

भारत कोकिंग कोल लिमिटेड  
(एक मिनी रत्ना कंपनी)  
(कोल इण्डिया लिमिटेड की अनुषंगी कंपनी)



**BHARAT COKING COAL LIMITED**  
(A Mini Ratna company)  
(A Subsidiary of Coal India Limited)

**अधिकारी स्थापना विभाग**

महाप्रबंधक का कार्यालय  
पी.ओ.- कोयलानगर, पिन - 826005,  
जिला. धनबाद, (झारखंड)  
ई-मेल - [gme.bccl@coalindia.in](mailto:gme.bccl@coalindia.in)  
वेबसाइट: [www.bcclweb.in](http://www.bcclweb.in)

**EE DEPARTMENT**

Office of the General Manager  
P.O.- Koylanagar, PIN - 826005,  
Dist. Dhanbad, (Jharkhand)  
E-Mail: [gme.bccl@coalindia.in](mailto:gme.bccl@coalindia.in)  
Website: [www.bcclweb.in](http://www.bcclweb.in)

Ref. No. BCCL/EE/Sr.Advisor/Advisor (Company Secretary & Financial) /2026/302(A)

Dated:07.03.2026

**Notification for engagement of Sr. Advisor/Advisor (Company Secretary & Financial) in BCCL.**

Bharat Coking Coal Limited (A Mini Ratna Company) invites applications for engagement of one (01) full time Sr. Advisor/Advisor (Company Secretary & Financial) from retired General Manager (E-8 level and above or equivalent) from CIL and its subsidiaries, or other PSUs/Government organization on fixed tenure basis for a period of two years initially extendable for further period of 01 (one) year subject to satisfactory performance and requirements of the company. VRS optees will not be considered.

The eligibility criteria, terms of engagement, pay and allowances, other benefits are mentioned below:

<b>No. of posts</b>	01(One)
<b>Maximum age limit for eligibility</b>	Not more than 65 years during the contract period.
<b>Educational qualification</b>	Should be a Fellow member of the Institute of Company Secretaries of India (ICSI). Additional degree in Law/Finance/Management is desirable.
<b>Experience</b>	Should possess minimum 30 years of professional experience, with substantial exposure to Company Secretariat and Board management. Preference shall be given to candidates having: <ul style="list-style-type: none"><li>• Experience in the coal mining sector, and Experience in handling listing-related activities.</li></ul>
<b>Nature of work</b>	The Sr. Advisor/Advisor (Company Secretary & Financial) will be responsible for: <ol style="list-style-type: none"><li>1. Providing expert advisory support on corporate governance, statutory compliance, and Company Secretariat matters across BCCL.</li><li>2. Assisting management in vetting and structuring Board and Committee agenda notes, ensuring completeness, regulatory compliance, and procedural correctness.</li><li>3. Advising on recording of minutes, drafting of resolutions, maintenance of statutory registers, and preservation of corporate records.</li><li>4. Providing advisory inputs in respect of regulatory correspondence, audit observations, parliamentary matters, vigilance-related compliance issues, and policy vetting, as and when required.</li><li>5. Providing advisory inputs in formulation or revision of corporate governance policies, SOPs, compliance frameworks, and internal approval procedures.</li><li>6. Mentoring the Company Secretariat team and strengthening internal</li></ol>

capacity for sustained compliance management.  
7. Performing any other Company Secretariat or compliance-related advisory functions as may be assigned by the Competent Authority in the organizational interest of BCCL.

**Remuneration and other Benefits**

i) Consolidated Monthly Compensation/Honorarium

Grade of Retd. Executive	Compensation/Honorarium(₹/month)
Retired E-8 grade Executives	₹ 1,20,000/-
Retired E-9 grade Executives	₹ 1,50,000/-
Director (Schedule -B)	₹ 1,60,000/-
Director (Schedule -A)	₹ 1,80,000/-

ii) **Conveyance charges:** Company shall provide Conveyance for fulltime Sr.Advisor/Advisor (Company Secretary & Financial) as per availability, However, where conveyance is not provided, he/she shall be eligible for 5% of consolidated pay per month as conveyance charges.

iii) **Accommodation facility:** Suitable Company's accommodation shall be provided on availability. However, if company's accommodation is not available, HRA will be provided as per the applicable CIL HRA rules for X,Y and Z class of cities based on circular of DoE vide OM dated 07.07.2017

iv) **Reimbursement for mobile telephones-** reimbursement for the use of mobile telephones based on the actual bills or ₹ 1000/- per month whichever is less.

v) **Medical** - All executives of CIL covered under the Post Retiral Medical Benefits Scheme will continue to governed by the said Scheme. Those appointed, who are not under the roll of CIL will be given the same coverage of benefit, if they are not covered under any Post Retiral Medical Scheme.

vi) **Leave-** The Sr.Advisor/Advisor (Company Secretary & Financial) shall be entitled for paid leave of 15 days in every six months in addition to the paid holidays in the establishment, The paid leave should be regulated as per the provisions of EL (Earned Leave) applicable to executive cadre employee under CIL Executive Leave Rules. However, the paid leave admissible as above is not encashable. The accumulated leave will stand lapsed on the expiry of each period of engagement of Sr.Advisor/Advisor (Company Secretary & Financial)

vii) **TA/DA:**

- **On official tour** -: As per entitlement on their retirement restricted to air travel by Economy class only.
- **On Joining:** On engagement to the post of Sr.Advisor/Advisor, if the Sr.Advisor/Advisor is required to travel from out-station for joining duty, then he/she will be eligible for the cost of One ticket (for self) as per the entitlement mentioned above. On expiry of contract, also he/she will be eligible for one ticket (for self).

**Accommodation in Hotel:**

The Sr. Advisor/Advisor will be entitled to Hotel Accommodation as per his entitlement at the time of his Retirement/Superannuation limited to Single Room, limited to the maximum of entitlement of E9 grade Executives. In case Boarding and Lodging is not provided by the Company, he/she will be eligible for DA as admissible at the time of his Retirement/Superannuation limited to maximum of entitlement of E9 level executives.

<b>Terms &amp; Conditions</b>	<p>i.) The selected Sr.Advisor/Advisor (Company Secretary &amp; Financial) would be stationed at BCCL, Dhanbad and will be reporting to the Competent Authority as decided by BCCL Management.</p> <p>ii.) The engagement of Sr.Advisor/Advisor (Company Secretary &amp; Financial) shall be subject to Medical fitness to be certified by Company Medical Officer.</p> <p>iii.) Notice Period for termination of contract — one month's notice or consolidated compensation amount from either side.</p> <p>iv.) The Sr. Advisor/Advisor (Company Secretary &amp; Financial) will maintain all information / documents/ materials gathered during the course of engagement in strict confidence. He/She will not copy or make notes of such information/ documents except in conjunction with the work for the Company. He/She will not indulge to anyone outside the Company or use any of the information documents/materials gathered during the course of engagement for his/her own or anyone's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by his/her or the Company, in the normal course of the engagement with the Company. The Sr.Advisor/Advisor (Company Secretary &amp; Financial) shall, while demitting the Office, handover all information/ documents/ materials (in soft/ hard format) under his/her possession, during the engagement period, to the concerned HOD.</p> <p>v.) Vigilance/Departmental Clearance- The rules of promotion on the matter of vigilance/departmental clearances shall hold good in the appointment/engagement of retired officials of Coal India Ltd. / subsidiaries as Sr.Advisor/Advisor (Company Secretary &amp; Financial). Further, compliance to circular No. 07/05/21 dated 03.06.2021 of Central Vigilance Commission to be made regarding procedure for obtaining Vigilance clearance before engaging retired officials other than that of Coal India Limited/subsidiaries.</p> <p>vi.) Tax- In case, payment of GST is required, then the same shall be reimbursed on production of proof of such payment.</p> <p>vii.) Marking of biometric attendance is mandatory for Sr. Advisor/Advisor.</p> <p>viii.) Other terms and conditions will be as per the CIL's policy in vogue.</p>
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The Application Forms can be downloaded from CIL's/BCCL's websites [www.coalindia.in](http://www.coalindia.in) and [www.bcclweb.in](http://www.bcclweb.in) respectively under the caption "Career with CIL" and "Careers in BCCL" respectively.

Cutoff date for eligibility is as on **28.02.2026**

Interested candidates fulfilling the above criteria may submit their application along with following (self-attested) documents:

1. Proof of age (Matriculation Certificate)
2. Superannuation notice.
3. Certificates of qualification.
4. Details of Experience & Promotion.
5. Certificate of scale of pay

These documents along with duly filled in application format should reach the office of Dy. General Manager (HR-EE), BCCL, Koyla Bhawan, Dhanbad, PIN – 826005, latest by **23.03.2026 by 5.00 PM** by Registered Post/ Speed Post or through email: [gme.bccl@coalindia.in](mailto:gme.bccl@coalindia.in)

The applicant should superscribe "Application for the post of Sr.Advisor/Advisor (Company Secretary & Financial) BCCL" on the envelope. In case of application through email "Application for the post of Sr.Advisor/Advisor (Company Secretary & Financial) BCCL" should be mentioned in the subject.

Following important points may also be noted:

- i. Applications received via email/post after **23.03.2026, 5.00 PM** in the office of Dy. General Manager (HR/EE), BCCL, Koyla Bhawan, Dhanbad will not be entertained and the company will not be responsible for any postal delay/loss in transit in submission of application within specified time.
- ii. BCCL reserves the right to change the number of vacancies and cancel/ restrict/modify/ alter the engagement process, if required, without issuing any further notice or assigning any reason thereof. Any modifications/ amendments, if any, in this notification will be given in CIL's/BCCL's website only.
- iii. All correspondence with the candidates shall be made as per his/her address/email, given in the application. However, important information will also be available at CIL's/BCCL's websites.
- iv. BCCL reserves the right to shortlist candidates for personal talk for the selection of the post of Sr.Advisor /Advisor (Company Secretary & Financial). No T.A. will be paid to any candidate for appearing in personal talk.

  
7/3/26  
Dy. General Manager (HR-EE)  
BCCL

## APPLICATION FORMAT

### For the Post of Sr. Advisor/Advisor (Company Secretary & Financial) in Bharat Coking Coal Limited

1. Name ( in block letters):

2. Employee No. (retired):

3. Father's Name:

4. Present address for communication:

5. Contact No. a) Telephone:  
b) Mobile:

6. E-mail ID:

7. Permanent Address:

8. Caste (Gen/ SC/ST/OBC):

9. Date of Birth:

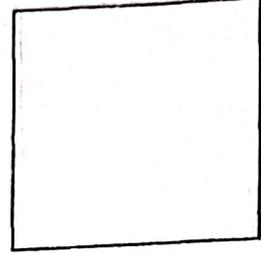
10. Date of Superannuation with Superannuation Notice No.:

II. Educational Qualification:

12. Additional Qualification:

13. Experience:

(A) Whether worked in any of the CIL or its subsidiaries in India as **Director/General Manager (Finance)**: (YES / NO)



(B) If Yes, details thereof:

S No	Name of the Company with details	Details of Posting (Designation, Place of posting)	Period of work		Nature of work
			From	To	

14. Detail of employment before/till superannuation:

Name of Organisation/ Deptt.	Last Held	Post	Grade	Basic Pay with Grade Pay (where applicable)	Discipline	Period of last post held	Remark

15. Special Achievement'(if any):

16. Details of any Vigilance/Departmental/Court case (if pending):

17. Any Other Information

**Declaration**

I, \_\_\_\_\_ (Name), hereby certify that the details furnished by me in point no.1 to point 16 are true to the best of my knowledge and belief.

**Signature of the Candidate with date**

**List of Enclosures**