

साऊथ ईस्टर्न कोलफील्ड्स लिमिटेड
SOUTH EASTERN COALFIELDS LIMITED

(A Subsidiary of Coal India Ltd)
"A MINI RATNA COMPANY"

Regd. Office: Seepat Road, BILASPUR (CG): 495 006



अधिकारी स्थापना विभाग
EXECUTIVE ESTABLISHMENT DEPARTMENT

gmhr.ee.secl@coalindia.in

07752 - 246336

Ref: SECL/BSP/EE/Notification/Advisor (Secretary)/2026/995

Date: 21.04.2026

NOTIFICATION FOR ENGAGEMENT OF FULL-TIME ADVISOR (SECRETARY) FOR CHAIRMAN-CUM- DIRECTOR (CMD) SECRETARIAT SECL, ON A FIXED TENURE BASIS AS PER CIL'S POLICY FOR AVAILING THE SERVICES OF RETIRED CMDs/DIRECTORS/SENIOR LEVEL EXECUTIVES AS FULL-TIME ADVISORS.

South Eastern Coalfields Limited (A Subsidiary of Coal India Limited) invites applications for engagement of One Full Time Advisor (Secretary) for CMD Secretariat from **retired executives (retired Board Level and Below Board Level Officers)** from CIL & its subsidiaries/PSUs/autonomous organizations of Central/State governments, officers of class-C and above of Central & State Govt. (Non-clerical) & members of National Level professional institution on fixed tenure basis for an initial period of two year which can be extended further subject to requirement and satisfactory performance as per the CIL's Policy for availing the services of retired CMDs/Directors/ Sr. Level Executives etc as full time/part time Advisors' as amended from time to time. **VRS optees will not be considered.**

The eligibility criteria, terms of engagement, pay & allowances, other benefits are mentioned below.

| Sl.NO. | Name of Post | FULL TIME ADVISOR (Secretary) | | | | | | | | | | | | |
|-----------------------------|---|--|--------------------------|------------------------------|-------------|-----------------|------------------|-----------------|-------------|-----------------|------------------|-----------------|-----------------------------|----------------|
| 1. | No.of Post | 1 (One) | | | | | | | | | | | | |
| 2. | Nature of work | The incumbent will function as Full Time Advisor (Secretary). His/her services will be utilized for assistance/advice in the office of Chairman-cum-Managing Director Secretariate SECL, as per requirement on day-to-day basis. Preparing of reports/orders/letters and various communications. He/she shall also be responsible for any other jobs that are assigned to him/her as per requirement. | | | | | | | | | | | | |
| 3. | Qualification | Graduate in any discipline. | | | | | | | | | | | | |
| 4. | Experience | Minimum 5 (Five) years in Secretarial discipline from retired executives of Secretarial discipline from CIL & its subsidiaries, PSUs/autonomous organizations of Central/State governments, Officers of class-C and above of Central & state Govt. (Non-clerical) & members of National level professional institutions. Preference will be given to those who have experience of working with Board level Executives. | | | | | | | | | | | | |
| 5. | Maximum age limit eligibility | Applicants should be more than 60 years but not more than 65 years during the contract period. | | | | | | | | | | | | |
| 6. | Consolidated Honorarium and other benefit | <p>(i) Consolidated Monthly Compensation/Honorarium:</p> <table border="1"> <thead> <tr> <th>Grade of Retd. Executive</th> <th>Compensation/Honorarium (Rs)</th> </tr> </thead> <tbody> <tr> <td>CMD (Sch A)</td> <td>2,00,000/- p.m.</td> </tr> <tr> <td>Director (Sch A)</td> <td>1,80,000/- p.m.</td> </tr> <tr> <td>CMD (Sch B)</td> <td>1,80,000/- p.m.</td> </tr> <tr> <td>Director (Sch B)</td> <td>1,60,000/- p.m.</td> </tr> <tr> <td>For Retd. E-9 Gr. Executive</td> <td>1,50,000/ p.m.</td> </tr> </tbody> </table> | Grade of Retd. Executive | Compensation/Honorarium (Rs) | CMD (Sch A) | 2,00,000/- p.m. | Director (Sch A) | 1,80,000/- p.m. | CMD (Sch B) | 1,80,000/- p.m. | Director (Sch B) | 1,60,000/- p.m. | For Retd. E-9 Gr. Executive | 1,50,000/ p.m. |
| Grade of Retd. Executive | Compensation/Honorarium (Rs) | | | | | | | | | | | | | |
| CMD (Sch A) | 2,00,000/- p.m. | | | | | | | | | | | | | |
| Director (Sch A) | 1,80,000/- p.m. | | | | | | | | | | | | | |
| CMD (Sch B) | 1,80,000/- p.m. | | | | | | | | | | | | | |
| Director (Sch B) | 1,60,000/- p.m. | | | | | | | | | | | | | |
| For Retd. E-9 Gr. Executive | 1,50,000/ p.m. | | | | | | | | | | | | | |

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| | | For Retd. E-8 Gr. Executive | 1,20,000/- p.m. |
| | | For Retd. E-7 Gr. Executive | 1,00,000/- p.m. |
| | | For Retd. E-6 Gr. Executive | 90,000/- p.m. |
| | | For Retd. E-5 Gr. Executive | 80,000/- p.m. |
| | | For Retd. E-4 Gr. Executive | 70,000/- p.m. |
| | | For Retd. E-3 Gr. Executive | 60,000/- p.m. |
| | | For Retd. E-2 Gr. Executive | 50,000/- p.m. |
| | | <p>(ii) Accommodation facility: Suitable Company's accommodation shall be provided on availability. However, if Company's accommodation is not available, a consolidated amount will be paid @ 10% of consolidated pay. In the event of Company's accommodation, the house rent as applicable to Executives on roll will be recovered.</p> <p>(iii) Conveyance charges: Company shall provide conveyance for full time Advisor's as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charges.</p> <p>(iv) Reimbursement for the use of mobile telephones based on the actual bills or Rs. 1000/- p.m., whichever is less.</p> <p>(v) Medical, leave and TA/DA shall be governed as per CIL's Policy for availing the services.....as full time/part time Advisors.</p> | |
| 7. | Terms & Conditions | <p>(i) The selected Advisor (Secretary) would be stationed at SECL/HQ or as per the requirement of the Company.</p> <p>(ii) The engagement of Advisor 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 honorarium from either side.</p> <p>(iv) The Advisor has to maintain the integrity and secrecy of the Companies business and shall not engage himself/herself with any other business during his/her tenure as Advisor. He shall perform the duties efficiently, diligently and shall devote his whole time to the company. He/she shall honestly and faithfully serve the Company during the period of engagement.</p> <p>(v) Tax – In case of payment of GST is required, the same shall be reimbursed on production of proof of such payment.</p> <p>(vi) Other terms & conditions as per CIL's Policy in vogue.</p> | |

The Application Form can be downloaded from SECL website www.secl-cil.in under the caption "Career".

Cut-off date: 07.05.2026

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

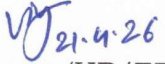
1. Proof of Age (Matriculation Certificate).
2. Retirement/Superannuation Notice.
3. Certificates of Qualification
4. Details of work Experience and promotion
5. Experience certificate as **per point no.4** (if any)
6. Certificate of Scale of Pay. (in case of Non-CIL retired executive)

These documents along with duly filled and signed application format should reach to the "Office of The General Manager (HR/EE), Executive Establishment Department, South Eastern Coalfields Limited, Seepat Road, Bilaspur, Chhattisgarh, Pin: 495006, latest by **07.05.2026 by 5.00 PM** by Registered Post/Speed Post/email in email id – gmhr.ee.secl@coalindia.in.

Following important points may also be noted:

- (i) Application received after **07.05.2026 by 5.00 PM** will not be considered and the company will not be responsible for any postal delay/loss in transit in submission of application within specified time. Incomplete applications will not be considered.

- (ii) SECL 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.
- (iii) Any modification/amendments, if any, in this notification will be given in SECL website only.
- (iv) All correspondence with the candidates shall be made at his/her address/email ID as given in the application. However, important information will also be available on SECL website.
- (v) SECL reserves the right to shortlist candidates for interview/selection process. Selection will be done on the basis of performance in the interview.
- (vi) No TA/DA will be paid to any candidate for appearing in interview/selection process.
- (vii) The decision of SECL Management in the matter will be final and binding upon all.


21.4.26
Sr. Manager (HR/EE)
SECL HQ., Bilaspur

Distribution :

1. TS to CMD, SECL, Bilaspur.
2. TS to D(T/O)/D(T/P&P)/D(HR)/CVO/ D(F), SECL.
3. GM (HR)/ HOD Policy Cell, CIL
4. GM(HR/EE)/HOD(HR/EE), CIL/MCL/NCL/ECL/BCCL/CCL/WCL/CMPDIL ...
For wide circulation in their Subsidiary Company & for uploading the notification on their official websites.
5. All HODs, SECL HQs.
6. All GMs, Areas, SECL.
7. HOD(Systems), SECL ... with a request to upload on SECL website.

Copy for kind information to :

Director (T/O)/ Director (HR)/ Director (Finance)/Director (T/P&P), SECL

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APPLICATION FORMAT

For the Post of Advisor (Secretary) for CMD Secretariat, South Eastern Coalfields Limited

1. Ref. No. & Date of Notification:
- 2) Name (in Block Letter) :
- 3) Father/Spouse's Name :
- 4) Date of Birth :
- 5) Present Address for communication:
- 6) Contact No.
 - a) Telephone :
 - b) Mobile :
 - c) E-Mail ID :
- 7) Permanent Address :
- 8) Caste (Gen/SC/ST/OBC):
- 9) Date of superannuation :
- 10) Educational Qualification :
- 11) Experience (in relevant field as per notification)
- 12) Details of employment till superannuation (along with the relevant documents):



| Name of the Org./ Dept. | Post held/EIS No. | Grade | Pay Scale | Basic Pay with grade pay (where applicable) | Discipline | Period | Remarks |
|-------------------------|-------------------|-------|-----------|---|------------|--------|---------|
| | | | | | | | |

- 13) Special Achievement (if any) :
- 14) Details of any Departmental/Vigilance Case or Court Case (if any):
- 15) Superannuation Notice No. & Date (Enclose documents):
- 16) Any other information

(Name & Signature of the candidate)

Date:
Place:
List of enclosures: