



Ref: SECL/BSP/EE/Notification/Adviosr(CSR & Civil)/2025/1710

Date: 27.05.2025

**NOTIFICATION FOR ENGAGEMENT OF FULL TIME ADVISOR (CSR & Civil) IN  
SECL ON FIXED TENURE BASIS AS PER CIL'S POLICY FOR AVALING  
SERVICES OF THE RETIRED CMD'S/DIRECTORS/SR.LEVEL EXECUTIVES,  
ETC 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 (Corporate Social Responsibility & Civil) 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 (CSR & Civil)
1.	No.of Post	1 (One)
2.	Nature of work	His services will be utilized for job assistance/ guidance on infrastructure development, community engagement, and welfare projects under SECL's CSR programs. His expertise will be utilized to assist and advise the Civil Department on a day-to-day basis. Responsibilities encompass the planning, design, installation, commissioning, and maintenance of large-scale infrastructure projects, including buildings, roadways, water systems, and other civil engineering works. He shall also be responsible for any other tasks or duties as per the requirement of the department.
3.	Minimum Qualification	B.Tech/ B.E in the Civil Engg. with a minimum of 60% marks from a recognized University/ Institute <b>OR</b> Minimum 2 yrs Full time PG Degree/ PG Diploma in Community Development/ Rural Development or its equivalent from a recognized University/ Institute
4.	Experience	Minimum work experience of 20 years in PSUs/ autonomous organizations of Central/ State Governments..... Further, the incumbent must have technical, functional, and operational knowledge of CSR Activities/ Planning, Designing installation and commissioning of buildings, roads construction, water systems etc. of large capacity projects & their maintenance.
5.	Maximum age limit for eligibility	Applicants should be more than 60 years but not more than 65 years during the contract period.

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6.	Consolidated Honorarium and other benefit	<p><b>(i) Consolidated Monthly Compensation/Honorarium:</b></p> <table border="1" data-bbox="538 103 1206 646"> <thead> <tr> <th data-bbox="538 103 963 188">Grade of Retd. Executive</th><th data-bbox="963 103 1206 188">Compensation/Honorarium (Rs)</th></tr> </thead> <tbody> <tr> <td data-bbox="538 188 963 240">CMD (Sch A)</td><td data-bbox="963 188 1206 240">2,00,000/- p.m.</td></tr> <tr> <td data-bbox="538 240 963 289">Director (Sch A)</td><td data-bbox="963 240 1206 289">1,80,000/- p.m.</td></tr> <tr> <td data-bbox="538 289 963 341">CMD (Sch B)</td><td data-bbox="963 289 1206 341">1,80,000/- p.m.</td></tr> <tr> <td data-bbox="538 341 963 390">Director (Sch B)</td><td data-bbox="963 341 1206 390">1,60,000/- p.m.</td></tr> <tr> <td data-bbox="538 390 963 442">For Retd. E-9 Gr. Executive</td><td data-bbox="963 390 1206 442">1,50,000/- p.m.</td></tr> <tr> <td data-bbox="538 442 963 494">For Retd. E-8 Gr. Executive</td><td data-bbox="963 442 1206 494">1,20,000/- p.m.</td></tr> <tr> <td data-bbox="538 494 963 543">For Retd. E-7 Gr. Executive</td><td data-bbox="963 494 1206 543">1,00,000/- p.m.</td></tr> <tr> <td data-bbox="538 543 963 595">For Retd. E-6 Gr. Executive</td><td data-bbox="963 543 1206 595">90,000/- p.m.</td></tr> <tr> <td data-bbox="538 595 963 646">For Retd. E-5 Gr. Executive</td><td data-bbox="963 595 1206 646">80,000/- p.m.</td></tr> <tr> <td data-bbox="538 646 963 696">For Retd. E-4 Gr. Executive</td><td data-bbox="963 646 1206 696">70,000/- p.m.</td></tr> <tr> <td data-bbox="538 696 963 747">For Retd. E-3 Gr. Executive</td><td data-bbox="963 696 1206 747">60,000/- p.m.</td></tr> <tr> <td data-bbox="538 747 963 797">For Retd. E-2 Gr. Executive</td><td data-bbox="963 747 1206 797">50,000/- p.m.</td></tr> </tbody> </table> <p><b>(ii) 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><b>(iii) 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><b>(iv) Reimbursement for the use of mobile telephones</b> based on the actual bills or Rs. 1000/- p.m., whichever is less.</p> <p><b>(v) Medical, leave and TA/DA</b> shall be governed as per CIL's Policy for availing the services.....as full time/part time Advisors.</p>	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.	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.
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7.	Terms & Conditions	<p><b>(i)</b> The selected Advisor (CSR &amp; Civil) would be stationed at SECL/HQ or as per the requirement of the Company.</p> <p><b>(ii)</b> The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical Officer.</p> <p><b>(iii)</b> Notice period for termination of Contract – One month's notice or consolidated honorarium from either side.</p> <p><b>(iv)</b> 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 their whole time to the company. He/she shall honestly and faithfully serve the Company during the period of engagement.</p> <p><b>(v)</b> Tax – In case of payment of GST is required, the same shall be reimbursed on production of proof of such payment.</p> <p><b>(vi)</b> 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 and 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

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Eastern Coalfields Limited, Seepat Road, Bilaspur, Chhattisgarh, Pin: 495006, latest by **dt. 11.06.2025 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. 11.06.2025 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*  
21/5/2025  
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), SECL

APPLICATION FORMAT *S.*

For the Post of Advisor (CSR & Civil) 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 20 Years experience in in PSUs/ autonomous organizations of Central/ State Governments....

(Yes / NO)

(B) If yes, details thereof in chronological manner as prescribed:

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: