

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 (Secretarial)/2025/5854

Date: 23.10.2025

**NOTIFICATION FOR ENGAGEMENT OF FULL-TIME ADVISOR (SECRETARIAL) IN THE OFFICE OF DIRECTOR (FINANCE), 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/PART-TIME ADVISORS.**

South Eastern Coalfields Limited (A Subsidiary of Coal India Limited) invites applications for engagement of One Full Time Advisor (Secretarial) 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 one 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 (Secretarial)						
1.	No. of Post	1 (One)						
2.	Nature of work	The incumbent will serve as Full-Time Advisor (Secretarial). His/Her services will be utilized to provide assistance and advisory support in the office of the Director (Finance), Secretariat, SECL, as and when required on a day-to-day basis. The responsibilities will include preparation of reports, orders, letters, and various official communications. He/She shall also be responsible for any other work or assignment entrusted from time to time as per the requirement of the management.						
3.	Qualification	Graduate in any discipline.						
4.	Experience	At least 3 years as Secretary to Board Level executive of Central Public Sector Enterprise in India (CPSE) or equivalent.						
5.	Maximum age limit for 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><b>(i) Consolidated Monthly Compensation/Honorarium:</b></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> </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.
Grade of Retd. Executive	Compensation/Honorarium (Rs)							
CMD (Sch A)	2,00,000/- p.m.							
Director (Sch A)	1,80,000/- p.m.							

*[Handwritten signature]*

		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.
		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) <b>Accommodation facility:</b> Suitable Company's accommodation shall be provided on availability. However, if Company's accommodation is not available, a consolidated amount will be paid @ 9% 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) <b>Conveyance charges:</b> 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 (Secretarial) 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 &amp; conditions as per CIL's Policy in vogue.</p>	

The Application Form can be downloaded from SECL website [www.secl-cil.in](http://www.secl-cil.in) under the caption "Career". Interested candidates fulfilling the above criteria may 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.

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 **dt.06.11.2025 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 dt. **06.11.2025 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) Any modification/amendments, if any, in this notification will be given in SECL website only.
- (iii) 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.
- (iv) SECL reserves the right to shortlist candidates for interview/selection process. Selection will be done on the basis of performance in the interview.
- (v) No TA/DA will be paid to any candidate for appearing in interview/selection process.
- (vi) The decision of SECL Management in the matter will be final and binding upon all.

*Sujata*  
23/11/2025  
General 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)/ 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.
8. All Notice Boards, SECL HQ.

**Copy for kind information to :**

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

## APPLICATION FORMAT

For the Post of Advisor (Secretarial), Director (Finance), Secretariat in  
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:  
(A) Whether having Minimum 3 years' experience as Secretary to Board level executive of CPSE or equivalent.



(Yes / NO)

(B) If **yes**, details thereof in chronological manner as prescribed (**along with the relevant documents**):

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

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

(Name & Signature of the candidate)

Date:

Place:

List of enclosures: