

नॉर्दर्न कोलफील्ड्स लिमिटेड
(मिनीरत्न कंपनी)
(कोल इण्डिया लिमिटेड की अनुषंगी कंपनी)



Northern Coalfields Limited
)A Miniratna Company)
(A subsidiary of Coal India Limited)



Human Resource Development department

CIN- U10102MP1985GOI003160

An ISO 9001, ISO 14001 & ISO 45001 Certified Company

पोस्ट-सिंगरौली कोलियरी, जिला- सिंगरौली, म.प्र., पिन 486889 / Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Email: apprentice.ncl@coalindia.in Website : www.nclcil.in

NCL/HRD/Management Trainee (CS) /2024-25/H-194

Date:-: 08/01/2025

Notification for engagement of Trainee (Practical Training of Company Secretary) for duration of 21 Months

Northern Coalfields Limited, (NCL) is a wholly owned subsidiary of Coal India Limited, under the Ministry of Coal, Government of India and Mini Ratna (Category-I) company since 2007. NCL is a major contributor towards fulfilling energy requirement of the nation. NCL produced 136.15 Million Tonnes (MT) of coal with 3.80% of growth over the previous year and dispatched 137.63 MT coal in FY 2023-24 with 3.08 % growths over the previous financial year with a Gross turnover of Rs. 34,424.76 Cr. with PBT of Rs.10843.63 Cr. in 2023-24. The authorized share capital of NCL reached at Rs.5400.00 Cr. and the Paid-up share capital of company is Rs.2523.76 Cr. as on 31.3.2024.

In pursuit to professional excellence and to strengthen the cooperation and understanding with the professional institutions like ICSI (Institutes of Company Secretaries of India) NCL is looking forward to engage '1 (One) Trainee for a practical training duration of 21 months, for the students who have passed Executive or professional program and completed the Executive Development Programme from Institute of Company Secretaries of India (ICSI) as per the applicable guidelines of the Institute .

The terms and Conditions for such engagement shall be as follows:

A. Duration of Training :

Following the curriculum requirements of ICSI the duration of practical training of such Trainee who has completed either Executive or Professional program from ICSI shall be 21 Months from the day of its engagement. The engagement shall be termed as Practical Training and the student engaged shall be termed as Trainee and under no circumstances such engagement shall lead towards any claim of employment during the entire duration of training or even after the completion of such training.

B. Monthly Stipend :

The Trainee shall be paid at a rate of a lump sum of Rs. 22000/- per month following the attendance, as Stipend that is inclusive of all kind of expenses and reimbursements.

C. Crucial Date :

The various eligibilities fulfilment shall be assessed and cross checked with respect to the date of 01st January 2025, if otherwise not specified specifically and separately.

D. Eligibilities :

D1: Qualification: The applying candidate must have completed and passed either Executive or professional program and the required period of Executive Development Programme from Institute of Company Secretaries of India as on the crucial date. The Professional program candidates shall be preferred over Executive program candidates. Such candidates who have already completed their Management Training need not to apply.

D2: Upper Age Limit: Since there is only 'One' opportunity hence the same is Un Reserved and the applying candidate should have not born before "02nd January 1997" that is corresponding to the fact that the age of the candidate should not exceed to 28 years on the Crucial date i.e. 01st January 2025.

D3: Reservation: The number of opportunity for Management Trainee is '01' and the same is Un Reserved.

E. Mode of Application:

Candidates who are willing to apply must assess their eligibility of qualification, Age etc. before applying. Upon ensuring their eligibility they are required to fill the Application form which is annexed here with this notification. They are required to fill all and the desired details along with enclosing self-attested photo copies of their Academic qualification of their professional/Executive course of ICSI, Matriculation certificate and Mark sheet as proof of their Age, Copy of their AADHAAR as their Identity Proof and Two Recent Passport size photographs. There is no fee for applying against the Notified Opportunity.

The completely filled application form in all respect should reach to the following address on or before expiry of Monday, 27th January 2025 through Registered/ Speed post, or else alternatively the completely filled application along with the necessary enclosures may also be submitted through email by writing to apprentice.ncl@coalindia.in

The postal address for sending the application through registered/speed post (An Alternative to email)

The General Manager (P/HRD)
Central Excavation Training Institute (CETI)/MDI Campus
Northern Coalfields Limited HQ,
Thana: Morwa, Singrauli -486889, M.P.

The envelope containing the application should be super scribed with the heading: Application for the opportunity of Practical Training (ICSI)

F. **Method of Selection** :

NCL shall release list of candidates whose duly filled application is reached to the office of The General Manager (HRD) within the expiry of last day that is 27th January 2025.

As it is stated that the candidates qualified in professional program shall be preferred over such candidates who are qualified in Executive program, the applications received on or before the last day that is 27th January 2025, shall be arranged with respect to qualification (Professional/Executive) of the applying candidates by keeping all such candidates on top who are qualified in professional program. The merit will be drawn by arranging the passing percentage of Professional/executive program of ICSI in descending manner by keeping the highest scorer at the top of the merit. Tie of marks shall be resolved firstly by preferring the older candidate and secondly, if remain unresolved, by alphabetically arranging the name of the applicants in fashion of English dictionary.

A scrutiny of original documents for establishing the fulfilment of eligibilities by the applicants shall be scheduled for first three candidates falling in the merit list, the day of scrutiny shall be notified separately on NCL website that is www.nclcil.in . Post scrutiny the first candidate falling under merit who fulfils the stipulated eligibilities, shall be offered the opportunity for pursuing the 21 month training in NCL under the guidance of the Company Secretary of NCL and remaining two candidates if have attended the scrutiny, shall be kept under Waiting panel, who may be offered against the non-reporting of merit candidates. The candidature of such candidates shall be cancelled who fail to present themselves for attending the scheduled scrutiny or other notified events as may be required by NCL Management.

- G. **Social Security**: There shall be no deduction for social security benefits as such the opportunity of Practical Training pertains to training function and under any circumstances it cannot be treated at par with the employment hence the person engaged against such opportunity will be a Trainee and he/she cannot be treated at par with the Employee/ Workmen and shall be guided under the guidelines issued by the ICSI from time to time.

H. **Medical Benefits**:

The Trainee engaged against the opportunity shall be offered OPD facility only in any of the NCL owned Hospitals and Dispensaries.

I. **Logistics and Support**:

NCL shall offer the appropriate office space and other basic amenities as may be deemed fit by the departmental head for carrying out day to day assignments only, the trainee will have to arrange his/her Laptop and other gadgets if required.

J. **Accommodation** :

The trainee shall be responsible for arrangement of his/her accommodation in near surrounding of the NCL's HQ. Under exceptional circumstances the NCL

owned accommodation may be allocated to the Trainee subject to availability and discretion of the NCL Management.

K. **Admissibility of Leaves:** The trainee shall be entitled for Sick and Casual Leave at par with the Executive employees of NCL. Leave shall be sanctioned by the guide that is Company Secretary of NCL. Un-authorized absence beyond 10 days will lead to cessation of the Training without any further notice.

L. **Working Hours and Terms and conditions:-**

- i. The Student shall be entitled for maximum number of 52 days leave (including examination leave) for executive programme passed students and 21 days casual leave for professional programme passed students as per the guidelines issued by ICSI.
- ii. The students availing leaves more than his/her entitlement, in such case his/her training will get extended for proportionate days of excess leaves.
- iii. They shall agree to stay beyond the normal working hours wherever required and for this no extra stipend will be paid to them.
- iv. Unauthorised absence for consecutive 10 days will disqualify them for imparting further training.
- v. They shall also maintain absolute integrity and maintain the secrecy of the documents they come across during the course of training.
- vi. They shall not share any information without prior approval of the Management.

M. **Execution of Training Deed:**

The Intended training is prefixed with a deed Bond with the NCL for effectuating the agreement of the Trainee to the fact that he/she will have no claim for any kind of employment with any of the Subsidiary company of CIL including CIL HQ either in the intervening period or after the completion of Training period. The format of Bond shall be made available to the successful candidate before commencement of training.

Beside the training deed candidate will have to accept the terms and conditions which will be suffixed with the offer of the opportunity before commencement of training.

N. **General Terms & Conditions:**

1. No TA/DA will be paid to the applicants who are shortlisted and called to appear into the scrutiny and post scrutiny processes for completion of formalities.
2. The Trainee shall not be absorbed in NCL in any capacity in any case whatsoever and the Trainee shall not raise claim for the employment in NCL in any case. Any such claim for employment will not be entertained.

3. Candidates are advised to periodically visit NCL website that is www.nclcil.in as all future correspondence and latest information with regard to Trainee engagement will be given on our website.
4. Applications which are incorrect/ incomplete or are received in any other mode/form other than the Speed/Registered post, or not fulfilling the eligibility criteria and/or those received after the prescribed last day shall not be considered "Eligible" and treated as "Rejected" without giving any notice to the candidate.
5. Canvassing in any manner at any stage will lead towards cancellation of the candidature.
6. Any material suppression of facts or submitting forged/false certificates shall lead to rejection of his / her candidature at any stage of selection process without giving any notice to the candidate.
7. Any dispute concerning the engagement of Management Trainee will be subject to courts/tribunals of the city/town i.e. Singrauli, MP only.
8. The competent authority reserves the right to adopt any alternative and lawful mode of selection in part or in whole.
9. Management Trainee will not be provided any accommodation, fooding/ lodging or transport during the training period.
10. The engagement of Trainee is subject to medical fitness of the candidate. The candidate has to undergo through medical examination at the prescribed hospital of NCL, after being declared ,medically fit as per the Company's rules pertaining to Medical Fitness he/she shall be allowed to resume the Management Training.

Note: In case candidate face any difficulty while applying, may contact to **HRD Department, NCL** by writing an email to: apprentice.ncl@coalindia.in

However all relevant information will be provided through official website of NCL. Candidate may visit [NCL website under Menu>Career> Apprenticeship Training](#) section for updates.

**HOD (HRD), NCL
Singrauli,M.P.-486889**



Northern Coalfields Limited, Singrauli, M.P.

Application against 'One' opportunity for 21 Months Practical Training (ICSI) for candidates qualified in Executive/Professional program of ICSI

I. Name of the Applicant: Mr./Miss/Sri/Smt.

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II. Father's/ Husband's Name: Mr./Sri

.....

III. DOB (As per matriculation certificate-Attach a Copy):

D	D	M	M	Y	Y

Affix Recent Passport size color photo

IV. **AADHAAR Number:**

V. **Caste Category : SC/ST/OBC-NCL/EWS/ General**

VI. **Academic Qualification (Fill only the relevant information)**

<u>Qualification</u>	<u>Passing year</u>	<u>Board</u>	<u>Passing Percentage</u>
Matriculation/ 10 th Standard			
Please specify the relevant qualification out of Professional/Executive program of ICSI and fill desired details accordingly			
<u>Executive/ Professional</u>	<u>Passing year</u>	<u>Board</u>	<u>Passing Percentage for preparation of merit</u>
		<u>ICSI</u>	

Declaration: I hereby declare that the relevant information presented here are correct up to best of my knowledge and I do understand that, at the stage if, it is found by NCL that I have claimed in contravention to the material fact my candidature shall be liable for rejection with immediate effect.

Place:

Day & Time

Full Signature of the applicant

Enclosures: Please attach copies of Matriculation, AADHAAR, and Executive/Professional Program passing certificate /Mark sheet