reports to the Chairman and Managing Director. He/She is overall incharge of coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organisation.

## III. ELIGIBILITY

1. **AGE** : On the date of occurrence of vacancy (DOV)

<b>Age of superannuation 60 years</b>			
<b>Internal</b>		<b>Others</b>	
<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
40	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	40	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.

## 2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings:-

(a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

(b) Central Government Group 'A' officers including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies etc;

(c) State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs.1000 crore or more;**

(d) Private Sector in company where the annual turnover is **\*Rs.1000 crore or more. Preference would be given to candidates from listed Companies.**

(\* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits.)

### **3. QUALIFICATION:**

The applicant should be a Graduate with good academic record from a recognized University/ Institute.

Applicants with Post Graduate Diploma or Degree in Personnel Management/ Human Resources Management or Masters in Business Administration (MBA)/ Post Graduate Diploma/ Programme in Management (PGDM/PGPM) from a recognized University/ Institution is desirable.

### **4. EXPERIENCE:**

The applicant should have at least five years of cumulative experience/ exposure during the last ten years in various aspects of HR/ Personnel Management/ Industrial Relations in an organization/ establishment.

### **5. PAY SCALE:**

#### **(a) Central Public Sector Enterprises-**

##### **Eligible Scale of Pay**

- (i) Rs. 6250-7475 (IDA) Pre 01/01/1992
- (ii) Rs. 8520-10050 (IDA) Post 01/01/1992
- (iii) Rs. 18500-23900 (IDA) Post 01/01/1997
- (iv) Rs. 43200-66000 (IDA) Post 01/01/2007
- (v) Rs. 100000-260000 (IDA) Post 01.01.2017
- (vi) Rs. 14300-18300 (CDA) Pre-Revised
- (vii) Rs. 37400-67000 + GP 8700 (CDA)
- (viii) Rs. 123100-215900 (Level 13) CDA

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

(b)

**(i) Group 'A' officers of the Central Government including All India Services (AIS) and Autonomous Bodies, etc.** should be holding a post of the level of Director in Govt. of India or carrying equivalent scale of pay on substantive basis on the date of application.

**(ii) Applicants from Public Sector Banks/ Financial Institutions** should be holding at Board level or at least a post of the level immediately below the Board level for one year on the date of application.

**(iii) Applicants from the Armed forces of the Union** should be holding a post of the level of Brigadier in the Army or equivalent rank in Navy/Air Force on the date of application.

(c) **Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

#### **6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS**

Central Government Officers, including those of the Armed Forces of the Union and the All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies etc., will be eligible for consideration only on immediate absorption basis.

#### **IV. DURATION OF APPOINTMENT**

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

#### **V. SUBMISSION OF APPLICATIONS**

**Applicants should submit their applications on-line only as per the format.**

1. The applicants should submit their applications through proper channel as follows:

(a) Group 'A' Central Government Officers, including those of the Armed Forces of the Union and All India Services; through Cadre Controlling authority.

(b) Officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc: through their Administrative Ministry/ Department of the Govt. of India.

(c) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;

(d) Below Board level in CPSE: through the concerned CPSE;

(e) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;

(f) Below Board level in SPSE: through the concerned SPSE.

(g) Private Sector: directly to the PESB.

2. Applicants from Private Sector must submit the following documents along with the application form:

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (**please provide URL or attach/enclose copies**);

(b) Whether the company is listed or not; if yes, the documentary proof (**please provide URL or attach/enclose copies**);

(c) Evidence of working at Board level or at least a post of the level immediately below the Board level;

(d) Self-attested copies of documents.

#### **VI. UNDERTAKING BY THE APPLICANT**

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

**1. For candidates from Central Government including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/Financial Institutions/ Autonomous Bodies etc:**

(a) The appointment is on immediate absorption basis.

(b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board

level post in any CPSE.

(c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

## **2. For candidates from CPSE**

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

## **3. For candidates from SPSE/ Private Sector**

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

## **VII. THE APPLICANTS CAN EITHER**

**(a)** fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesbnew.nic.in/> and thereafter **forward it online**, as specified in para V(1);

**Or**

**(b)** fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesbnew.nic.in/>, take a printout and send it offline, as specified in para V(1).

**Total timeline for receipt of applications in PESB is 30 days from the date of publication of advertisement in leading National Dailies. Last date for submission of applications by the applicants is 12.12.2023. Last date for nodal officers to forward applications to PESB is 21.12.2023 . No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications received after the stipulated date shall be REJECTED.**

**Board reserves the right to shortlist applicants for interview.**

Applications are to be addressed to

Secretary,

Public Enterprises Selection Board, Public Enterprises Bhawan,

BlockNo. 14, CGO Complex, Lodhi Road, New Delhi-110003.

**ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE**

ADDRESSED TO **SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.**