



COAL INDIA LIMITED

“COAL BHAWAN”, 10, NETAJI SUBHAS ROAD, KOLKATA 700001

WEBSITE - www.coalindia.in

INTERVIEW FOR THE POST OF MANAGEMENT TRAINEE 2012

Discipline- MINING

Date & Time of Interview- 3-DEC-12 1.30 PM

Venue address:

THE FLOTEL 9/10 KOLKATA JETTY, (OPP. TO SBI HQ), STRAND ROAD KOLKATA, 700001

Dear Sir/ Madam,

This has reference to your application for the said post. We have pleasure in informing that based on your performance in the written test you have been shortlisted for personal interview as per schedule mentioned above. Kindly make it convenient to attend the interview with the following documents in original and one set of photocopies duly attested by a gazette officer:-

1. Bio-data form filled in and signed with one attested photograph pasted in the space provided. The bio data form can be downloaded from www.coalindia.in/careers.
2. Matriculation / Higher Secondary Certificate in support of date of birth.
3. Valid Certificate in support of the reservation category claimed i.e. Scheduled Caste/ Scheduled Tribe / OBC (Non Creamy Layer Certificate) as per Govt of India format. Sample format can be downloaded from the link.
4. In case of a physically handicapped candidate, certificate from the competent authority specifying the disability and percentage thereof.
5. Mark sheets in support of each of the qualifications passed and provisional degree certificate wherever applicable must be produced at the time of interview.
6. For candidates applying for HR and Sales & Marketing disciplines, the specialization in the relevant field is mandatory and it should be clearly mentioned in the degree/ certificate/ mark sheet or supported by certificate from the Head of the Institution.
7. For candidates presently working in Government/ Semi Government/ Public Sector Undertaking/ local body , **it is essential to submit a “No objection Certificate” from your present employer.**
8. Certificates in support of any extra Curricular activities/ representations at State/ National level, Bravery Awards/ NCC certificates etc
9. Kindly ensure that all certificates/ documents submitted by you are neatly stapled/ tied together and the photograph properly affixed in the space provided.

Your candidature is considered for interview subject to the conditions mentioned overleaf, which may be read and understood clearly.

Yours faithfully,

(K. Praveen Kumar)

General Manager (Personnel/ Recruitment)

INSTRUCTIONS

1. The out station candidates will be reimbursed to and fro 3 AC rail fare from place of residence to the interviewing place/ city or Bus fare restricted to the rail fare by the shortest route on production of photo copy of the ticket/ ticket number for the journey by rail/ bus and also a copy of the Interview call letter. For reimbursement both tickets - onward journey and return are must.
2. Before attending the interview, candidates are advised to satisfy themselves regarding their eligibility as per advertisement. Candidates who upon scrutiny are found to be ineligible or turn up for the interview without required documents/ original certificates will neither be interviewed nor reimbursed the travel fare.
3. For candidates presently working in Government/ Semi Government/ Public Sector Undertaking/ local body , **it is essential to submit a “No objection Certificate” from your present employer**, failing which you will not be interviewed and will not be paid travelling fare reimbursement.
4. While every effort will be made to conduct your interview on the date and time mentioned overleaf, but if due to any unforeseen circumstances the interview is carried on the subsequent day, no hotel expenses or extra charges will be paid to you for this delay
5. During the interview you shall have the liberty to answer in Hindi or English.
6. In the event of your selection, you will be liable to be posted to serve any where at the discretion of the company and your attending for the interview will be taken as acceptance of the said condition.
7. This Interview Letter does not constitute any Offer of Appointment/ Employment.
8. In the event of your final selection, you will be required to undergo medical examination by the Company’s Medical department/ Board for determining your medical fitness. It is therefore suggested that in your own interest kindly satisfy your self in fulfilling medical fitness norms before coming for the interview. Please visit our website for medical norms details.
9. Your candidature will be provisional subject to fulfillment of the prescribed qualification , age, percentage of marks, specialization and matching of photograph with your admit card/ photograph on your application and other prescribed conditions for the said post as notified in the advertisement. Failure on this account could result in cancellation of your candidature at any stage, even after selection and appointment.
10. Request for change in mailing address and interview center can not be entertained.
11. In case of any variation in Name/ Surname as mentioned in the Admit Card/ Application and the bio data form/ Educational certificate etc , an affidavit in support of the contentions made by the candidate will be required incorporate the changes to allow the candidate further in the selection process.
- 12 . Any type of canvassing for securing employment will disqualify your candidature.