Coal India Limited
(A Govt.of India Undertaking)
(A Maharatna Company)

RECRUITMENT OF MEDICAL EXECUTIVES

Rectt.Advt.No: 2968/2022 Date-17-09-2022

Coal India Limited (CIL)- A Schedule **A,**"MAHARATNA" Public Sector Undertaking under Ministry of Coal, Government of India, is the single largest coal producing company in the world and the largest corporate employer with approx. 2.48 lakhs employees, contributing around 83% of the total coal production in India. We produce non-coking coal and coking coal of various grades for diverse applications. It operates across eight states in India (West Bengal, Jharkhand, Orissa, Madhya Pradesh, Maharashtra, Chhattisgarh , Uttar Pradesh & Assam).

To fuel its future growth, CIL invites applications from energetic and dedicated Medical Executives to work in **Western Coalfields Limited, Nagpur,** a subsidiary of Coal India Limited. If you are ready to accept the challenge and meet our requisite criteria, this is your best opportunity to join WCL/ CIL.

Applications in the prescribed format attached herewith are invited for the following Posts:

Name of the Post and Grade	**Specialty**	**Reservation**					**TOTAL**	**Grade /Scale of Pay**
		UR	**EWS**	**SC**	**ST**	**OBC (NCL)**		
Sr. Medical Specialist (E4)/ Medical Specialist(E3)	Surgeon	2	1	1	1	1	6	**1.E-4:** ₹ 70,000-2,00,000* **2. E-3:** ₹ 60,000-1,80,000*
	Gen. Physician	2	0	1	1	2	6	
	G&O	2	0	1	0	1	4	
	Anaesthesia	2	1	1	0	1	5	
	Orthopedic	1	0	1	0	1	3	
	Paediatrician	0	0	0	0	0	0	
	Psychiatrist	1	0	0	0	1	2	
	Pathologist	0	0	0	0	0	0	
	Dermatologist	1	0	0	0	0	1	
	Pulmonologist/ Chest Specialist	1	1	0	0	1	3	
	Ophthalmologist	2	1	1	0	1	5	
	ENT	0	0	0	1	0	1	
	Radiologist	1	0	1	0	1	3	
	Sub Total	**15**	**4**	**7**	**3**	**10**	**39**	
Sr.Medical Officer(E3)		25	7	11	7	18	68	₹ 60,000-1,80,000*
Sr.Medical Officer(Dental)(E-3)		1	0	0	0	0	1	₹ 60,000-1,80,000*
TOTAL		**41**	**11**	**18**	**10**	**28**	**108**	

Vacancy of PwD Category will be as under:

Subsidiary	HEARING HANDICAPPED (HH)	ORTHOPEDICALLY HANDICAPPED(OH)	ORS(4TH-CATEGORY)	PwD TOTAL
WCL	0	**4**	4	8

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

Vacancy shown above includes backlog / carry forward vacancy for SC / ST / OBC (NCL)/PwD. Whenever in any recruitment year any vacancy earmarked for EWS cannot be filled due to non availability of a suitable candidate belonging to EWS, such vacancy for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

**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 (Autonomous Bodies, PSUs etc.) will be available to only the posts ofMedical Executives which requires minimum years of experience as one of the eligibility criteria.

IMPORTANT DATES:

Activity	Important dates
Opening date of receipt of Applications	**29-09-2022**
Last date of receipt of Applications	**29-10-2022**

General Role/Job Profile

1. The Candidate is required to attend medical emergencies in mine/ projects/establishments/ hospitals.
2. The Candidate should be able to examine & treat patients, screening cases needing specialized medical attention to refer them to higher centers.
3. The Candidate should ensure/ make PME(Periodical Medical Examination)& Initial Medical Examination of contractual workers and of employees
4. The Candidate 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 Candidate should be able to implement various national health & family welfare programs in the unit.
6. The Candidate should take active part in formulation of development plans of the dispensary.
7. The Candidate should ensure adequate supplies of vaccines, consumables medicines, instruments, miscellaneous items required from time to time and their proper storage & usage.
8. The Candidate should ensure cleanliness inside and outside the premises and also proper maintenance of equipment.
9. The Candidate should ensure preparedness to meet exigencies and outbreak of epidemic in his/her area.
10. The Candidate should be able to conduct CSR and medical awareness camps, competitions, etc.
11. The Candidate should ensure maintenance of the prescribed records and submission of reports and returns.
12. The Candidate should be able to educate people on disease prevention measures and health maintenance.
13. The Candidate should ensure functional assistance in ERP implementation.
14. The Candidate should ensure availability of ambulance services in the unit.
15. The Candidate should ensure preparedness to meet emergencies and outbreak of epidemic/pandemic such as Covid-19 in the Project/ Colliery/Area/Hq.

16. **Sr.Medical Officer (Dental – E3):** The candidate should be able to provide medical assistance as well as attainment of required dental solutions for the employees working in the establishment and nearby stakeholders.
17. **Sr. Medical Specialist(E4)/ Medical Specialist(E3):** The candidate 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:-

Qualification & Experience for Post of Sr. Medical Specialists (E4 grade):

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.

For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.

Qualification for Post of Medical Spcialists (E3 grade):

For General Surgery, General Medicine & Pulmonary Medicine -minimum qualification is MBBS from recognized Institute/ College approved by Medical Council of India with recognized PG Degree/DNB.

For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.

Qualification for Post of Sr. Medical Officer (E3 grade)

MBBS from recognized Institute/College approved by Medical Council of India.

Qualification for Post of Sr. Medical Officer –Dental (E3 grade)

BDS from recognized Institute/College approved by Dental Council of India with 1-year post qualification experience from a Hospital/Clinic.

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. 1 year Internship period being part of the curricula will not be considered as Experience.

Age Limit :(as on 31.08.2022)

Upper Age limit for Unreserved (UR) candidates in case of

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

Reservation and Relaxations:

i. 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.

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:

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)

ii. **For OBC category**: The OBC certificate in respect of Creamy Layer status is valid only for that Financial Year in which the certificate is issued as per the DoPT guideline dated 31.03.2016.

iii. 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.

iv. The OBC candidates who belong to **'Creamy Layer'** are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as 'General'. Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews (if shortlisted), in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dated 08.09.1993, indicating that they belong to OBC-Non Creamy Layer.

v. To avail such relaxation in upper age limit, an applicant has to submit valid certificate as required.

vi. **For EWS category**: 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 2021-2022.

vii. 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.

viii. The selection of candidates belonging to PwBD category will be from following category only:

Discipline	Categories of disabled suitable for job
(A) MEDICAL – SPECIALIST & (B) MEDICAL – SR. MO	**(a) OA, OL, Dw, (b) SLD, (c) MD involving (a)to (b).**
(C) MEDICAL – DENTIST	**(a) HH, (b) OL, Dw (c) SLD (d) MD involving (a) to (c)**

How to apply:

- The sample 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 format prescribed along with self attested copy of the testimonials through speed post to **Dy. GM(Personnel)/HoD(EE), at Executive Establishment Department, 2nd Floor, Coal Estate, Western Coalfields Limited, Civil Lines, Nagpur, Maharashtra-440001, which should reach within the stipulated time 29-10-2022 (By 05:00PM)**. The application of the candidates not received within the stipulated date, 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, whetheror not it is the recent one**.
- If more than one application is received from a candidate, most recent (current) application will be considered as final.
- Documents to be submitted is as mentioned in the application format.
- Candidates shortlisted for interview is 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 candidate whose application is incomplete or any discrepancy found w.r.t eligibility criteria, non-availability of original certificate, Attempt Certificate then such candidate will not be considered for personal interview.

General terms/conditions:

i. 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.

ii. Candidates dismissed from service by the previous employer including CIL by way of disciplinary action will not be eligible for appointment.

iii. 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 abinito.

iv. No application fee will be charged from the candidates.

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.

Selection Methodology:

The mode of selection will be based on personal interview as laid down in the "Policy for Decentralized recruitment of Medical Executives at CIL/Subsidiary level" as available in CIL website (https://www.coalindia.in/info-bank/circulars/) as well as further amendment and clarification thereto.

All candidates have to submit Attempt Certificate/s issued by University/College along with the advanceapplication 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.

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 - **Age, Qualification & Experience, the cut-off date would be 31.08.2022**.
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 of 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(NCL) 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 candidates after observing all the administrative formalities. Candidates are advised to refer to the details available in CIL 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 superscribe the Post and Grade applied on the envelope while sending the advancecopy of the application.**

21. CIL is offering DNB courses and Medical Executives can avail study leave, as per the approved policy for pursuing higher courses.

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, D(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. 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: **0712-2512352** and email id:
hrrecruitment.wcl@coalindia.in

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Dy. General Manager/HoD (EE)
WESTERN COALFIELDS LIMITED,
NAGPUR.

Date-17-09-2022

COAL INDIA LIMITED
Application for Medical Executives

Paste recent passport size colour photograph

Subsidiary: Western Coalfields Limited
Rectt. Advt. No: 2968/2022

Signature

Post applied for: * Sr Medical Officer (E-3 Grade) ☐

* Medical Specialist (E-3 Grade) ☐

* Sr.Medical Specialist (E-4 Grade) ☐

* Sr.Medical Officer - Dental (E-3 Grade) ☐

N.B.: ALL ENTRIES TO BE FILLED IN CAPITAL LETTERS ONLY

Personal Details

1	Candidate's Name (as per Matriculation /Secondary Board certificate)	
2	Father's/Spouse's Name	
3	a) Date of Birth (In Figures) b) Date of Birth (In Words)	
4	Age as on 31-08-2022	Years..... Months..... .. Days.....
5	PAN No./AADHAR No.	
6	Gender: (Male / Female/Transgender)	
7	Email Id.	
8	Mobile Number	
9	Nationality:	
10	Marital Status (Single /Married / Widow/ Divorcee)	
11	If Married, Occupation of Spouse:	
12	Religion :	
13	Caste Category :	General /OBC(NCL)/SC/ST/EWS

14	Caste Certificate No :	
15	Date of issue of caste certificate(DD/MM/YY):	
16	Caste certificate issuing authority	
17 (A)	For Medical Specialist & Sr.Medical Officer, are you a Person with Disability of a.OH(OA/OL),Dw, b.SLD, c. MD involving a to b? If Yes, tick the category of disability	Yes/No Percentage of Disability: a. OH(OA) OH(OL) Dw, b.SLD, c. MD
(B)	For Sr.Medical Officer(Dental), are you a Person with Disability of a.HH b.OL,,Dw, c.SLD, d. MD involving a to c? If Yes, tick the category of disability	a. HH b. OL Dw c. SLD d. MD involving a to c
18	Date of issue of PWD Certificate(DD/MM/YY)	
19	PWD issuing authority	
20	Address for correspondence	.... Pincode.....…..
21	Permanent Address	.... Pincode.....……
22	Whether a domicile of J&K during the period 01-Jan-80 to 31-Dec-89?	Yes / No
23	Whether an Ex-Serviceman? If yes, mention the last Rank held and the number of years served in the Rank.	Yes / No

24. Qualification 1 (PG Degree/DNB/PG Diploma Details)- Sr.Medical Specialist/Medical Specialist

Name of Qualification :	
Qualification Specialization :	
Name of University/Board :	
Name of Institute/College :	
Month and Year of Admission:	
Month and Year of Passing :	
Marks Obtained: Out of : Percentage of Marks:	
Number of attempts:	

Other Qualification Details, if any:

Degree :	
Specialisation:	
Name of University/Board:	
Name of Institute/College:	
Year of Passing:	

Qualification 2 Details (Sr.Medical Officer-E3)

Name of Degree :	
Name of University/Board	
Name of Institute/College:	
Month and Year of Admission:	
Month and Year of Passing :	
Marks Obtained: Out of : Percentage of Marks:	
Number of attempts:	

Qualification 3 Details {Sr.Medical Officer(Dental) -E3}

Name of Degree :	
Name of University/Board	
Name of Institute/College:	
Month and Year of Admission:	
Month and Year of Passing:	
Marks Obtained: Out of : Percentage of Marks:	
Number of attempts:	

[Note: Proof for number of attempts for MBBS/PG Degree/PG Diploma/DNB/BDS to be attached with the application form]

25. Post Qualification Experience (in Chronological order):

Sl. No	Current Designation	Name of Organization	Govt. / Semi Govt./ PSU / Autonomous Body/Hospitals / Others if any specify	Permanent or Temporary	Period		Total Period	Reasons for leaving	Notice Period required
					From (dd/mm/yy)	To (dd/mm/yy)			

26 .CIL Employee Details

Are you an employee of CIL or its subsidiary companies?	Yes / No
EIS Number :	
Designation/Grade:	
Name of Subsidiary:	

27. Criminal Case Details

Have you ever been arrested, prosecuted, convicted by a Court of Law?	Yes/ No
If Yes, Case No. & Date :	
Name of Court:	
Status of Case:	
Section(s) of IPC under which arrested/prosecuted/convicted	

28. Whether you have been dismissed from service by the previous employer including CIL by way of disciplinary action? Yes/No

* In case CGPA/grade/grade point are awarded instead of marks, a certificate from the Registrar of the University/Head of Institute/Competent Authority is to be attached specifying exact equivalent percentage and marks

** If any candidate has obtained required eligible qualification from a Foreign University/Institute, copy of certificate of passing qualifying examination from MCI is to be attached along with application

29.	Medical Degree/PG Degree/PG Diploma/DNB/BDS/Other qualification Registration Certificate No.: (Issued by MCI / State Council) Date of Issue:	
30.	Period and Date of Completion of one year Compulsory Rotational Training / Internship: Name & Place of Institute / Hospital	

I do hereby declare that the above information as furnished by me is true to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect/false/fabricated, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

Date:

Signature of the candidate

1. Please PASTE photo with signature on the first page of Application form
2. The candidate is required to fill up all the columns. Application will be rejected if any column is left blank, not filled or incomplete. No further correspondence will be entertained.
3. Ensure that the mobile no. and email ID are correct and valid for atleast next one year.
4. If the percentage of marks / any other data filled by the candidate is found incorrect, the company reserves the right to reject the application.
5. Self-attested photocopies of the all the applicable certificates to be attached.

LIST OF DOCUMENTS (SELF-ATTESTED PHOTOCOPY) TO ATTACH:

1	Recent Passport size photograph(not more than 3 weeks old)
2	Date of Birth Proof (As per Matriculation/Secondary Level/Senior Secondary Level certificate/Marksheet)
3	MBBS Degree/BDS Certificate and also Post Graduate Degree/DNB/ Post Graduate Diploma certificate along with Marksheets of all the years
4	Valid Registration certificate from MCI/State Medical Council
5	Compulsory Rotatory Training / Internship certificate
6	Caste Certificate in respect of reserved categories in prescribed proforma (OBC Non Creamy Layer, SC/ST/EWS)
7	PWD certificate in case of Persons with Disability in prescribed format
8	Service certificate incase of Exservicemen
9	Declaration for recognized Non Creamy layer in respect of OBC(NCL) candidates in prescribed format
10	Certificate in the prescribed format issued by the competent authority in respect of J&K domicile
11	In case CGPA/Grade/ Grade point are 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 .
12	Experience certificate –Date of joining and date of completion should be clearly mentioned
13	Candidates working in Govt. /Semi-Govt./ Public Sector Undertaking/ Autonomous Body should submit "**No Objection Certificate**" from the present employer **at the time of interview**.
14	Proof for number of attempts for MBBS/PG Degree/PG Diploma/DNB/BDS