



कोल इण्डिया लिमिटेड Coal India Limited

भारत सरकार का उपक्रम
A Government of India Undertaking
एक महारत्न कंपनी A Maharatna Company

IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATION FORM

NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DAY & TIME AND REGISTER THEIR APPLICATION WELL WITHIN THE TIME. COAL INDIA LIMITED SHALL NOT BE HELD RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATION DUE TO LAST-MINUTE RUSH.
2. AFTER FINAL SUBMISSION OF THE ONLINE APPLICATION FORM, PLEASE SUBMIT A HARD COPY OF THE APPLICATION TO THE PERSONNEL EXECUTIVE OF THE UNIT/ESTABLISHMENT, WHERE YOU ARE POSTED AFTER AFFIXING YOUR SIGNATURE ON THE PRINTED APPLICATION FORM ALONG-WITH SELF-ATTESTED PHOTOCOPIES OF ALL RELEVANT DOCUMENTS, VIZ., EDUCATIONAL CERTIFICATES, CASTE CERTIFICATES (IN CASE OF SC/ST) AND DISABILITY CERTIFICATE (PWD) ETC. WITHIN 4 DAYS FROM THE DATE OF SUBMISSION OF ONLINE APPLICATION.

Important Dates	
Opening Date for Submission of Online Application Form	04.08.2023 at 10.00 AM
Closing Date of Submission of Application Form	02.09.2023 at 11.59 PM

INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION

General Instructions	
1.	Read the Instructions carefully, select “I Agree”, and Press “Start” button to proceed further.
2.	For detailed Notification, Please read Advertisement carefully before filling the online application form.
3.	The number of vacancies is tentative and may increase or decrease at sole discretion of Coal India Limited .
4.	Only a permanent employee of Coal India Limited or its Subsidiaries eligible on the cut-off date i.e. on 30.09.2022 fulfilling eligibility criteria can apply for the discipline (post).
5.	Category once filled by candidate in the online application form will not be changed.
6.	Before starting to fill up the on-line application form, the candidate should keep at hand the following details/documents: - <ol style="list-style-type: none">a. His/Her educational qualifications as per eligibility criteria (from 10th/Matriculation onwards) with percentage of marks obtained (Please calculate percentage from GPA/CGPA/OGPA/CQPI in advance as per university conversion formula) which should match with the conversion in % certificate issued by University/Institute, experience certificates etc.b. His/Her personal details.c. His/Her scanned photograph (not older than 03 weeks) of file size ranging min. 50kb and max 100 KB and scanned signature file size ranging min. 50kb and max 100KB, in jpeg/ jpg format.d. His/Her scanned documents pertaining to age/category/disability etc., as applicable.

How to Apply

1.	Candidates should have a valid personal e-mail ID and mobile number. It should be kept active for at least 02 year. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
2.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE FINAL SUBMISSION. Any wrong/incorrect entry in the application which is not found substantiated, will lead to cancellation of candidature.
3.	The step by step process for submitting the application form is given below: Step-I: Registration of Personal Details, and Contact details. Login Id and password will be sent through SMS on registered Mobile number and E-mail on registered E-mail ID only. Step-II: Please log out and re-log in to go to the Application Form. Fill up the Eligibility Details, Personal Details, Qualification Details and upload relevant documents.
4.	Application once submitted cannot be withdrawn.
STEP-I Registration	
1.	Candidates agreeing to the terms & conditions may apply by clicking ' I Agree ' checkbox given below and pressing the ' Start ' button.
2.	The candidate should fill up all the mandatory information correctly.
3.	On completion of Step-I registration, a message will be received on candidate's registered Email Id & Mobile Number conveying his/her registration details, i.e. login ID and password.
STEP-II Completion of Application form	
1.	After registration, candidate has to login and complete other details in Application form like Personal Details, Qualification, and Declaration etc.
2.	Instructions regarding scanning of Photograph & Signature: Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. The applicant should note that only jpeg/jpg format is acceptable: i. Photograph image: <ul style="list-style-type: none"> • Photograph must be a recent passport size colour picture on white background (not older than 03 months). • Look straight at the camera with a relaxed face. • The size of the scanned image should be min. 50kb and max 100kb in jpeg/ jpg format only. ii. Signature image: <ul style="list-style-type: none"> • The applicant has to sign on white paper with Black ball point/ink pen. • The signature must be signed only by the applicant and not by any other person. • Please scan the signature area only and not the entire page. • Size of file should be upto 100kb in jpg/jpeg format only. iii. Uploading of required educational/category certificate <ul style="list-style-type: none"> • Legible document should be uploaded using proper scanner/app to avoid rejection of the form. <p>After Uploading Photograph, Signature and document, Click on SUBMIT button for completing this Step otherwise your application would remain incomplete.</p>
3.	Candidate can apply for one discipline only. Also, if more than one application is received from a candidate for same post/discipline, most recent (current) application will be considered as final.

4. In case of any problems faced by the candidates in filling up the online application they may refer the “**Help Desk Option**” available in the individual login portal. For queries other than the online application form candidates may write to Email Id: supporttreectt.cil@coalindia.in only.