



Noting-sheet

Name of Officer: M.Viswanathan,
Designation: Company Secretary

No. CIL:XI(D):04138:2017: 15567

Dated 16th Feb.'2017

C I R C U L A R

Coal India Limited and its subsidiaries will impart practical training for 15 months to those students who are qualified in the professional examination of The Institute of Company Secretaries of India (ICSI) The locations where the training would be imparted in CIL (H/Qtrs.) and its subsidiaries are as under. Coal India will impart practical training for two candidates in CIL, H/Qtrs., and one in each subsidiary.

- (1) CIL (H/Qtrs.), New Town, Kolkata.
- (2) ECL, Sanctoria, Burdwan.
- (3) BCCL, Jagjivan Nagar, Dhanbad.
- (4) CCL, Darbhanga House, Ranchi.
- (5) CMPDI, Kanke Road, Ranchi.
- (6) MCL, Jagruti Vihar, Odisha.
- (7) WCL, Civil Lines, Nagpur.
- (8) NCL, Singrauli, Madhya Pradesh.
- (9) SECL, Bilashpur, Chattisgarh.

During the training period they will be entitled for the following :

Stipend :

Rs.5000/- (Rupees Five Thousand only) per month for the first year and Rs.6000/- (Rupees Five Thousand only) per month for the remaining months of the second year.

Accommodation :

Bachelor accommodation shall be provided to the students if available. No charge shall be levied for such accommodation.

Leave :

- a) The students shall be entitled to one day leave for every 20 days excluding normal rest day and holidays.
- b) The students availing leave in excess of their leave which they are entitled, shall be required to undergo training for further period equivalent to excess leave taken to them.

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- c) They shall agree to stay beyond normal working hours whenever required and for them no extra stipend will be paid to them.
- d) Unauthorised 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 document they may come across during course of training. and
- f) They shall not share any information without prior approval of management.

Willing candidates may apply to CIL and its subsidiaries for undergoing training and send their application to concerned place. For CIL H/Qtrs., Kolkata it may be sent in complianceofficer@coalindia.in and hard copy to CIL H/Qtrs.

Those who are willing to undergo training at Subsidiary H/Qtrs. may send their application to Company Secretary of subsidiaries both by mail as well as hard copy. While sending the application, copy of the mark sheet as a proof that they have qualified in the professional examination of The Institute of Company Secretaries of India (ICSI) should be attached.

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18/2/17
(M. Viswanathan)
Company Secretary