



**कोल इण्डिया लिमिटेड**  
**COAL INDIA LIMITED**  
(A Govt of India undertaking)  
(A Maharatna company)

**RECRUITMENT OF MEDICAL EXECUTIVES**

**Advertisement No. NCL/114/2024 Dated 22.02.2024**

**COAL INDIA LIMITED (CIL)** - a Schedule 'A' - **MAHARATNA** Public Sector Undertaking under Ministry of Coal, Government of India, with Corporate Hqrs., at Kolkata, is the single largest Coal producing company in the world contributing around 79% of the total coal production in India. CIL produced 703.20 MT of coal in the year 2022-23. It is one of the largest corporate employers of the country with manpower of 2.30 Lakhs as on February 2024 approximately.

CIL is committed to playing a major role in achieving the Nation's energy security. It is committed to conducting business with the objective for preserving the environment, sustainable development, being a safe workplace and enrichment of the quality of life of employees, customers and the community. It functions through 8 states of the Nation. It is now committed to diversify & expand to other verticals such as solar power, thermal power, fertilizer, Surface Coal Gasification, CBM and Critical Minerals as business strategy which will ensure greater value addition and thereby improving our operational & financial performance.

To further strengthen the talent pool of Coal India Limited and fuel its future growth, **Northern Coalfields Limited/CIL** invites talented, motivated candidates looking for exciting career opportunities in energy sector. Candidates willing to contribute towards India's energy future by being part of our growth journey and to look after its manpower, stakeholders and to provide best medical facilities to the society can apply for the following vacancies, in the attached format:

**Post, Grade and Vacancies:** Different Positions and Vacancies for different categories, are provided as below :

Name of the Post and Grade	Specialty	Reservation					
		UR	EWS	SC	ST	OBC (NCL)	TOTAL
1(a) Sr. Medical Specialist (E4)	Surgeon	1	0	1	0	2	4
	Gen. Physician/ Medicine	0	0	1	0	2	3
	G&O	0	0	0	0	2	2
	Anaesthetists	0	0	1	0	0	1
	Paediatrician	1	0	0	0	1	2
2(b) Medical Specialist (E3)	Psychiatrist	1	0	0	0	0	1
	Pathologist	1	0	1	0	0	2
	Dermatologist	1	0	0	0	0	1
	Pulmologist / Chest Specialist	1	0	0	0	0	1
	Ophthalmologist	0	0	1	1	1	3
	ENT	0	1	0	1	1	3
	Radiologist	1	1	0	1	0	3
	<b>Sub-Total</b>	<b>7</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>9</b>	<b>26</b>
	2. Sr. Medical Officer- (E3)	GDMO	1	0	2	0	2
3. Sr. Medical Officer- (E3)	Dentist	2	0	1	0	0	3
<b>TOTAL</b>		<b>10</b>	<b>2</b>	<b>8</b>	<b>3</b>	<b>11</b>	<b>34</b>

Vacancy shown above includes 11 backlog / carry forward vacancies for (i) SC- 04 (ii) ST - 02 (iii) OBC- (NCL)- 05 .

Whenever in any recruitment year any vacancy earmarked for EWS cannot be filled due to non- availability of a suitable Candidates belonging to EWS, such vacancy for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

**Vacancy of PwD Category will be as under:**

Subsidiary	Hearing Handicapped (HH)	Orthopedically Handicapped (OH)	ORS (4 <sup>th</sup> Category)	TOTAL
NCL	1	1	2	4*

\*Including backlog PWD Vacancies.

Reservation is applicable for Persons with Disability (minimum 40% Disability) as per Government of India norms against the identified posts.

**GRADE /SCALE OF PAY**

\*Grade/ scale of pay :

1. (A) Sr. Medical Specialist (E-4) : ₹ 70,000 - 2,00,000  
(B) Medical Specialist (E-3) : ₹ 60,000 - 1,80,000
2. Sr. Medical Officer (E-3) : ₹ 60,000 - 1,80,000
3. Sr. Medical Officer (Dental) ( E-3) : ₹ 60,000 - 1,80,000

\*Candidates will be entitled for Non Practicing Allowance, PRP, Perks, VDA, etc. along with Leave Encashment, Medical Facilities, etc., as per the rules of the company. Pay protection to the selected candidates from the field source (Govt./Autonomous Bodies, PSU) will be available to only the posts of candidates which requires minimum years of experience as one of the eligibility criteria. Pay Protection will be available to the selected Medical Executives as per DoPT guidelines dated 13.08.2020.

**IMPORTANT DATES:**

Activity	Important dates
Opening date receipt of Applications	12.03.2024
Last date of receipt of Applications	11.04.2024

**General Role/Job Profile of Medical Executives:**

1. The Medical Executive is required to attend medical emergencies in mine/ projects/establishments/hospitals and provide occupational health services for cohort of mines and stakeholders.
2. The Medical Executive should be able to examine & treat patients, screening cases needing specialized medical attention to refer them to higher centers.
3. The Medical Executive should ensure/ make PME (Periodical Medical Examination) & IME (Initial Medical Examination) of contractual workers and of employees.
4. The Medical Executive should be able to make suitable arrangements for laboratory services for proper diagnosis of doubtful cases and provide guidance to the technicians & staff.
5. The Medical Executive should be able to implement various national health & family welfare programs in the unit/establishment.
6. The Medical Executive should take active part in formulation of development plans of the dispensary/medical unit and digital dispensaries.
7. The Medical Executive should ensure adequate supplies of vaccines, consumables medicines, instruments, miscellaneous items required from time to time and their proper storage & usage.
8. The Medical Executive should ensure cleanliness inside and outside the premises and also proper maintenance of equipment.
9. The Medical Executive should be able to conduct CSR related activities and medical awareness camps, competitions, etc.
10. The Medical Executive should ensure maintenance of the prescribed records and submission of reports and returns.
11. The Medical Executive should be able to educate people on disease prevention measures and health maintenance.
12. The Medical Executive should ensure functional assistance in ERP implementation.
13. The Medical Executive should ensure availability of ambulance services in the unit.
14. The Medical Executive should ensure preparedness to meet emergencies and outbreak of epidemic/pandemic such as Covid-19 in the Project/ Colliery/Area/HQ.
15. **Sr. Medical Officer (Dental –E3)** : The Medical Executive should be able to provide medical assistance as well as attainment of required dental solutions for the employees working in the establishments and nearby stakeholders.
16. **Sr. Medical Specialist (E4)/ Medical Specialist (E3)**: The Medical Executive should be able to provide different medical assistance as well as attainment of required specialty solutions of the specialty in which he has been recruited for the employees working in the establishment and nearby stakeholders.

## **ELIGIBILITY CRITERIA:-**

### **1(a) Qualification & Experience for post of Sr. Medical Specialist (E4) :**

- (a) For General Surgery, General Medicine & Pulmonary Medicine -minimum qualification is MBBS from recognized Institute/ College approved by Medical Council of India with recognized Post Graduate Degree/DNB with minimum 3 years post qualification experience.
- (b) For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.
- (c) The Period of Tutorship done from National Medical Council/Commission recognized Medical College/institute will be treated as Post Qualification experience.
- (d) The Period of completed Fellowship course, recognized by the Medical Council of India will be accepted as Post qualification experience.
- (e) The Experience of private practice/ self-clinic may also be considered as post qualification experience.

### **1(b) Qualification & Experience for post of Medical Specialist (E3):**

- (a) For General Surgery, General Medicine & Pulmonary Medicine -minimum qualification is MBBS from recognized Institute/ College approved by Medical Council of India with recognized Post Graduate Degree/DNB.
- (b) For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.
- (c) The Period of Tutorship done from National Medical Council/Commission recognized Medical College/institute will be treated as Post Qualification experience.
- (d) The Period of completed Fellowship course, recognized by the Medical Council of India will be accepted as Post qualification experience.
- (e) The Experience of private practice/ self-clinic may also be considered as post qualification experience.

### **(2) Qualification for Post of Sr. Medical Officer (E3) :**

- (a) MBBS from recognized Institute/College approved by Medical Council of India.
- (b) The Experience of private practice/ self-clinic may also be considered as post qualification experience.

### **(3) Qualification for Post of Sr. Medical Officer (Dental – E3):**

- (a) BDS from recognized Institute/College approved by Dental Council of India with 01 year post qualification experience from a Hospital /Clinic.
- (b) The Experience of private practice/ self-clinic may also be considered as post qualification experience.

#### **Note:**

- 1) *Candidates who have obtained required eligible qualification from Foreign University/ Institute, will also be considered, provided they submit the certificate of passing qualifying examination from MCI.*

2) For eligibility, the Candidate should have obtained Registration Number from Medical Council of India/ State Medical Council/ Dental Council of India/ State Dental Council against their qualification.

3) 01 year Internship period being part of the curricula, will not be considered as Experience.

#### Age Limit : (As on 31.01.2024)

Upper Age limit for Unreserved (UR) Candidates in case of:

- Sr. Medical Specialist (E4 Grade) is **42 years** for General/UR.
- Sr. Medical Officer/ Sr. Medical Officer (Dental) /Medical Specialist in E3 Grade is **35 years** for General/ UR.

#### Reservations and Relaxations:

A. Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/Ex-servicemen (ExSM)/Persons with Benchmark Disability (PwBD) [degree of disability 40% or more in respective category]/EWS will be as per Govt. Directives. The reservation for PwD / ESM is on horizontal basis.

i) Age relaxation to SC/ST/OBC(NCL)/PwBD/EWS :

Relaxation in upper age limit shall be available to respective categories, against reserved posts, as below, in line with the Presidential Directives/ Guidelines of Govt. of India for the purpose:

PwBD/ExSM candidates belonging to SC/ST/OBC(NCL) categories shall be eligible for grant of cumulative age relaxation under one/more categories. However, cumulative relaxation in age for one/more than one category taken together shall be limited to maximum age of the candidate not exceeding 56 years as on cut-off date.

**Table : A**

Category	Relaxation in Upper Age Limit
OBC (Non Creamy Layer)	3 Years
SC/ ST	5 Years
PwBD	10 Years
Domiciled in Jammu & Kashmir between 1.1.1980 & 31.12.1989	5 Years
Ex-servicemen & Commissioned Officers (including Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs)	As per GoI/ Presidential Directives ( Gazette Notification GSR757(E) dated 04.10.2012 may be referred)

To avail such relaxation in upper age limit, the candidate is required to have valid category certificate.

ii) Reservation under OBC-NCL category:

1. Name of caste to which Candidate belongs, must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to the posts under GOI and Central Govt., Public Sector Undertakings. The name of the caste, mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list.
2. Candidates need to furnish caste certificate issued by the competent authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government, Public Sector Undertaking.

3. The OBC certificate should also clearly indicate that the Candidate does not belong to 'Creamy Layer' as defined by the Government of India for applying to posts and services under the Central Government

The OBC category Candidates who belong to "**CREAMY LAYER**" are **not** entitled for OBC (NCL) concession/reservation and such Candidates shall have to apply as "General" category candidate.

iii) **Reservation under SC/ST Category :**

1. Name of caste to which Candidate belongs, must appear in the Central List of SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India.
2. The caste certificate must contain date of issue along with name of caste.
3. The Candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India.

iv) **Reservation under EWS:** Candidates belonging to Economically Weaker Sections (EWS) will have to submit a copy of valid Income & Asset certificate issued by the Competent Authority as per OM No. 36039/1/2019-Estt (Res) dated 31.01.19 of DOPT, Ministry of PPG&P, Govt. of India on the basis of Gross Annual Income of Financial Year 2022-2023.

v) **Reservation under PwBD Category :**

1) The selection of candidates belonging to PwBD category will be from following category only:

<b>Discipline</b>	<b>Identified categories in CIL suitable for Executives.</b>
<b>(A) MEDICAL – SPECIALIST/ S R. MEDICAL – SPECIALIST &amp; (B) MEDICAL – SR. MO</b>	<b>(a) OA, OL, Dw, (b) SLD, (c) MD involving (a) to (b).</b>
<b>(C) MEDICAL – DENTIST</b>	<b>(a)HH (b) OL, Dw (c) SLD (d) MD involving (a) to (c).</b>

2) **For getting benefit of reservation under PwBD category :** The candidate should meet the following criteria to claim relaxation / reservation under PwBD category-

- i. Degree of Disability: Minimum 40%.
- ii. PwBD Certificate as per latest format applicable to relevant category of disability.

**HOW TO APPLY:**

- The prescribed format of application form for the post of Medical Executive is enclosed herewith. The candidates will be required to send the duly filled in application form as an **advance copy** in the prescribed format along with self-attested copy of the testimonials through **speed post** only to **Office of Dy. General Manager (Personnel/Recruitment), Recruitment Department, NCL HQ, Singrauli (M.P.), Pin Code- 486889** which should reach within the stipulated time (i.e. on or before **11.04.2024**). In case, the application of the candidates not received within the stipulated date, it will **not** be entertained.
- No other mode of delivery (by hand/email/couriers, etc.) of applications would be accepted/entertained.
- A candidate can apply for only one post in a Subsidiary. If applications are received for Sr. Medical Officer as well as Medical Specialists/Sr. Medical Specialists in a subsidiary, then the application will be considered against Medical Specialists/Sr. Medical Specialists, as the case may be, whether or not it is the recent one.

- If more than one application is received from a candidate for the same post, most recent (current) application will be considered as final.
- Documents to be submitted, are as mentioned in the application format.
- Candidates shortlisted for interview are advised to present themselves to the interview locations with all the documents needed in original along with 2 photocopies of each along with the duly filled Application form as provided with the advertisement.
- At the interview locations, the applications along with the original documents of the candidates will be screened. Any candidates whose application is incomplete or any discrepancy found w.r.t eligibility criteria, non-availability of original certificate, Attempt Certificate then such candidates will **not** be considered for personal interview.

#### General Terms and Conditions:

- DNB period may be considered as post qualification experience for candidates who are having qualification of DNB in addition to the required minimum qualification Likewise, MDS period may also be considered as post qualification experience.
- However, those candidates who have not passed DNB course, the period spent in DNB course will not be considered as post qualification experience like MDS, MD/MS period may also be considered as post qualification experience for the candidates applying for the post Sr. Medical Officer for which minimum qualification is MBBS. However those candidates who have not passed MD/MS/MDS, the period spent in MD/MS/MDS course will **not** be considered as post qualification experience.
- The Administrative action/decision to fill the vacancies are vested with cadre controlling authority i.e. Chairman, CIL as per the cadre scheme and same will be followed.
- Candidates dismissed from service by the previous employer including CIL by way of disciplinary action, will not be eligible for appointment.
- Character and antecedent verification of the appointees will be done post appointment and in case of any discrepancy or concealment of information is found, the appointment will stand null and void *abinitio*.
- No application fee will be charged from the Candidates.
- The cases of Bond transfer, will be governed as per extant rule/DoPT/DPE guideline.

#### For Employees of CIL/Subsidiary Companies

There is no age bar, however, they will have to fulfill all other advertised norms and attach NOC as per rule. Without NOC, their cases will be rejected.

#### Selection Methodology:

The mode of selection will be based on number of attempts in acquiring qualification, experience and personal interview as laid down in the “*Policy for Decentralized Recruitment of Medical Executives at CIL/Subsidiary level*” as available in CIL website.

All candidates have to submit **Attempt Certificate(s)** issued by University/College along with the advance application without fail, failing which their candidature will **not** be considered.

In case of tie in marks of the candidate, the methodology applied will be according to the “*Policy for Decentralized Recruitment of Medical Executives at CIL/Subsidiary level*” as available in CIL website.

A committee will shortlist candidates for interview in the ratio of 1:10; if the application received is more than 10 in ratio. However, the above shortlisting will not be applicable to Medical Specialist and Sr. Medical Specialist

## Others Terms and Conditions:

1. Only Indian Nationals are eligible to apply.
2. Candidates may be posted anywhere in Subsidiary Companies as per the requirements of the Company.
3. For all the posts - Cut-off date for **Age, Qualification & Experience would be 31.01.2024**.
4. Candidates must have completed one-year compulsory internship.
5. Applicants with PG qualification shall submit their Registration Certificate from MCI/DCI/State Medical Council/ State Dental Council in which their PG qualification is mentioned.
6. Unless the applicants produce valid Registration certificate from MCI/DCI/State Medical Council/ State Dental Council, result/passing certificate/relevant documents in original, they will **not** be allowed to appear in the interview.
7. In case, CGPA / Grade/ Grade point is awarded instead of marks, a certificate from the Registrar of the University / Head of Institute /Competent Authority is to be submitted specifying exact equivalent percentage and marks.
8. In support of age, candidates will have to submit self-attested copy of Matriculation/ Secondary level/ Senior Secondary level Certificate/Mark sheet along with application.
9. In support of educational qualifications, percentage of marks & experience, Candidates will have to submit self-attested copy of the relevant mark-sheet / certificates along with application.
10. Candidates belonging to OBC (Non-creamy Layer)/SC/ST/EWS will have to submit self-attested copy of valid Caste certificate. For PwBD category, certificate in the prescribed format of Govt. of India duly issued by the Competent Authority, has to be submitted along with application.
11. If the EWS/SC/ST/OBC certificate has been issued in a language other than English/Hindi, then the Candidates will be required to submit a self-certified translated copy of the same in English.
12. Canvassing in any form or bringing outside influence will disqualify the candidature.
13. In case of variation of Name / Surname / name spelling mentioned in the Application with that of educational/professional qualification certificates/caste certificate, the applicant should submit an affidavit from first class judicial Magistrate to this effect.
14. Candidates employed with Government /Semi-Govt./ Public Sector Undertaking/ Autonomous Body should submit '**No Objection Certificate**' from the present employer at the time of interview, if not produced earlier with the application, failing which they will **not** be interviewed.
15. Candidates employed with Government /Semi-Govt./ Public Sector Undertaking/ Autonomous Body should submit their relieving letter from the present employer for issuance of Offer of Appointment.
16. **Medical Examination:** Selected Candidates will be required to undergo Initial Medical Examination (IME) before the duly constituted Medical Committee as per the Medical Attendance Rules of the company at the notified venue and date. After being declared medically fit only, offer of appointment will be issued to the Medical Executives after observing all the administrative formalities. Candidates are advised to refer to the details available on our website under the heading "**Career with CIL**" to understand the prescribed medical norms. The decision of the Medical Committee will be final and binding.
17. Candidates called for interview may answer either in English or in Hindi.
18. All correspondence with the Candidates will be done through email id and they are advised to check their emails regularly. The company will not be responsible for any loss of email.
19. Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
20. Applicants must super scribe the Post and Grade applied on the envelope while sending the advance copy of the application.



21. If at any stage of the recruitment process or subsequently, it is found that the applicant

- a) Has provided wrong information or submitted false documents **or**
- b) Has suppressed relevant information or facts **or**
- c) Does not meet the eligibility criteria for this recruitment **or**
- d) Has resorted to unfair means during selection process **or**
- e) Is found guilty of impersonation,

He/ She will be liable to be disqualified, prosecuted and his/her application/appointment will be cancelled/ rejected forthwith.

22. CIL Board reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of the “Policy for decentralized recruitment of Medical Executives at CIL/ Subsidiary level” at its discretion for the reasons to be recorded in writing. However, Director (P&IR), CIL can amend the implementation methodology of the said Policy as per approval of Chairman, CIL.

23. Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the recruitment process without any further notice and without assigning any reason thereof.

24. Any amendment / modification relating to this recruitment will be notified on CIL website only.

25. Legal jurisdiction will be at Kolkata only.

**Contact for any clarification:**

**Office Hours- 09:00 AM to 5:00 PM (Monday to Friday)**

**Excluding Lunch hours (01:00 PM to 02:00 PM)**

**09:00 AM to 01:00 PM (Saturday), Office shall remain close on Sunday**

For any queries, please contact us at: **07805-256573** or E-mail at [recruitment.ncl@coalindia.in](mailto:recruitment.ncl@coalindia.in)

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**Dy. General Manager (Recruitment)**  
**Recruitment Department**  
**Northern Coalfields Limited, Singrauli**  
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