



कोल इण्डिया लिमिटेड

Coal India Limited

एक महारत्न कंपनी A Maharatna Company

RECRUITMENT OF MANAGEMENT TRAINEES
THROUGH GATE SCORE - 2023

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. PLEASE RETAIN THE PRINT OUT OF THE ONLINE APPLICATION FORM AND E-RECEIPT WITH YOU FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE ONLINE APPLICATION FORM OR ANY DOCUMENT RELATED TO RECRUITMENT OF MANAGEMENT TRAINEES THROUGH GATE-2023 TO THE OFFICE OF COAL INDIA LIMITED/OR ANY SUBSIDIARY COMPANY OF CIL.

Important Dates	
Opening Date for Online Registration of Application Form	13.09.2023 at 10:00 AM
Last Date for Submission of Application Form	12.10.2023 at 18:00 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, Advertisement. Please read it carefully before filling the on-line application form.
3.	The number of vacancies is tentative and may increase or decrease at sole discretion of Coal (India) Limited .
4.	Only Indian Nationals fulfilling eligibility criteria can apply for the above Post(s).
5.	Category (Social/Sub) once filled by candidate in the online application form will not be changed and no benefit of other category will be admissible.
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).b. His/Her personal details.c. His/Her scanned photograph (not older than 03 weeks) of file size ranging upto 100 KB and scanned signature file size ranging upto 100KB, in jpeg/ jpg format.d. His/Her scanned documents pertaining to age/category/disability/domicile 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 2 years. 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 SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited.
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, upload relevant documents and submit fee online via SBI MOPS (if applicable) through Debits Cards/Credit Cards/Net Banking/Wallets.
4.	Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
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 light background (not older than 03 weeks). • Look straight at the camera with a relaxed face. • The size of the scanned image should be upto 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 ballpoint/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. <p>After Uploading Photograph and Signature, Click on SUBMIT button for completing this Step otherwise your application would remain incomplete.</p>
3.	Once the application is submitted, candidates will automatically be redirected to SBI MOPS payment gateway to deposit the applicable Form Fee + Bank charges (if applicable) through Debits Cards/Credit Cards/Net Banking/Wallets.
4.	Guidelines for remittance of fee are as under: <ul style="list-style-type: none"> a) Post submission, the candidate will be re-directed to Payment gateway to make the online payment of application fees.

	<p>b) Kindly verify the details and make the payment for application fee via different payment modes.</p> <p>c) Post successful payment of application fee, candidate will be redirected to his/her application form.</p> <p>Candidates are advised to keep with them the copy of the e-receipt as a token of remittance of fee for future reference.</p>
5.	<p>Candidate can apply for one discipline only. Also, if more than one application is received from a candidate for same post/discipline, most recent (latest) application will be considered as final and all other applications made prior to the last one, shall be treated as null and void.</p>
6.	<p>Technical queries/clarifications/issues relating to the filling up of ONLINE APPLICATION FORM, please feel free to contact the helpdesk at Email: mtrecruitment.cil@coalindia.in or Phone No: 022-61087550 between Monday to Friday (During 10 AM to 5 PM).</p>