

Ref. No.: MCL HQ/Recruitment/Contractual/2021/833

Date: 10/05/2021

**NOTICE / ADVERTISEMENT**  
**FOR ENGAGEMENT OF PARAMEDICAL STAFF ON TEMPORARY CONTRACT BASIS**

Mahanadi Coalfields Limited, a subsidiary of Coal India Limited, A Govt. of India Undertaking invites applications from eligible citizens of India for the following posts.

S. No.	Category of Paramedical Staff	Monthly Honorarium	Requirement
1	Nurse	₹ 35,000/- PM	38
2	Pharmacist	₹ 35,000/- PM	04
3	Lab Technician	₹ 32,500/- PM	04
TOTAL			46

**NOTE-**

\* Vacancies/requirements are tentative and MCL Management reserves the right to increase or decrease as per its requirement.

**MINIMUM QUALIFICATION REQUIRED:**

**1. Nurse**

- i. 10+2 Plus 'A' Grade Nursing Diploma or Certificate from a recognized Institute approved by the Govt. (3-year course).

**NOTE:** - The final year students of nursing college whose academic sessions are over and also those whose academic session are yet to be completed can also apply as per CIL policy/guidelines.

**2. Pharmacist**

- i. 10+2 with science/Diploma in Pharmacy registered with Pharmacy Council under Pharmacy Act.1948 with valid registration.

**3. Lab Technician**

- i. Diploma in respective technology from an Institute recognized by the Government.

**AGE LIMIT (as on 20/05/2021):**

- i. Candidates must not be above 65 years of age as on 20/05/2021.
- ii. Date of birth as recorded in the Matriculation/SSC/High School or Equivalent Examination certificates only will be treated as final. No subsequent request for change in Date of Birth will be entertained.

**HOW TO APPLY**

- i. Before applying, the candidates are advised to ensure their eligibility for the post for which they intend to apply. The candidates have to submit their application as per the prescribed format along with supporting documents by their email to **recruitment.mcl@coalindia.in** within the stipulated date i.e. 20/05/2021 by 05:00 PM. The candidates are advised to bring the hardcopy of the relevant documents during the interview which is tentatively scheduled on 24/05/2021.

- ii. If more than 01 application is received from a candidate, then the latest or the last application submitted will be considered as final.
- iii. The applications received after the due date i.e.20/05/2021 will not be entertained and MCL Management shall not be responsible for whatsoever reason for non-receipt/delayed receipt of the application.
- iv. Incomplete application in any form shall not be considered.

### **Fee Payment**

- i. No application fees required.

### **SELECTION PROCESS**

1. The applicants shall be called for interview which is tentatively scheduled on 24/05/2021.
2. The candidates shall be shortlisted based on their performance in the interview, post qualification relevant experience, additional qualification etc.
3. In case of a tie of marks obtained, it will be resolved on the basis of Date of Birth (elder one being the first) and thereafter the marks obtained in matriculation.
4. Provisional offer of engagement on temporary basis will be issued to the successful candidates based on their position in the merit list.
5. If it is found prior/during the interview or during the course of temporary contract period, any candidate not fulfilling the criteria of eligibility in any respect, his/her candidature/contract will be terminated forthwith.

**Note:** -All the candidates are requested to remain updated at each step of the process by visiting our website <http://www.mahanadicoal.in>. All queries may be addressed to our recruitment team through [recruitment.mcl@coalindia.in](mailto:recruitment.mcl@coalindia.in)

### **MEDICAL FITNESS: -**

As per CIL policy for engagement of Paramedical Staff on temporary contract basis.

### **EX-EMPLOYEES/ RETIRED STAFF**

For the ex-employee of CIL or its subsidiaries/other government organization/PSUs/Private sector:

- a) Last 03 years performance record of ex-employee certified by his/her ex-employer.
- b) Should have scored minimum "Good" ratings in the last 03 years of service & should be certified by ex-employer.
- c) Should not have been awarded with any punishment under disciplinary rules of the company in the last 03 years of the service & should be certified by ex-employer.
- d) For the retired private sector experience holders, a self-certified performance/disciplinary certificate from the ex-employer to be produced along with the application.

## **TERMINATION OF THE CONTRACT**

- i. The contract shall be terminated if the performance of the engaged paramedical staff is not found to be satisfactory during the contract period.
- ii. The contract shall be terminated at any point before the completion of the contract period if the MCL management does not require the services of the engaged paramedical staff.
- iii. The contract shall be terminated if the engaged paramedical staff is reported to be working in any Private/Govt agency.
- iv. The contract shall be terminated if any educational /experience certificates etc. are found to be fake/false.
- v. Due to malpractice/misconduct etc. at the workplace.
- vi. In the event of any legal conviction against the selected candidate by the State/Central Government Authority/Court etc.
- vii. The contract will automatically cease to exist on expiry of the period of contract and for this, no separate notice would be necessary.
- viii. The contract may be terminated by either side by giving one-month notice.
- ix. MCL reserves the right to terminate the contract without assigning any reason whatsoever.

## **GENERAL INSTRUCTIONS FOR CANDIDATES:**

1. The contract period may be up to 31<sup>st</sup> March 2022, however, the requirement maybe revised after assessing the situation after six months i.e.31<sup>st</sup> October 2021.
2. The temporary contractual appointee is required to join within 07 days from the date of issuance of offer of engagement. No TA/DA shall be paid for joining.
3. The candidates should ensure while applying that they fulfill the minimum eligibility criteria and other requirements prescribed for the post for which they are applying and that the particulars furnished by them are correct in all respects. They may cross check the information such as date of birth, educational qualification, experience, contact details, etc. furnished in the application form before finally submitting the same online as no correction would be possible later. Management will not be held responsible for the same.
4. The selected candidate shall be posted at any area of the company as per the requirement of the management.
5. The Company reserves the right to reject any application without assigning any reason whatsoever.
6. The candidature of the applicant would be purely provisional subject to verification of certificates /testimonials on a later date.
7. Selected candidates could be posted in any area of MCL which may be changed as per decision of MCL management.
8. The Management reserves the right to revise /Reschedule / Cancel / Suspend the process, if the need so arises, without assigning further notice or reason thereof, the decision of the management shall be final and no appeal shall be entertained.
9. The decision of MCL Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidates etc. No enquiry /correspondence will be entertained in this regard.
10. All documents (Caste Certificate, Educational Qualification etc.) as provided by the candidate will be verified from the issuing authority and candidature shall be rejected if the certificates are not found satisfactory/genuine at any subsequent stage of contractual engagement.
11. For all purpose the cutoff date will be taken as 20/05/2021.
12. Helpline No.0663-2542429 between 10:00 AM to 05:00 PM on working days (Monday to Friday) and from 10:00 AM to 01:30 PM on Saturday.
13. The consolidate honorarium, medical facilities, leave etc. or any other terms and conditions or any further clarification shall be as per CIL`s policy/guidelines circulated vide CIL/C5A(PC)/Dr-

Paramedical/622 dated.20/04/2021 and 625 dated.23/04/2021 and 641 dated.05/05/2021 and 642 dated.05/05/2021 by General Manager (P/PC), CIL (attached below).

14. Interpretation of these guidelines will be reserved with the Director(Personnel), MCL and his interpretation will be final.

**IMPORTANT DATES:**

Starting Date for receipt of Application by email	10/05/2021
Last Date for receipt of Application by email	20/05/2021 by 05:00 PM
Tentative Date of Interview	24/05/2021

**-SD-**  
**General Manager (Recruitment)**



**14. Experience Details of the last 03 years (if applicable):**

S. No.	Name of organization	Post held	Employee No.	From date	Till date

Performance rating of the last 03 years (certificate from Ex-employer to be enclosed with the application)

YEAR 1	YEAR 2	YEAR 3

Details of Punishment, if any, in the last 03 years of service, if any.  
(certificate from Ex-employer to be enclosed with the application)

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Details of performance/disciplinary certificate for private sector experience, if any.  
(certificate from Ex-employer to be enclosed with the application)

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**15. Enclosures required:**

The following documents are to be enclosed along with the application form:

- Self-attested copy of the Matriculation/SSC/High School or Equivalent Examination certificate which clearly mentions the date of birth.
- Self-attested copy of the qualification certificates as mentioned in the application.
- Self-attested copy of superannuation/relieving letter from the ex-employer.
- Self-attested copy of the experience certificate, performance rating, disciplinary certificate.

**Declaration/Undertaking**

I do hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I also give undertaking that in the event of any statement or information furnished by me are found false or incorrect, my candidature is liable to be rejected or cancelled and in the event of any statement or information found false even after my engagement as Paramedical Staff on temporary contract basis in MCL is liable to be terminated without intimation and will also be liable for prosecution under law. I also declare that I am not facing any charge nor have been convicted in any corruption/illegal gratification/criminal case.

Place:

Date:

**Signature of the Applicant**

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISE NO: 04, MAR, PLOT NO: AF-III

ACTION AREA-1A, NEW TOWN, RAJHARHAT

KOLKATA-700156 (WB)



एक महारत्न कंपनी

A Maharatna Company

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

PERSONNEL DIVISION

POLICY CELL

CIN:L23109WB1973GOI028844

E-MAIL: policycell.cil@coalindia.in

TEL: 033-7110 4271

WEBSITE: www.coalindia.in

संदर्भ सं: CIL/C5A (PC)/Dr-Paramedical/642

दिनांक: 05.05.2021

## CORRIGENDUM

In partial modification of OM No CIL/C5A (PC)/Dr-Paramedical/641 dated 05.05.2021 on the subject "Amendment in Revised Guidelines for Engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19", the fixed monthly stipend rate for interns may be read as **₹15,000 per month instead of ₹10,000/ 15,000** as mentioned in Clause 3 e (ii).

The other contents of the aforementioned office order would remain unchanged.

This is for information to all concerned.

*(Handwritten signature)*  
5/5/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

ई-मेल के माध्यम से वितरण:

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. ED (Coordination), CIL
8. ED (Medical Services), CIL
9. GM(P/EE)/ (F), CIL
10. GM, NEC
11. Dy.GM (System), CIL



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संदर्भ सं: CIL/C5A (PC)/Dr-Paramedical/ 641

दिनांक: 05.05.2021

### कार्यालय ज्ञापन

**विषय: Amendment in "Revised Guidelines for Engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19"**

The Competent Authority has approved the following amendments in the "Revised Guidelines for Engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19" circulated vide OM No CIL/C5A (PC)/Dr-Paramedical/622 dated 20.04.2021 and subsequent Corrigendum No. 625 dated 23.04.2021, for implementation with immediate effect.

Cl. No.	Existing provision	Proposed amendment
3 (Note) (e)	In case of nurses, the final year students of Nursing College whose academic sessions are over may also be hired subject to clearance from the concerned State Govt.	<p>In case of nurses, the final year students of Nursing School/ College may also be engaged as under:</p> <p>(i) Nursing students whose academic sessions are over may be engaged on the same honorarium rates applicable to regular Nursing Staff i.e., ₹35,000/- subject to clearance from the concerned State Govt.</p> <p>(ii) Nursing students whose academic session are yet to be completed may be engaged as interns on a fixed monthly stipend rate of ₹10,000/ ₹15,000 with no other statutory retirement benefits.</p> <p>However, such Nursing final year students would be eligible for all other benefits like medical benefits, leave, quarantine/ isolation CoVID protocol, etc. at par with regular Nursing Staff engaged under these guidelines.</p>

This is for information and compliance by all concerned.



(नीला प्रसाद)

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11. Dy.GM (System), CIL

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संदर्भ सं: CIL/C5A (PC)/Dr-Paramedical/625

दिनांक: 23.04.2021

## **CORRIGENDUM**

In partial modification of OM No CIL/C5A (PC)/Dr-Paramedical/622 dated 20.04.2021 on the subject "Revised Guidelines for Engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19", the words "*Guidelines for Engagement of retired Doctors & Paramedical Staff*" may be read as "*Guidelines for Engagement of Doctors & Paramedical Staff*".

The other contents of the aforementioned office order would remain unchanged.

This is for information to all concerned.

*नीला प्रसाद*  
23/4/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

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संदर्भ सं: CIL/C5A (PC)/Dr-Paramedical/622

दिनांक: 20.04.2021

### **कार्यालय ज्ञापन**

**विषय: Revised Guidelines for Engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19**

The Competent Authority of CIL has approved the revised Guidelines for Engagement of retired Doctors & Paramedical Staff on temporary contract basis to combat COVID-19 for implementation with immediate effect.

A copy of the approved guidelines is enclosed for implementation.

This is for information and compliance by all concerned.

*(Handwritten signature)*  
20/4/21

**(नीला प्रसाद)**

**महाप्रबंधक (का./ नीति)**

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8. ED (Medical Services), CIL
9. GM(P/EE)/ (F), CIL
10. GM, NEC
11. Dy.GM (System), CIL

## **Guidelines for engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19**

Keeping in view of the shortage of Doctors & Paramedical staff in the Hospitals/ Dispensaries of CIL/ Subsidiaries and need to prepare well to prevent or address the outbreak of Corona Virus (COVID-19), the following guidelines for engagement of Doctors & Paramedical staff of CIL/ Subsidiaries on temporary contract basis may be followed:

These guidelines will be effective for a period of eleven months i.e. till 31<sup>st</sup> March, 2022.

### **1. Vacancy for engagement on temporary contract basis**

The assessment of requirement of doctors, their speciality and also requirement of paramedical staff for the above engagement will be done directly by the subsidiary concerned through their CMS I/C.

Necessary statutory requirements will be met by subsidiaries for such hiring.

### **2. Contract period**

- a) The contract period may be up to 31<sup>st</sup> March, 2022.
- b) The contract will automatically cease to exist on expiry of the period of contract and for this, no separate notice would be necessary.
- c) The contract may be terminated by either side by giving one month notice.
- d) The requirement may further be revised by the subsidiaries after assessing the situation after six months i.e. after 31<sup>st</sup> October, 2021

### **3. Consolidated Honorarium**

Doctors & Paramedical Staff engaged after their retirement under these guidelines are eligible only for consolidated honorarium and other benefits as prescribed thereunder. They are not eligible for retiral benefits like Gratuity, PF, Post-retiral medical benefits and pension for the period of their engagement under these guidelines. However, the Doctors and Paramedical staff who are already availing their regular retiral benefits will continue to receive such benefits during their period of engagement under these guidelines as well.

In case of engagement of Doctors & Paramedical staff who have not retired earlier, other statutory benefits will be admissible as per the statute till attaining the age of 60 years.

Consolidated monthly honorarium payable on engagement on temporary contract basis shall be as under:

Category of Doctor	Monthly Honorarium (in ₹)	Category of Paramedical Staff	Monthly Honorarium (in ₹)
Doctors with MBBS qualification	90,000	Nurse/ Pharmacist/ Physiotherapist	35,000
Doctors with MBBS plus Specialization	1,25,000	Lab Technician	32,500
		Dresser	31,000
		Ward boy/Sweeper	30,000

**Note:**

- a) Qualified Doctors to be engaged may be from outside as well as retired from PSU/Govt either through outsourced agencies or directly.
- b) Efforts will be made for engagement of Paramedical Staff through outsourced agencies. Thereafter, if the requirement still exists, subsidiaries may go for direct contractual engagement except for Ward Boy/Sweeper.
- c) Maximum age limit for all such category of engagement will be 65 years.
- d) In case of direct engagement of Doctors/Paramedical Staff, the subsidiaries may decide about the criteria/ methodology of selection etc.
- e) In case of nurses, the final year students of Nursing College whose academic sessions are over may also be hired subject to clearance from the concerned State Govt.

#### 4. Norms for direct engagement

##### 4.1 Offer of engagement

Offer of engagement will be issued in writing by the designated Officer to whom the power has been delegated for this purpose by the Director (Personnel) of the concerned Company. A sample offer of engagement is attached as **Annexure I**.

##### 4.2 Terms & Conditions of engagement

Doctor/Paramedical Staff engaged under these guidelines will be subjected to the following terms and conditions during the period of engagement:

###### a) Medical

Retired Employees (Executives/ Non-Executives) covered under the respective Contributory Post Retirement Medicare Scheme will continue to be governed by the said scheme during their period of engagement.

However, the outsourced Doctors and Paramedical staff will be entitled for medical benefits for self and spouse in the company's hospital, to the extent available and will not be eligible for referral outside.



**b) Leave**

They shall be entitled for paid leave of 2 days per month in addition to the paid holidays (PH) of the establishment. The said leave shall stand lapsed on expiry of period of engagement.

**c) Medical fitness**

The engagement shall be subject to medical fitness to be certified by the Company Medical Officer. The Medical Officer shall use his/ her own discretion as to the scope of the general physical examination in each case; get a history of present and past illnesses and treatment being undertaken, if any. Thereafter he/she shall judge cases on their merits taking into consideration the factors of age, prevalence of diseases and prospective duties of the temporary contractual appointees. The main object of medical examination is to secure continuous effective service from them during the temporary contract period.

**d) Prohibition**

Their engagement will be on full time basis and during the period of engagement, they will not indulge in any private practice etc.

**e) Joining**

The temporary contractual appointee is required to join within 7 days from the date of issuance of offer of engagement. No TA/ DA will be given for joining.

**5. Interpretation**

Interpretation of these guidelines will be reserved with the Director (Personnel) of the concerned Subsidiary and his/ her interpretation will be final for engagement in that Subsidiary.

**6. Savings**

Director (P&IR), CIL reserves the right to suspend, alter, amend or withdraw partly or fully any of these guidelines at his/ her discretion for reasons to be recorded in the interest of the Company.

**Annexure I**

**कोल इण्डिया लिमिटेड**

(भारत सरकार का उपक्रम)

**COAL INDIA LIMITED**

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PREMISE NO: 04, MAR, PLOT NO: AF-III

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KOLKATA-700156 (WB)



**एक महारत्नकंपनी**

**A Maharatna Company**

**PERSONNEL DIVISION**

**RECRUITMENT DEPT**

CIN: L23109WB1973GOI028844

E-MAIL: gmrectt.cil@coalindia.in

TEL: 033-7110 4282

FAX: 033-2324 4140

WEBSITE: www.coalindia.in

**(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)**

Ref: \_\_\_\_/\_\_\_\_/ Contract/

Date: \_\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_ .

**Subject: Offer of engagement on temporary contract basis**

**Dear Sir/ Madam,**

The Competent Authority is pleased to engage you as Doctor/ Paramedical Staff till \_\_\_\_\_ for the following job:

*Providing medical/ paramedical services to the patients taking treatment in \_\_\_\_\_ Hospital/ Dispensary of \_\_\_\_\_.*

The terms and conditions for your engagement will be as under:

- You will be paid \_\_\_\_\_ only as lump sum honorarium per month.
- You will be governed as per the provisions and terms & conditions of the CIL's Guidelines for engagement of Doctors and Paramedical Staff on temporary contract basis to combat COVID-19 and amendments issued thereunder from time to time.

Please confirm acceptance of aforesaid engagement.

If you don't join within 7 days from the issue of this offer of engagement, the offer will stand withdrawn automatically.

Yours faithfully,

General Manager/ HoD (Pers/ Rect),  
\_\_\_\_\_ Subsidiary.