

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

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A Maharatna Company



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

संदर्भ सं: CIL/C5A (PC)/Role Profile/406

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कार्यालय जापन

विषय: CIL Executive Role Profile of Unique Positions

The Competent Authority of CIL approved "CIL Executive Role Profile of Unique Positions" for providing role clarity to all the incumbents of unique positions of Executive cadre employees. A copy of the approved Role profile is enclosed for reference and compliance.

(पी.वी.के.आर.एम. राव)

महाप्रबंधक (कार्मिक/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/ES), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. GM/ HoD (P/EE), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
9. GM(CP), CIL
10. GM, NEC
11. GM, NDLO
12. GM/ HoD, IICM
13. DGM/TS to D(P&IR), CIL
14. HoD (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.

Role Profile

of unique positions in CIL and Subsidiaries



POLICY CELL
COAL INDIA LIMITED

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER TECHNICAL DISCIPLINE

DISCIPLINE- TECHNICAL

S.No.	Discipline	Unique Position identified in discipline	Job location	Organizational Relationship (reporting)	Page No.
PROJECTS					
1	Mining	Area General Manager	Area	Director (Technical)	5-8
2	Mining	GM (Operations)/ Staff Officer (Mining)	Area	AGM	9-11
3	Mining	Sub Area Manager/ Agent/Project Officer	Sub Area/ Area	AGM	12-14
4	Mining	Mine Manager	UG/OC mines	Sub Area Manager/ Agent/Project Officer	15-17
5	Mining	Mining Shift In-charge	UG/OC Mines	Mine manager	18-20
6	Mining	Associate (Mining)	Area/ Sub Area/ Mines	AGM/Staff Officer/ Agent/ Mine Manager	21-23
7	Mining	Blasting Officer	Mines	Colliery Manager	24-26
8	Mining	Area Training Officer	Area HQ	AGM	27-29
9	Mining	Vocational Training Officer	VTC	ATO	30-32
10	Mining	Ventilation Officer	UG mines	Mine Manager	33-35
11	Mining	GM (P&P)/ Corporate Planning	Subsidiary HQ	Director (T)(P&P)	36-38
PRODUCTION					
12	PROD	General Manager (Prod.)	CIL HQ/ Subsidiary HQ	Board level Director / CGM (Prod.)	39-41
13	PROD	Associate (Production)	CIL HQ/ Subsidiary HQ	General Manager (Prod.)	42-43
14	Survey	Survey Officer	Area/Mines	AGM	44-46
15	CMC	HOD/GM (CMC)	CIL HQ/ Subsidiary HQ	Board level Director	47-49
16	MM	General Manager (MM)	CIL HQ/ Subsidiary HQ	Board level Director / CGM (MM)	50-52
17	MM	Associate (MM)	CIL HQ/ Subsidiary HQ	General Manager (MM)	53-56
18	MM	Area Material Manager	Area HQ	AGM	57-59
19	MM	Store In-charge/ Depot Officer	Central Store/ Regional Store	GM (MM)/ Area Material Manager	60-62

ENGINEERING					
20	E&M	General Manager (E&M)	CIL HQ/ Subsidiary HQ	Board level Functional Director / CGM (E&M)	63-66
21	E&M	Staff Officer (E&M)	Area HQ	AGM	67-69
22	E&M	Sub Area Engineer	Sub Area	Sub Area Manager	70-72
23	E&M	Colliery Engineer	Mines	Mine Manager	73-76
24	E&M	Area Workshop I/c	Regional Workshop	Staff Officer (E&M)/AGM	77-79
25	E&M	Substation Engineer	Substation	Sub Area Engineer	80-82
26	E&M	CHP I/c	Mines	Sub Area Engineer/ Sub Area Manager/AGM	83-85
27	E&M	Associate (E&M)	Subsidiary HQ/ Area HQ	GM (E&M) / Staff Officer (E&M)	86-88
28	Excavation	General Manager (Excav.)	CIL HQ/ Subsidiary HQ	Board level Director / CGM (Excav.)	89-91
29	Excavation	Associate (Excavation)	CIL HQ/ Subsidiary HQ	GM (Excavation)	92-94
30	Excavation	Staff Officer (Excav.)	CIL HQ/ Subsidiary HQ	General Manager (Excav.)	95-97
31	Excavation	Project Engineer (Excav.)	CIL HQ/ Subsidiary HQ	Staff Officer (Excav.)	98-100
32	Civil	HOD/GM (Civil)	CIL HQ/ Subsidiary HQ	Board level Functional Director / CGM (Civil)	101-103
33	Civil	Associate (Civil)	CIL HQ/ Subsidiary HQ/Area / Unit	GM (Civil)/ Staff Officer (Civil) / Unit Officer (Civil)	104-106
34	Civil	Staff Officer (Civil) / Area Engineer (Civil)	Area HQ	AGM	107-109
35	Civil	Unit Civil Officer	Sub Area/ Project	Sub Area Manager/ Project Officer	110-112
36	Civil	Town Administration In-charge (Civil)	Area/Project/ Subsidiary	HOD (Civil)	113-115
37	IED	General Manager (IED)	CIL HQ/ Subsidiary HQ	Board level Functional Director	116-118
38	IED	Associate (IED)	CIL HQ/ Subsidiary HQ	General Manager (IED)	119-121
39	C&F	General Manager (C&F)	CIL HQ	Board level Functional Director	122-124
40	C&F	Associate (C&F) (MM)	CIL HQ	General Manager (C&F)	125-127
41	C&F	Associate (C&F) (Technical/Excavation)	CIL HQ	General Manager (C&F)	128-129

42	C&F	Associate (C&F) (Technical/E&M)	CIL HQ	General Manager (C&F)	130-131
43	C&F	Associate (C&F) (Finance)	CIL HQ	General Manager (C&F)	132-133
44	S&R	GM (Safety & Rescue)	CIL HQ/ Subsidiary HQ	Board level Director	134-136
45	S&R	Associate (Safety & Rescue)	CIL HQ/ Subsidiary HQ/ Rescue room	GM (S&R)	137-139
46	S&R	Area Safety Officer	Area	AGM	140-142
47	S&R	Mine Safety Officer	UG/OC mines	Mine Manager	143-145
48	S&R	GM (Rescue)	Subsidiary HQ	GM (S&R)	146-148
49	S&R	Rescue Superintendent	Central Rescue Station	GM (Rescue)	149-151
50	S&R	Rescue Room Incharge	Area Rescue Room	AGM	152-154
51	S&R	Rescue Instructor	Central Rescue Station	Rescue Superintendent	155-157
52	Environment	HOD/GM (Environment)	CIL HQ/ Subsidiary HQ	Board level Director / CGM (Env.)	158-160
48	Environment	Associate (Environment)	CIL HQ/ Subsidiary HQ	HOD/GM (Environment)	161-163
49	Land & Revenue	Land & Revenue Officer	Subsidiary HQ/ Area/ Mines	AGM	164-166
ICT					
50	E&T	General Manger (E&T)	Subsidiary HQ	Board level Functional Director	167-169
51	E&T	Staff Officer (E&T)	Area HQ	AGM	170-172
52	E&T	Associate (E&T)	Subsidiary HQ/Area HQ	GM (E&T) / Staff Officer (E&T)	173-175
53	System	General Manger (System)	CIL HQ/ Subsidiary HQ	Board level Functional Director	176-178
54	System	Associate (System)	CIL HQ/ Subsidiary HQ/Area	GM (System)/ Staff Officer (System)	179-181
55	System	Area System Officer/ Staff Officer (System)	Area/ Project	AGM	182-184
WASHERY					
56	Washery	GM (Washery)	CCWO	Board level Functional Director	185-187

57	Washery	Project Officer (Washery)	Washery Project Unit	GM (Washery)	188-190
CENTRAL WORKSHOP					
58	CWS	General Manager (CWS)	Workshop	Board level Director	191-193
59	CWS	Works Manager	Workshop	General Manager (CWS)	194-196
60	CWS	Section In-charge	Workshop	Works Manager	197-199
61	CWS	Shop Floor In-charge	Workshop	Section In-charge	200-202
62	CWS	HOD (Condition Based Monitoring Cell)	Workshop	GM (Excavation)	203-205
63	CWS	In-charge (Oil lab & NDT)	Workshop	HOD (CMC)	206-208
64	CWS	In-charge (Electronics Lab)	Workshop	HOD (Condition Based Monitoring Cell)	209-211
65	CWS	In-charge (HEMM Field Monitoring Cell)	Workshop	HOD (Condition Based Monitoring Cell)	212-214

Role Profile

Job Role	Area General Manager
Department	Mining
Organizational Relationships	The Incumbent would report to Director Technical of subsidiaries
Primary Purpose of the Role	To provide leadership for achieving financial, operational and strategic targets of an area and developing critical capabilities for sustainable operation.
Job Location	Area
Decision Making	Would have to take decisions on matters related to operation, budget, resource planning & utilization, etc. within the delegated powers.

Key Tasks

1. Ensuring coal, OBR production and off-take targets of the area are achieved as per the MoU of the company.
2. Ensuring achieving the financial targets for all mines and area.
3. Ensuring supply of assured quality of coal as per the agreement.
4. Undertaking mine development activities, for existing and new projects, infrastructure development, land acquisition and possession, resettlement, technology up-gradation, EC/FC/CTE/MCP compliances etc. to enhance the long-term capability of the area.
5. Facilitating opening of Greenfield projects/ expansion of brownfield numbers.
6. Promoting a culture of safety consciousness by developing and implementing best safety practices in mines and other establishment to minimize risk of hazards and accident.
7. Promote a culture of sustainable development of area through sustainable development.
8. Undertaking measures for improving productivity of the mines and achieving efficiency parameters.
9. Liaisoning with State & Central Government authorities, local bodies, surrounding villages, stakeholders, including district land cells, and significant others.
10. Maintaining Industrial peace and harmony in the area through best IR practices.
11. Ensuring compliances of all statutory acts and rules applicable in the mines and different establishment of the area.
12. Ensuring corporate image building of the company by performing activities under Corporate Social Responsibility policy of the company.
13. Administering various employee development and welfare measures.
14. Providing support to all functional depts. in achieving their targets by cultivating a performance driven culture and team synergy.
15. Development and commissioning of RE projects.
16. Ensuring functional assistance in ERP implementation.
17. Any other assignment as & when required.

Key Performance Indicators

1. Coal production/ OBR achievement.
2. Production cost per tonne.
3. Dispatch target achievement.
4. Coal stock reduction.
5. Mine Capacity addition
6. Implementation/ opening of new projects/future projects.
7. OMS-UG/OC.
8. Machine utilization.
9. Inventory turnover.
10. Turnaround of mines.
11. Employee cost per tonne.
12. Employee/ customer satisfaction index.
13. Budget utilization.
14. Reimbursement of mine closure fund.
15. No. of new initiatives implemented.
16. Possession of land.
17. SDC (Sustainable Development Cell) activities.
18. Under-loading/ Overloading charges.
19. Develop commission RE.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Technology orientation, Project appraisal, Strategic planning tools & techniques, Cost benefit analysis, Finance Manual, GFR, ISO standards, Contract management manual, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, concerned State laws, Quality assurance & control techniques, data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, CSR Policy, Delegation of Power, Company manuals, Fuel Supply Agreements, Decision making process, Physical, social and financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.

Business Acumen: Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.

Managerial & Behavioral Competencies

Achievement & Result orientation: Able to bring in new processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.

Negotiation & Communication Skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.

	<p>Decision Making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.</p> <p>Innovation: Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology and embrace them for continuous improvement.</p> <p>Change Orientation: Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.</p> <p>People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.</p>
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Role Profile	
Job Role	General Manager (Operation)/Staff Officer (Mining)
Department	Mining
Organizational Relationships	The Incumbent would report to Area General Manager.
Primary Purpose of the Role	To provide technical and strategic support to Area General Manager in achieving the financial, operational and strategic targets of the area.
Job Location	Area
Decision Making	Would have to take decision on matters related to production, sales, procurement and other operational activities of the area.

Key Tasks
<ol style="list-style-type: none"> 1. Achieving of coal production, OBR and off-take targets of the mines. 2. Adopting best mining practices in consultation with the sub area managers and area general managers to improve safety, production, productivity, sustainable environment and profitability of the mines. 3. Undertaking mine development activities, new projects, infrastructure development, land acquisition and possession, resettlement, technology up-gradation, etc. to enhance the long-term capability of the area. 4. Facilitating coal stock measurement activity of the area. 5. Managing contracts to ensure supply of materials & machines on time. 6. Performing the role of estate officer under Public Premises (Eviction of Unauthorized Occupants) Act. 7. Liaisoning and coordinating with HQ, contractors, vendors, managers, agent and other stakeholders. 8. Providing project management leadership, act as the mining lead for project implementation. 9. Provide support in achieving the MOU target of the area. 10. Preparing Annual Action Plan, budgets and project implementation strategy for the area. 11. Complying statutory obligations, contractual obligations and implement various guidelines from authorities. 12. Organizing programmes for safety awareness, quality consciousness, environment awareness, production drives, etc. 13. Conducting safety audits, implementing safety recommendations and advance preparations for monsoon. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators

1. Coal Production/ OB removal achievement.
2. Production cost per tonne.
3. Dispatch target achievement.
4. Coal stock measurement.
5. Implementation of new projects/future projects.
6. OMS-UG/OC.
7. Profit variance per tonne.
8. Tender finalization.
9. Accident rates.
10. Land possession.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR,ISO standards, Cost benefit analysis, Contract management manual, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain,, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Fuel Supply Agreements, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, , Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.

Business Acumen: Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.

Customer/ service orientation : Able to establish systems and processes through which Customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization

Achievement & Result orientation: Able to bring in new processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.

Negotiation & Communication Skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.

Decision Making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.

Innovation: Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology and embrace them for continuous improvement.

Change Orientation: Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.

People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.

Role Profile

Job Role	Sub Area Manager/ Agent/ Project Officer
Department	Mining
Organizational Relationships	The Incumbent would report to Area General Manager
Primary Purpose of the Role	To achieve targets on production, finance, dispatch, projects, etc.
Job Location	Sub Area/ Area
Decision Making	Would have to take decisions on matters related to production, dispatch, sales, safety measures, procurement and other operational activities of the area.

Key Tasks

1. Ensuring coal production, OBR and off take targets of the project are achieved.
2. Implementing best mining practices to improve production, productivity and profitability of the mines.
3. Ensuring quality of coal and timely dispatch in quality and quantity as per agreement.
4. Promoting safe working practices and ensuring compliance to SOPs.
5. Performing the functions of Agent under Mines acts, 1952 and Estate Officer under Public Premises (Eviction of Unauthorized Occupants) Act, 1971.
6. Ensuring sustainable operation of projects by adhering to safety, quality, environment, employee welfare and community development guidelines & initiatives.
7. Undertaking mine development activities, new projects, infrastructure development, land possession, resettlement, technology up-gradation, etc. to enhance the long-term capability of the Sub Area.
8. Liasoning and coordinating with HQ, contractors, vendors, managers, agent and other stakeholders.
9. Preparing budgets and project implementation strategy for the Sub Area.
10. Complying statutory obligations, contractual obligations and implement various guidelines from authorities.
11. Organizing programmes for safety awareness, quality consciousness, environment awareness, production drives, etc.
12. Conducting safety audits, implementing safety recommendations and advance preparations for monsoon.
13. Conducting environmental audits, environmental drives and activities directed by SDC.
14. Ensuring functional assistance in ERP implementation.
15. Any other assignment as & when required.

Key Performance Indicators

1. Coal Production/ OB removal achievement.
2. Production cost per tonne.
3. Dispatch target achievement.
4. Implementation of new projects/future projects.
5. OMS-UG/OC.
6. Profit variance per tonne.
7. Accident rates.
8. Machine utilization.
9. Budget utilization.
10. No. of new initiatives implemented.
11. Employee/ customer satisfaction index.
12. Inventory turnover.
13. Under-loading/ Overloading charges.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Cost benefit analysis, Civil manual, Contract Management Manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain,, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Cross functional knowledge, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Fuel Supply Agreements, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

**Managerial
& Behavioral
Competencies**

Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.

Achievement & Result orientation: Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.

Negotiation & Communication Skills: Able to convey the message convincingly and energize people so that they act towards the goal passionately.

Customer/ service orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Team leadership: Able to define team goals, develop & inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

Planning & Organising: Able to devise tools and mechanisms by which long-term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.

Change Orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.

Innovation : Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.

Role Profile	
Job Role	Mine Manager
Department	Mining
Organizational Relationships	The Incumbent would report to Sub Area Manager/ Agent/ Project Officer
Primary Purpose of the Role	To execute mine plan to achieve the targets and implement best practices in the area of safety, production, operations and continuous improvement in the mines.
Job Location	UG/OC Mines
Decision Making	Would have to take decisions on matters related to production planning, safety compliances, utilization of resources and other operational activity of the mine.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring coal production, OBR and off take targets of the project are achieved. 2. Supervising the mining operations, installations of new mining equipment and repair & maintenance activities. 3. Ensuring assured quality coal is produced and dispatch as per the agreement. 4. Promoting safe working practices, conducting safety audits and ensuring compliance to SOPs, safety committee recommendations, identifying challenges in safety to mitigate risks involved and implementation of safety guidelines. 5. Ensuring sustainable development of projects by adhering to safety, quality, environment, employee welfare, and community development guidelines. 6. Undertaking mine development activities, new projects, infrastructure development, land possession, resettlement, technology up-gradation, etc. to enhance the long-term capability of the area. 7. Complying statutory obligations, contractual obligations and implement various guidelines from authorities. 8. Performing the duties and responsibilities of Mines Manager as per Mines Act, 1952 and ensuring compliances of all statutory acts and rules applicable to mines. 9. Ensuring skill development/ up-gradation of employees. 10. Ensuring functional assistance in ERP implementation. 11. Facilitate utilization of various ERP modules. 12. Any other assignment as & when required.

Key Performance Indicators

1. Coal Production/ OB removal achievement.
2. Production cost per tonne.
3. Dispatch target achievement.
4. Implementation of new projects/future projects.
5. OMS-UG/OC.
6. Profit variance per tonne.
7. Accident rates.
8. Machine utilization.
9. Budget utilization.
10. No. of new initiatives implemented.
11. Employee/ customer satisfaction index.
12. Ventilation coefficient.
13. Under-loading/ Overloading charges.
14. ERP report generation.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Contract management manual, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Fuel Supply Agreements, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.

Achievement & Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.

Customer/ service orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis, by using software tools like MS-project etc.

Change Orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.

Team leadership : Able to define team goals, develop & inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

Innovation : Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.

Role Profile	
Job Role	Mining Shift In-charge
Department	Mining
Organizational Relationships	The Incumbent would report to Mine Manager.
Primary Purpose of the Role	To achieve coal production targets.
Job Location	UG/OC Mines
Decision Making	Would have to take decision on shift wise production planning, safety of staff, improvement measure, safety measures, resource deployment etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring coal production, OBR and off take targets of the shift are achieved. 2. Ensuring timely dispatch of coal in quality & quantity. 3. Ensuring mining operations are carried out in an efficient and safe manner. 4. Undertaking preparatory works for monsoon. 5. Ensuring effective utilization of explosives and equipment against norms. 6. Undertaking measures to improve the productivity, profitability, cost control of the mines. 7. Ensuring compliances of all statutory acts and rules applicable in the mines during the shift. 8. Work closely with Electrical, Mechanical and excavation department to ensure continuous, safe and efficient operation of the shift. 9. Deploying machines & equipment and other resources judiciously for optimum output. 10. Identifying and addressing any health and safety, environmental, production, equipment, and other issues in the shift. 11. Maintaining logbook and records as per prescribed format. 12. Implementing mine development activities as per plan. 13. Creating a motivating working environment in the mine to cultivate performance driven culture. 14. Ensuring functional assistance in ERP implementation. 15. Ensuring utilization of relevant ERP module. 16. Any other assignment as & when required.

Key Performance Indicators

1. Coal Production/ OB removal achievement.
2. Production cost per tonne.
3. Dispatch target achievement.
4. OMS-UG/OC.
5. Accident rates.
6. Customer satisfaction.
7. No. of new initiatives implemented.
8. Mine development.
9. Machine capacity utilization.
10. Improvement in powder factor.
11. Charges incurred due to over/ under loading of coal.
12. Ventilation index.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, DPE, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Fuel Supply Agreements, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
	<p>Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.</p> <p>Communication skill : Able to receive and convey the message accurately in</p>

Managerial & Behavioral Competencies

an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.

Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.

Planning & Organising: Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.

Achievement & Result orientation: Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.

Customer/ service orientation : Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.

Team leadership: Able to define team goals, develop & inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

Role Profile

Job Role	Associate (Mining)
Department	Mining
Organizational Relationships	The Incumbent would report to AGM/ Staff Officer/ Agent/ Mine Manager.
Primary Purpose of the Role	To provide support to AGM/ Staff Officer/ Agent/ Mine Manager in all operational aspects of mine to ensure mine is achieving its targets.
Job Location	Area/ Sub Area/ Mines
Decision Making	Would have to take decision in consultation with manager on matters related to production planning, safety compliances, resource utilization, financial and other operational activity of the mine.

Key Tasks

1. Providing support to manager in achieving the coal production and OB removal target of the mines.
2. Assisting in the preparation and implementation of mine planning and budget.
3. Identifying safety issues and eliminating them to mitigate risks.
4. Work closely with Electrical, Mechanical and excavation department to ensure continuous, safe and efficient operation.
5. Supporting manager in new projects implementation, such as opening, reopening and closing of mines, installing new mining equipment, etc.
6. Ensuring compliances of all statutory acts and rules applicable in the mines.
7. Ensuring production and dispatch of committed quality & quantity of coal.
8. Implement safety and environment related statutory reprints.
9. Undertaking preparatory works for monsoon.
10. Ensuring effective utilization of explosives and equipment against norms.
11. Deploying machines & equipment and other resources judiciously for optimum output.
12. Maintaining logbook and records as per prescribed format and monitoring various operational indicators, efficiency measures & metrics.
13. Implementing mine development activities as per plan.
14. Ensuring functional assistance in ERP implementation.
15. Assisting in the use or relevant ERP module.
16. Any other assignment as & when required.

Key Performance Indicators

1. Coal Production/ OB removal achievement.
2. Production cost per tonne
3. Dispatch target achievement.
4. OMS-UG/OC.
5. Accident rates.
6. No. of PSC/ WI inspection conducted.
7. Customer satisfaction.
8. No. of new initiatives implemented.
9. Mine development.
10. Machine capacity utilization
11. Improvement in powder factor.
12. Charges incurred due to over/ under loading of coal.
13. Ventilation index.
14. Generation of ERP module report.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Multi-disciplinary knowledge, ISO standards, Guidelines of CVC, DPE, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, Best practices in domain, Recent developments in domain,, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence,

	<p>Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<p>Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.</p> <p>Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.</p> <p>Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.</p> <p>Planning & Organising: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.</p> <p>Achievement & Result orientation: Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.</p> <p>Customer/ service orientation: Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.</p> <p>Team leadership: Able to define team goals, develop & inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.</p>

Role Profile	
Job Role	Blasting Officer
Department	Mining
Organizational Relationships	The Incumbent would report to Colliery Manager.
Primary Purpose of the Role	To monitor & conduct blasting in mines for optimum yield.
Job Location	Mines.
Decision Making	Would have to take decisions regarding blasting of mine level such as selection of site, spacing, burden charge per hole and other technical parameters.

Key Tasks
<ol style="list-style-type: none"> 1. Conducting deep hole blasting with due respect to fragmentation. 2. Undertaking controlled blasting technique to comply with restriction of ground vibration, sound, air pressure, fly rocks and shattering effect as laid down in the DGMS permission. 3. Daily supervision and deployment of drill machine. 4. Using advanced technologies for optimizing blast parameters, in day to day operations. 5. Planning and executing blasting design. 6. Ensuring safe blasting in coordination with drilling and blasting personnel. 7. Keeping record of monthly explosive requirement and indenting of explosive accordingly. 8. Monitoring of explosive magazine. 9. Updating in Petroleum and Explosive Safety Organization (PESO) module. 10. Undertake random testing for ensuring quality explosive, as per supply order of explosive manufacture. 11. Training staff for efficient and safe blasting as per DGMS Guidelines. 12. Ensuring safety precautions while blasting by adhering to standard operating practices for safe blasting. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Departmental Coal Production/ OB removal achievement. 2. Production cost per tonne. 3. Accident rates. 4. Inventory turnover. 5. Improvement in powder factor.

6. Explosives utilization.
7. Yield.
8. No. of random testing done for explosive quality.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Root cause analysis, Project Management, Blasting SOP, Finance Manual, GFR, ISO/ SA 8000 standards, Contract Management manual, Civil manual, Purchase manual, Guidelines of CVC, DPE, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain. etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Cross functional knowledge, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

Technical expertise : Able to remain current with knowledge and use of latest technology. Updates oneself with the skills required for the latest technology.

Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.

Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.

Decision Making : Able to decide based on evaluated alternatives and accepted criteria keeping in mind the long term interest of the organization.

Planning & organising : Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.

Result orientation : Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.

Role Profile	
Job Role	Area Training Officer
Department	Mining
Organizational Relationships	The Incumbent would report to Area General Manager.
Primary Purpose of the Role	To organize training & development initiatives for employees and build capability of the employees to meet the business requirement & continuity.
Job Location	Area Headquarter.
Decision Making	Would have to take decisions on organizing and supervising training programs, design and delivery of training, faculty arrangement and training budget related matters, liaison with HRD and other training institute.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring training programs are organized and employees are nominated for training to 2. achieve MOU target. 3. Ensuring training budget preparation and utilization. 4. Ensuring quality of training and arranging best faculties for providing training. 5. Assessing the training requirement of the employees to develop training courses that fit the 6. business requirement. 7. Developing, designing and implementing best training & developing practices, training 8. material, design and delivery method, feedback process for imparting training. 9. Conducting training need analysis and training effectiveness program. 10. Ensure compliances of all statutory acts and rules applicable in the Vocational Training 11. Rules 1966. 12. Ensuring availability of quality training materials and quality infrastructure. 13. Implementing developmental initiatives like mentoring, knowledge sharing, quality circles, etc. 14. Undertaking successor planning & implementing successor development programmes. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. Number of training programs conducted.
2. Training man-days attainment index.
3. Training budget utilization.
4. Annual Training plan preparation.
5. Quality of training
6. Training effectiveness Index.
7. Availability of training material
8. Updation of employee skill.
9. Faculty availability rate.
10. Modernization of training facilities.

Job Specification

Knowledge Domain

Technical knowledge & skills: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Vocational training rules, 1966, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Cross functional knowledge, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt. Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Communication Skill: Able to convey the message convincingly and energize people so that they act towards the goal passionately.

Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's

Managerial & Behavioral Competencies

area of operation.

Change Orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.

People Development : Able to coach and mentor the subordinates in order to help them perform better. Able to evaluate performance, provide feedback and training to overcome the gaps and encourage the subordinates to reach their full potential. Able to provide workplace that fosters the development of others.

Customer/ service orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Vocational Training Officer
Department	Mining
Organizational Relationships	The Incumbent would report to Area Technical Officer
Primary Purpose of the Role	To build human resource capability through operational skill development and create safety orientation among employees.
Job Location	Vocational Training Centre.
Decision Making	Would have to take decision on organizing and supervising training programs, design and delivery of training, faculty arrangement and training budget related matters.

Key Tasks
<ol style="list-style-type: none"> 1. Conducting training programs as per calendar to develop capabilities of the employees to meet the business requirement 2. Ensuring training budget utilization. 3. Developing, designing and implementing best training & developing practices, training material, design and delivery method, feedback process for imparting training. 4. Conducting training needs analysis and training effectiveness program. 5. Performing the statutory duty of VTC Officer under Vocational Training Rules,1966 and ensuring compliances of all Acts and rules applicable. 6. Taking initiatives to upgrade the training infrastructure of the VTC. 7. Preparing & maintaining skill inventory and conduct skill mapping for identification of skill deficit. 8. Ensuring functional assistance in ERP implementation. 9. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Number of training programs conducted, for departmental and hired personnel. 2. Training man-days attainment index. 3. Training budget utilization. 4. Training effectiveness index. 5. Faculty availability index. 6. Availability of training material. 7. Timely updating of training records. 8. Updation of employee skill. 9. Faculty availability rate.

Job Specification

Knowledge Domain	<p>Technical knowledge & skills: Mining Engineering, HRD, Risk Management, Disaster Management, Laws applicable to mines, Coaching & Mentoring skill, TNI skill, Adult learning principles, Project Management, Finance Manual, GFR, ISO standards, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Vocational training rules, 1966, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<p>Communication Skill: Able to convey the message convincingly and energize people so that they act towards the goal passionately.</p> <p>Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.</p> <p>Change Orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.</p> <p>People Development : Able to coach and mentor the subordinates in order to help them perform better. Able to evaluate performance, provide feedback and training to overcome the gaps and encourage the subordinates to reach their full potential. Able to provide workplace that fosters the development of others.</p> <p>Customer/ service orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to</p>

Job Specification

tailor make the product/services.

Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Ventilation Officer
Department	Mining
Organizational Relationships	The Incumbent would report to Mine Manager.
Primary Purpose of the Role	To build a healthy working environment in the mines.
Job Location	UG mines
Decision Making	Would have to take decision on ventilation and occupational hygiene system, ventilation planning and inspection, firefighting arrangements, installation of auxiliary and boost up, pressure quality survey, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Inspecting and testing ventilation systems in mines to ensure adequate ventilation flow and low atmospheric contaminants. 2. Supervising and maintaining ventilation system of the mine in accordance with the provision of Coal Mines Regulations, 1957. 3. Determining and recording the quantity and quality of ventilating air in the mines using correct procedure, instruments and equipment. 4. Developing and updating mine ventilation plan and keeping record of ventilation logbook. 5. Operating, calibrating and maintaining ventilation instruments. 6. Ensuring safety of the ventilation system by rectification of abnormalities or glitches and reporting any defect or deficiency in the ventilation system 7. Conducting air sample analysis to monitor mine atmospheric contamination level. 8. Conducting primary ventilation survey (gas, fan quantity and volume, pressure). 9. Ensuring compliances of all statutory obligations. 10. Use of software to identify the ventilation bottlenecks and mitigation measures. 11. Developing and implementing best practices in mine ventilation management system. 12. Making arrangement for dust suppression. 13. Determining VEQ (Ventilation Efficiency Quotient). 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators

1. Achievement of air velocity.
2. Ventilation efficiency quotient.
3. Air measurement carried out.
4. Number of ventilation stopping erected.
5. Achievement of milestone in ventilation system.
6. Ventilation Planning, EQ survey and gas survey.
7. Risk assessment and mitigation measures.
8. Erecting of stone dust barrier.
9. Air supply in district.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Ventilation Surveying, Mine Ventilation, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.

Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received

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message, people take initiatives and achieve desired results.

Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.

Planning & Organising: Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, MS-Project etc.

Result orientation: Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.

Collaboration & Coordination : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.

Role Profile	
Job Role	CGM/ General Manager (Project and Planning)/ Corporate Planning/ PMD/ NI
Department	Mining
Organizational Relationships	The Incumbent would report to Director Technical (Project & Planning) of subsidiary Director (Tech.) of CIL
Primary Purpose of the Role	To develop project & plans for sustainability of the organization.
Job Location	Subsidiary HQ/ CIL HQ
Decision Making	Would have to take decisions on preparation of draft projects, MOU, Annual Action plan, audits of the project, R&D, New initiatives etc.

Key Tasks
<ol style="list-style-type: none"> 1. Developing strategic plans short term & long-term business sustainability. 2. Developing mine & washeries' opening and closing plans in coordination with CMPDIL and monitoring the progress. 3. Forecasting project requirements, preparing budget and annual mine-wise plan. 4. Ensuring legal, statutory and environmental compliances associated with project and planning. 5. Determining and managing risks associated with execution of mine plans. 6. Providing support in creating mining infrastructure in the organization, including evacuation. 7. Planning for expansion of existing projects and coordinating new projects and mine development activities for continuous business improvement. 8. Preparing completion reports for projects, schemes for patch works and monitor PR preparation for new projects and mine closure reports. 9. Monitoring infrastructural requirements, production and capital expenditure of ongoing projects. 10. Monitoring opening of non-operational mines/ closure of unviable mine, as applicable. 11. Liasoning and coordinating with other depts., government authorities, local bodies, regulatory bodies, and other stakeholders associated with project. 12. Ensuring sustainable resource planning for establishment of new mines/ projects/ washeries. 13. Encourage new initiatives & R&D related work/ proposals for efficiency improvement, technological solutions etc. 14. Ensuring renewal of mining lease and mining plans for sustainable production. 15. Planning for procurement of materials and contracting of works. 16. Ensure adaptation of various ERP/ IOT measures/ software to improve production, productivity, information flow for quality decision-making. 17. Ensuring functional assistance in ERP implementation. 18. Any other assignment as & when required.

Key Performance Indicators

1. Future Project planning in greenfield and brownfield areas.
2. Timely completion of project report.
3. Mine Infrastructure development
4. Milestone Achievement.
5. Timely completion of ongoing projects.
6. Budget Utilization/ CAPEX utilization.
7. Timely preparation and submission of annual plan/ MoU and achievement of related MoU parameters.
8. Conducting draft reports. TSC meeting.
9. Obtaining approval of board proposals.
10. Introduce R&D proposals in APEX committee of R&D in CIL/ SSRC of MoC.

Job Specification

Knowledge Domain

Technical knowledge & skills: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Scenario planning skill Data management, Cost benefit analysis, Forecasting techniques, Technology orientation, Project appraisal, Strategic planning tools & techniques, Project Management, Finance Manual, GFR, ISO standards, Contract management manual, Civil manual, Purchase manual, Guidelines of CVC, DPE, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..

Business Acumen: Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.

People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.

Communication Skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.

Decision Making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.

Innovation : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

Planning & Organising: Able to demonstrate the links with the achieved goals in line with the organizational strategy/plan. Able to come out with alternative plans to meet the contingency requirements of the business. Able to build capabilities in members to improve and sustain similar performance in future. Able to develop mechanisms and systems through which execution excellence is institutionalized in the organization. Ensure use of various planning software for optimization of resources.

Role Profile

Job Role	CGM / GM (Production)
Department	Mining
Organizational Relationships	The incumbent would report to Board level Director.
Primary Purpose of the Role	To facilitate & coordinate with areas in achieving production targets.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding setting production targets vis-a-vis safety of mines, controlling inventory, Explosive allotment, implementing new technologies, etc.

Key tasks

1. Ensuring achievement of MoU target.
2. Monitoring coal production & OB removal.
3. Preparing Annual Action Plan for production and setting production targets for units in consultation with units & higher management.
4. Monitoring consumption of explosives, diesel & other inventory and ensuring their availability.
5. Monitoring capacity utilization of machines & equipment.
6. Identifying potential areas for cost control and taking appropriate action for controlling cost of production.
7. Introducing latest technologies & new initiatives to maximize production and productivity of mines.
8. Ensuring compliance of DGMS guidelines.
9. Monitor quality of explosives through random testing.
10. Managing outsourcing contracts, coal transportation & other proposals.
11. Monitoring coal stock measurement.
12. Developing best practices in the company and setting a benchmark in the field.
13. Assisting CMPDIL in mine capacity assessment.
14. Coordinating with external agencies, CIL and other depts. for smooth functioning of mines.
15. Ensuring functional assistance in ERP implementation.
16. Ensure utilization of related ERP module.
17. Any other assignment as & when required.

Key Performance Indicators

1. Achieving coal/OB production targets.
2. Availability of explosives.
3. Timely preparation of Action Plan.
4. No. of MoU parameters achieved.
5. No. of best practices introduced.
6. No. of latest technologies/ new initiatives implemented, for improving production and productivity.
7. No. of random tests on explosive conducted.
8. Cost efficiency.
9. Budget utilization.
10. Capital expenditure.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Mining, HEMM & other mine machineries, Conditioned Based Monitoring, Explosives, Inventory analysis & control, Purchase manual, Contract management manual, GFR, Finance manual, guidelines of CVC, DPE, DGMS, The Mines Act,1952, ISO Standards, Quality Management System, Project Management, Risk Management, Safety procedures, Multi-disciplinary knowledge, etc., Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
	<ol style="list-style-type: none"> 1. Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to

Job Specification

Managerial & Behavioral Competencies

anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.

2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources, through efficient use of IT resources, keeping in mind the cost benefit analysis.
3. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
4. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions.
5. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.
6. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
7. **Planning & Organising:** Able to demonstrate the links with the achieved goals in line with the organizational strategy/plan.Able to come out with alternative plans to meet the contingency requirements of the business.Able to build capabilities in members to improve and sustain similar performance in future. Able to develop mechanisms and systems through which execution excellence is institutionalized in the organization.
8. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.

Role Profile

Job Role	Associate (Production)
Department	Mining
Organizational Relationships	The incumbent would report to CGM/ GM (Production).
Primary Purpose of the Role	To support GM (Production) in executing the work of the department.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding availability of explosives, adherence to guidelines, controlling diesel consumption, improving utilization, etc.

Key Tasks

<ol style="list-style-type: none"> 1. Monitoring coal production/ OBR targets and visiting mines to figure out the problems leading to shortfall, if any. 2. Monitoring consumption of explosives and ensuring availability of explosives & related accessories and their proper utilization. 3. Facilitating external agencies in undertaking technical studies for improving production & productivity. 4. Coordinating with areas for sampling & testing of explosives, monitoring daily utilization of HEMMs and production targets. 5. Ensuring that code of safe practices is followed in explosives usage. 6. Coordinating with CIL HQ regarding explosives requirement and liasoning with suppliers, state authorities and PESO (Petroleum & explosives safety organization). 7. Ensuring proper record maintenance and timely submission of reports. 8. Processing CCDA claims. 9. Ensuring functional assistance in ERP implementation. 10. Ensure utilization of related ERP module. 11. Any other assignment as & when required.

Key Performance Indicators

<ol style="list-style-type: none"> 1. Achieving coal/OB production 2. Percentage availability and capacity utilization of HEMMs. 3. Timely procurement of explosives 4. Adherence to safety guidelines. 5. Timely preparation of action plan. 6. No. of MoU parameters achieved. 7. No. of latest technologies implemented.
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Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Mining, HEMM & other mine machineries, Conditioned Based Monitoring, Explosives, Inventory analysis & control, Purchase manual, Contract manual, GFR, Finance manual, guidelines of CVC, DPE, DGMS, The Mines Act, 1952, ISO Standards, Quality Management System, Project Management, Risk Management, Safety procedures, Multi-disciplinary knowledge Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Strategic Orientation: Able to come out with concrete plans based on the strategic plan involving all stakeholders. Able to manage risks considering contingency factors for business advantages. 2. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 3. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources, through efficient use of IT resources, keeping in mind the cost benefit analysis. 4. Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding. 5. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data. 6. Communication skill: Able to convey the message convincingly and energize people so that they act towards the goal passionately.

Role Profile	
Job Role	Survey Officer
Department	Mining
Organizational Relationships	The Incumbent would report to AGM/ Manager.
Primary Purpose of the Role	To support achievement of coal production through systematic development of mines.
Job Location	Area/ Mines
Decision Making	Would have to take decisions on preparation of draft projects/ short-term planning and regular monitoring and audits of the projects, etc.

Key Tasks
<ol style="list-style-type: none"> 1. To prepare mine plans for expansion & development of mines and take measurements of mining works. 2. Ensuring compliance of duties & responsibilities under The Mines Act & Mines Regulations. 3. Undertaking coal stock/ OBR measurements. 4. Conducting mine survey works and creating mine maps & plans that are critical to design, planning & safety of mines. 5. Preparing and updating plans & sections in compliance with statutory requirements. 6. Ensuring availability & maintenance of survey & drawing instruments. 7. Providing support in civil works in mines, land acquisition, etc. 8. Surveying of surface area/ subsidence area. 9. Liasoning and coordinating with other depts. and agencies for completing the survey work. 10. Ensuring functional assistance in ERP implementation. 11. Ensure utilization of related ERP module. 12. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of mine plans prepared. 2. Accuracy in coal stock measurement/ OBR data. 3. Timely completion of measurements. 4. Milestone Achievement. 5. Timely submission of survey reports. 6. Dangers/ alerts issued.

Job Specification

<h3>Knowledge Domain</h3>	<p>Technical knowledge & skill: Mine Surveying, Risk Management, Disaster Management, The Mines Act, Mines Regulations, The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013, Indian Forest Act, The Coal Bearing Areas (Acquisition & Development) Act, 1957, Rehabilitation and Resettlement policy, Environment Act, Drawing software, Project Management, Finance Manual, Guidelines of CVC, DPE, DGMS, Concerned State laws, Multi-disciplinary knowledge, Ventilation Surveying, Mine Ventilation, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
<h3>Managerial & Behavioral Competencies</h3>	<ol style="list-style-type: none"> 1. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 2. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 4. Planning & Organising: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short

	<p>term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activites that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.</p> <p>5. Result orientation Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.</p> <p>6. Collaboration & Coordination : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.</p>
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Role Profile

Job Role	HOD/General Manager (CMC)
Department	Mining/ Civil
Organizational Relationships	The incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To build Contract Management capabilities for uninterrupted business operations.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding vendor/ service provider selection, preparation of NIT, agreements, extension/ termination of contract, successful execution of contracts, including post termination contract management etc.

Key Tasks

1. NIT preparation, monitoring the entire pre and post tendering process to ensure timely award of contracts & their completion within budget, managing various aspect of contract (including post award), as per extant manual.
2. Achieving MoU targets.
3. Ensuring compliance of various statutory provisions, CVC guidelines, rules & regulations in the tendering process.
4. Introducing new initiatives for system improvement.
5. Conducting training / workshops on Contract Management for building Contract management capabilities.
6. Liasoning with vendors & bidders.
7. Implementing the Pre-Contract Integrity Pact through a panel of IEMs appointed by organization
8. Managing legal cases imposed by bidders or vendors.
9. Preparing & revising Schedule of Rates (SOR) for Hiring of equipment, removal of overburden, extraction of coal, transportation and loading of coal and sand, and civil works.
10. Ensuring timely resolution of bidder queries to avoid delay in tendering process.
11. Suggesting improvements in Contract Manual.
12. Preparing & compiling tender documents for various contracts & removing ambiguities & irregularities in contracts.
13. Preparing global tenders documents and award of work.
14. Developing best practices in the company and setting a benchmark in the field.
15. Scrutinizing documents & proposals of contracting works.
16. Responding to various queries of vigilance, stakeholders with respect to contracts.
17. Ensuring functional assistance in ERP implementation.
18. Any other assignment as & when required.

Key Performance Indicators

1. No of works awarded.
2. Milestone Achievement.
3. Budget Utilization.
4. No of queries resolved.
5. Timely refund of claims.
6. No. of new initiatives implemented.
7. No. of training/ workshops conducted.

Job Specification

Knowledge Domain

Technical knowledge & skill: Contract management, Risk Management, Project Management, Projects Management tools, E-procurement process, Global practices in tenders, Integrity Pact, Finance Manual, GFR, ISO standards, Civil manual, Tax laws, Purchase manual, Contract Manual, Guidelines of CVC on tenders, DPE, Arbitration, Concerned State laws, Multi-disciplinary knowledge, Recent developments, Best practices in concerned domain, Best practices in domain, Recent developments in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic Orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
4. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
5. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources, through efficient use of IT resources, keeping in mind the cost benefit analysis. Able to use techniques like CPM, PERT, MS-Project etc.
6. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
7. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
8. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
9. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile

Job Role	CGM/ General Manager (MM)
Department	Material Management
Organizational Relationships	The incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To support in achieving short term & long term targets of the company by ensuring continuous supply of equipment & materials required for smooth running of business processes.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding inventory control, material planning and budgeting, selection of vendors, placing orders, supplier management, compliance with customer specifications, quality specifications, etc.

Key Tasks

<h2 style="text-align: center;">Key Tasks</h2>
<ol style="list-style-type: none"> 1. Ensuring timely procurement of equipment, spares, consumables, explosives, POL and other materials for continuity of production, through GeM and other conventional means as per purchase manual. 2. Achieving MoU targets of the company related to MM dept. 3. Developing an inventory management system to keep track of inventory levels so as to control & plan inventory and reduce costs. 4. Managing contracts & service agreements. 5. Managing supply chain for effective handling of the procurements. 6. Ensure material budgets are prepared and submitted on time for timely procurement of items. 7. Ensuring that items to be purchased are as per specification and requirement of user department. 8. Updating/ improving stores & purchase manual, procedures & systems. 9. Ensuring implementation of effective stores management system. 10. Promoting ancillary units for ensuring uninterrupted supply of spares, materials & services. 11. Monitoring the consumption pattern for assessing requirement of materials and forecasting demand. 12. Developing best practices in the company and setting a benchmark in the field. 13. Ensuring timely scrap disposal & survey offs of equipment & materials. 14. Engaging with the suppliers, vendors to meet quality, fair pricing and on-time delivery of supplies. 15. Monitoring the procurement processes to ensure that procurement systems and processes comply with all the applicable laws and guidelines issued by govt. from time to time. 16. Empanelment of IEM and close co-ordination with them for early resolution of references of bidders/ vendors/ similar stakeholders. 17. Depot agreements of critical spares. 18. Settling disputes/ grievances with vendors & service providers. 19. Ensuring functional assistance in ERP implementation. 20. Ensure utilization of relevant ERP module. 21. Any other assignment as & when required.

Key Performance Indicators

1. Timely preparation/submission of material budget
2. Inventory turnover.
3. Timely procurement of materials.
4. Timely renewal of all agreements/ Contracts
5. Year on year reduction in average cycle time of tendering.
6. Percentage items auctioned on time.
7. Timely disposal of scrap.
8. Customer satisfaction.
9. Utilization of ERP module.
10. GeM procurement.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Material and Supply Chain Management, Warehouse Management, Spare parts management, Inventory control & Stores Management, ISO standards, Purchase Manual/ Procedure, Material Budgeting, Online Material Management system, Cost Benefit analysis, Strategic planning tools & techniques, Finance Manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, Laws of contract, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Court procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Job Specification

Managerial & Behavioral Competencies

1. **Strategic Orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
4. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Customer/ service orientation :** Able to establish systems and processes through which Customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
7. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.
8. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.

Role Profile

Job Role	Associate (MM)
Department	Material Management
Organizational Relationships	The incumbent would report to GM (Material Management).
Primary Purpose of the Role	To assist in the procurement processes.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding selection of vendors, preparing TCRs, adherence to company procedures and policy, quality of supplies, etc.

Key Tasks

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring timely supply of items in required quantity & quality to the user dept. 2. Scrutinizing indents & material budgets received from user dept. and stores respectively and taking procurement actions. 3. Facilitate tendering processes for material procurement and renewal of agreements/ contracts. 4. Processing of DD/BG towards EMD, security deposit, etc. 5. Inspecting the supplies to check quality& quantity. 6. Monitoring the contractor's performance for any breach/failures and take appropriate action, if required. 7. Engaging with the suppliers, vendors to meet quality, fair pricing and on time delivery of supplies. 8. Assisting other department to develop specifications for the required equipment or materials. 9. Ensuring proper record keeping and documentation. 10. Processing bills on time and following up for their clearance. 11. Handling grievances of service providers & vendors. 12. Ensuring functional assistance in ERP implementation. 13. Utilization of ERP module and other IT solutions for productivity improvement. 14. Any other assignment as & when required.

Key Performance Indicators

1. Timely preparation/submission of material budget
2. Percentage of inventory in terms of month's consumptions.
3. Year on year reduction of overall inventory.
4. Timely procurement of indented materials. Timely renewal of all agreements/Contracts.
5. Year on year reduction in average cycle time of tendering.
6. Timely disposal of scrap.
7. No. of items for which codification done.
8. Customer satisfaction.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Material and Supply Chain Management, Warehouse Management, Spare parts management, Inventory control & Stores Management, ISO standards, Purchase Manual/ Procedure, Material Budgeting, Online Material Management system, Cost Benefit analysis, Strategic planning tools & techniques, Finance Manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, Laws of contract, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Court procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

4. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
5. **Collaboration and Coordination:** Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Area Material Manager
Department	Material Management
Organizational Relationships	The Incumbent would report to Area General Manager.
Primary Purpose of the Role	To provide support to the area for achieving targets by ensuring uninterrupted supply of equipment & materials.
Job Location	Area HQ
Decision Making	Would have to take decisions on procurement of materials, compliance with specifications, inventory control, selection of service providers, adherence to company procedures and policy, etc.

Key Tasks	
<ol style="list-style-type: none"> 1. Ensuring & maintaining adequate supply of materials and equipment, as per purchase manual. 2. Ensuring that best quality products are procured at most cost-effective prices. 3. Ensuring that appropriate inventory is maintained, so as to be able to meet demands without delay while keeping the associated cost to a minimum. 4. Collecting indents and initiating the procurement process for timely availability of items. 5. Ensuring that services/products supplied to the user department meets their requirements. 6. Achieving MoU targets of the area. 7. Ensure scrap generated by the business processes of the company are disposed of as per the procedure of the organization. 8. Identifying potential suppliers/contractors who can supply required amounts of quality products/services on time at the best price. 9. Inspecting the delivered items to check whether they are as per the supply order and ensuring that there are no defective items in the supplies. 10. Negotiating with suppliers for prices of items and ensuring that placed items are delivered on time. 11. Exercising strict inventory control and efficient store management. 12. Providing proper infrastructure for storing P&M equipment, spare parts, consumables and other materials. 13. Ensuring functional assistance in ERP implementation. 14. Ensure efficient utilization of relevant ERP module. 15. Ensuring adherence to company procedures and policies in the procurement processes. 	

Key Performance Indicators

1. Percentage utilization of budget.
2. Level of conformance to quality standards & specifications.
3. No. of planned activities completed within time
4. No. of best practices developed.
5. No. of supplies placed/works awarded.
6. Percentage of GeM procurement.
7. Any other assignment as & when required.
8. No. of MoU parameters achieved.
9. Percentage availability of equipment.
10. Timely preparation/submission of material budget
11. Percentage of inventory in terms of month's consumptions.
12. Year on year reduction of overall inventory.
13. Timely procurement of indented materials.
14. Timely renewal of all agreements/Contracts.
15. Timely disposal of scrap.
16. Customer satisfaction.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Material and Supply Chain Management, Warehouse Management, Spare parts management, Inventory control & Stores Management, Cash Management System in Material Management, ISO standards, Purchase Manual/ Procedure, Material Budgeting, Online Material Management system, Cost Benefit analysis, Strategic planning tools & techniques, Finance Manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, Laws of contract, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
4. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
5. **Collaboration and Coordination:** Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile

Job Role	Store In-charge/ Depot Officer
Department	Material Management
Organizational Relationships	The Incumbent would report to GM(MM)/ Area Material Manager.
Primary Purpose of the Role	To keep track of all inventories so that items are available when required and a check over any wastage of material.
Job Location	Central store/ Regional store
Decision Making	Would have to take decision on compliance with customer specification, material planning and budgeting, inventory control, adherence to company procedures and policy, warehousing, interdepartmental collaboration, etc.

Key Tasks

<h2 style="text-align: center;">Key Tasks</h2>
<ol style="list-style-type: none"> 1. Receiving, storing and issuing materials/supplies as & when required by user dept. as per laid down procedures. 2. Reviewing the inventory periodically to prevent shortage or excess stock to support the current rate of consumption and, as a result, reduce costs. 3. Ensuring accurate classification & codification of materials for effective management of stores. 4. Inspecting the incoming materials for quantity & quality before materials are accepted in store. 5. Communicating the stock status for planning for procurement. 6. Preparing material budget for indented items. 7. Identifying scraps and initiating the process of disposal. 8. Maintaining statements, vouchers and other information for store accounting. 9. Ensuring proper upkeep of stores. 10. Ensuring computerization of all records & proper documentation of all the store items. 11. Ensuring that proper infrastructure is available for storing and handling P&M equipment, spare parts, consumables and other materials. 12. Taking measures for preservation of materials to maintain their quality & value. 13. Ensuring security of valuable store materials/supplies from damage, theft or pilferage. 14. Coordinating with various departments for efficient functioning of stores. 15. Ensuring functional assistance in ERP implementation. 16. Operationalization of relevant ERP module. 17. Any other assignment as & when required.

Key Performance Indicators

1. No. of inspections done.
2. Reduction in costs.
3. Accuracy in codification
4. . Percentage availability of material.
5. Timely preparation/submission of material budget, by using ERP module.
6. Percentage of inventory in terms of month's consumptions.
7. Year on year reduction of overall inventory.
8. Timely disposal of scrap.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Material and Supply Chain Management, Warehouse management, Logistic and Supply Chain Informations Systems, Accounting in Material Management, Inventory control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, 5S, The Mines act, 1952, Laws of Contract, concerned State laws, Quality Assurance & Control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

1. **Technical expertise :** Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.
2. **Communication skill :** Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.

Managerial & Behavioral Competencies

3. **Problem solving & analytical ability:** Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
4. **Planning & Organising:** Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
5. **Result orientation** Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.
6. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.

Role Profile	
Job Role	CGM/ General Manager (E&M)
Department	E&M
Organizational Relationships	The Incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To plan and provide engineering support to achieve production targets of the company.
Job Location	CIL HQ/ Subsidiary Headquarter
Decision Making	Would have to take decisions on resource planning, procurement, budgetary preparation, cost control measures, energy conservation measures, controlling inventory, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Exploring and adopting advanced technologies for mechanization & automation of processes for improving productivity & efficiency, by using mining 4.0/ IoT/ other means. 2. Exploring alternative mechanism to source efficient services from open market. 3. Developing a technically sound workforce for E&M dept. through training & developmental activities. 4. Achieving MoU targets of the company related to the department. 5. Developing action plan, short term and long term, in accordance with the strategic plan of the company. 6. Ensuring continuous availability of equipment & power required for mining and other operations, to achieve production targets and stakeholders' satisfaction. 7. Developing ancillaries and building a self-reliant organization by eliminating import of machineries or spare parts & encouraging in-house production. 8. Monitoring FMC activities related to evacuation arrangements like CHP/ Silo/ RLS etc. 9. Preparing budget and monitoring its utilization. 10. Improving availability of U/G equipment by monitoring and suggesting ways and means. 11. Monitoring preventive maintenance of HEMMs, P&M equipment in coordination with Condition Based Monitoring cell. 12. Ensuring timely award of contracts for planned activities. 13. Monitoring periodic repair & maintenance, rehabilitation of equipment, plant & machinery to ensure their optimum availability, utilization & efficiency. 14. Undertaking measures to control and effectively utilize the inventory for smooth operation of all mining activities. 15. Ensuring compliance of safety measures to reduce and avoid costs associated with safety failure. 16. Improving power factor. 17. Developing best practices in the company and setting a benchmark in the field. 18. Coordinating for timely delivery of P&M equipment, assemblies & subassemblies, etc. 19. Developing specifications, designs, drawings for electrical components and mechanical systems/ components.

20. Savings in power consumption through adoption of various means including RE.
21. Identify opportunities to establish power generation through all sources including RE.
22. Ensuring functional assistance in ERP implementation.
23. Operationalize relevant ERP module.
24. Any other assignment as & when required.

Key Performance Indicators

1. Percentage utilization of budget.
2. Timely completion of periodic maintenance of HEMM, P&M equipment, etc.
3. No. of E&M works awarded.
4. Level of conformance to quality standards & specifications.
5. No. of planned activities completed within time.
6. No. of energy conservation measures implemented.
7. No. of best practices developed.
8. No. of areas of improvement identified in advance & resolved.
9. No. of manual operations replaced with tools & tackles and automation.
10. No. of employees developed who are capable of using advanced technology.
11. Percentage improvement in power factor.
12. Percentage decrease in imports.
13. No. of MoU parameters achieved.
14. Percentage availability/ utilization of equipment.
15. Percentage saving in cost after implementation of energy conservation measures.
16. RE projects envisaged/ implemented.
17. Effective use of ERP module.

Job Specification

<h3 style="margin: 0;">Knowledge Domain</h3>	<p>Technical knowledge & skills: Knowledge of Electrical and Mechanical engineering, Electronics & instrumentation, Utility operation, Designing tools & techniques, HEMMs, Tariffs, Plant and Machinery, Fabrication, Energy conservation measures, Designing software, Codes & specifications, Finance Manual, GFR, ISO Standards, 5S, Kaizen, TQM, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, The Electricity Act, Safety procedures, The Mines Act, 1952, Mine regulation, Laws of contract, Labor laws, Concerned state laws, Quality assurance & control techniques, Data analytics, Risk assessment & management, Multidisciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Policies & procedures, MOU parameters, Rules & regulations, Decision making process, Cost structure, Cross functional knowledge, Physical, Social and Financial performance, Organizational structure, Performance parameters, Delegation of Power, Human Resource processes, Contract management system, Communication system, E-tendering process, Environment management measures, etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<h3 style="margin: 0;">Managerial & Behavioral Competencies</h3>	<ol style="list-style-type: none"> 1. Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Business Acumen: Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop

and retain talent and build future leaders.

4. **Communication skills:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Change Orientation:** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
7. **Innovation:** Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

Role Profile	
Job Role	Staff Officer (E&M)
Department	E&M
Organizational Relationships	The Incumbent would report to Area General Manager.
Primary Purpose of the Role	To support in achieving production targets by ensuring maximum capacity utilization & availability of machineries & equipment.
Job Location	Area Headquarter
Decision Making	Would have to take decision on procurement of plant and machinery items, safety gadgets, spares, power availability, cost control measures, energy conservation measures, training needs, etc.

Key Tasks	
<ol style="list-style-type: none"> 1. Ensuring proper installation, rehabilitation, periodic & preventive maintenance and operation of the equipment. 2. Ensuring continuous availability of equipment & power for smooth running of mining & other operations, to achieve production targets and stakeholders' satisfaction. 3. Achieving MoU targets of the area. 4. Developing action plan, short term and long term, in accordance with the production plan of the area. 5. Implementing advanced technologies for mechanization & automation of processes and motivating the subordinates to use them. 6. Developing competencies & skill sets in the subordinates so that they can accept the changes in techniques & processes and use them effectively. 7. Ensuring timely procurement of spares, assemblies & subassemblies, safety gadgets and their effective utilization. 8. Evaluating designs & drawings of electrical & mechanical systems/components and developing them to required specifications. 9. Maintaining inventory at appropriate level to avoid any excess or shortage. 10. Ensuring timely surveying off of vehicles, P&M items and equipment. 11. Ensuring timely award of contracts for planned activities. 12. Encouraging and implementing energy conservation measures to achieve cost efficiency and spreading awareness amongst the public to save energy. 13. Ensuring safety and legal compliances. 14. Creating a working environment where learning on-the-job is simplified and which encourages exchange of valuable experiences & knowledge, which in turn will promote innovation. 15. Ensuring functional assistance in ERP implementation. 16. Operationalize relevant ERP module. 17. Any other assignment as & when required. 	

Key Performance Indicators

1. Percentage utilization of budget.
2. Timely completion of periodic maintenance of HEMM, P&M equipment, etc.
3. No. of E&M works awarded.
4. Level of conformance to quality standards & specifications.
5. No. of planned activities completed within time.
6. No. of energy conservation measures implemented.
7. No. of best practices developed.
8. No. of manual operations replaced with tools & tackles and automation.
9. No. of employees developed who are capable of using advanced technology.
10. Percentage improvement in power factor.
11. No. of MoU parameters achieved.
12. Percentage availability/ utilization of equipment.
13. RE project implemented.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics & instrumentation, Utility operation, Designing tools & techniques, HEMMs, Tariffs, Plant and Machinery, Fabrication, Energy conservation measures, Designing software, Codes & specifications, Finance Manual, GFR, ISO Standards, Technology orientation, Cost benefit analysis, 5S, Kaizen, TQM, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, The Electricity Act, Safety procedures, The Mines Act, 1952, Mine regulation, Laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Data analytics, Risk assessment & management, Multidisciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification

	opportunities, Sustainability, National /International energy sector, Renewable energy, etc.
<p style="text-align: center;">Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Customer/ service orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder, a part of the team and receive inputs to tailor make the product/services. 3. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data. 4. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 5. Change Orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization. 6. Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding. 7. Team leadership: Able to define team goals, develop and inspire subordinates to achieve the goals and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

Role Profile	
Job Role	Sub Area Engineer
Department	E&M
Organizational Relationships	The Incumbent would report to Sub Area Manager.
Primary Purpose of the Role	To perform administration and coordination of E&M activities leading to optimum performance of the E&M plant and machinery.
Location	Sub Area
Decision Making	Would have to take decisions on inventory, power availability, cost control measures, energy conservation, procurement and performance of E&M plant and machinery items in the mines.

Key Tasks	
<ol style="list-style-type: none"> 1. Executing planned activities as per the project action plan. 2. Implementing advanced technologies for mechanization & automation of processes. 3. Ensuring continuous availability of machines, equipment & power for smooth running of mining and other operations. 4. Developing competencies & skill sets in the subordinates so that they can accept the changes in techniques & processes and use them effectively. 5. Undertake measure to control and effectively utilize the inventory management system of the organization. 6. Ensuring that works are awarded on time. 7. Encouraging and implementing best practices in energy conservation. 8. Ensure safety and legal compliances. 9. Ensuring timely surveying off of vehicles, P&M items and equipment. 10. Using metrics and analytics for improving performance of machines, equipment, people, service providers, etc. 11. Ensuring timely procurement of spares, tools, consumables, etc. 12. Monitoring performance of subordinates in the units. 13. Ensuring timely repair & maintenance, commissioning, rehabilitation of machineries and equipment. 14. Utilizing resources optimally and controlling costs. 15. Partnering with production department and providing support for achieving targets. 16. Ensuring contractual obligations and compliances. 17. Ensuring functional assistance in ERP implementation. 18. Operationalize relevant ERP module. 19. Any other assignment as & when required. 	

Key Performance Indicators

1. Level of conformance to quality standards & specifications.
2. No. of planned activities completed within time
3. No. of energy conservation measures implemented.
4. No. of best practices developed.
5. No. of areas of improvement identified in advance & resolved.
6. No. of manual operations replaced with tools & tackles and automation.
7. No. of employees developed who are capable of using advanced technology.
8. Percentage improvement in power factor.
9. Percentage decrease in imports.
- 10.No. of MoU parameters achieved.
- 11.Percentage availability & utilization of equipment.
- 12.Percentage reduction in costs.
- 13.Percentage savings in power cost due to RE.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics & instrumentation, Utility operation, Designing tools & techniques, HEMMs, Tariffs, Plant and Machinery, Fabrication, Energy conservation measures, Designing software, Codes & specifications, Finance Manual, GFR, ISO Standards, Technology orientation, Cost benefit analysis, 5S, Kaizen, TQM, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, The Electricity Act, Safety procedures, The Mines Act, 1952, Mine regulation, Laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Data analytics, Risk assessment & management, Multidisciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Coal pricing Customers & Stakeholders, Social, Economic, Political & Legal environment, of company's business, Coal grades & quality parameters, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
4. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
5. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
6. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
7. **Team leadership :** Able to define team goals, develop & inspire subordinates to achieve goals and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

Role Profile	
Job Role	Colliery Engineer
Department	E&M
Organizational Relationships	The Incumbent would report to Mine Manager.
Primary Purpose of the Role	To control and monitor all the engineering works of the mines from planning, designing and development to maintenance of plant&machinery.
Job Location	Mines
Decision Making	Would have to take decisions on power availability, maintenance works and performance of E&M plants and machinery items in the mines.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring maximum capacity utilization & availability of HEMMs and other mechanical and electrical equipment required for mining and other operations to achieve production targets. 2. Ensuring statutory compliances related to mines. 3. Ensuring continuous availability of power. 4. Supervising and providing guidance to subordinates regarding installation, rehabilitation, periodic & preventive maintenance and operation of the equipment. 5. Initiating proposals for procurement of P&M items, etc. on time. 6. Implementing advanced technologies for mechanization & automation and supporting the subordinates in adapting to the changes. 7. Assessing feasibility & soundness of any new technology introduced & advising management regarding it. 8. Keeping track of life of equipment for their timely survey off. 9. Preparing designs, drawings as per specifications for electrical components and mechanical systems/ components. 10. Controlling inventory so as to minimize the investment in inventory. 11. Adopting energy conservation measures in day-to-day operations to save costs. 12. Ensure compliance of safety measures and training to avoid any harm/accidents. 13. Addressing day-to-day grievances and ensuring their timely redressal. 14. Attending trainings to keep oneself current with the recent advancements and share the knowledge & learning with subordinates. 15. Ensuring functional assistance in ERP implementation. 16. Operationalize relevant ERP module. 17. Any other assignment as & when required.

Key Performance indicators

1. Percentage utilization of budget
2. No. of planned activities completed within time
3. No. of energy conservation measures implemented.
4. No. of best practices developed.
5. No. of area of improvement identified in advance & resolved.
6. No. of manual operations replaced with tools & tackles and automation.
7. No of employees developed who are capable of using advanced technology.
8. Percentage improvement in power factor.
9. No. of MoU parameters achieved.
10. Percentage availability of equipment.
11. Percentage utilization of equipment.
12. Executing planned activities as per the project action plan.
13. Percentage utilization of ERP module.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics & instrumentation, Utility operation, Designing tools & techniques, HEMMs, Tariffs, Plant and Machinery, Fabrication, Energy conservation measures, Designing software, Codes & specifications, Finance Manual, GFR, ISO Standards, Technology orientation, Cost benefit analysis, 5S, Kaizen, TQM, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, The Electricity Act, Safety procedures, The Mines Act, 1952, Mine regulation, Laws of contract, Labor laws, Concerned state laws, Quality assurance & control techniques, Data analytics, Risk assessment & management, Multidisciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply, Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
3. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
4. **People Development:** Able to coach and mentor the subordinates in order to help them perform better. Able to evaluate performance, provide feedback and training to overcome the gaps and encourage the subordinates to reach their full potential. Able to provide workplace that fosters the development of others.
5. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder, a part of the team and receive inputs to tailor make the product/services.
6. **Innovation:** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
7. **Problem solving & analytical ability:** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Area Workshop In- charge
Department	E&M
Organizational Relationships	The Incumbent would report to Staff Officer (E&M)/ AGM.
Primary Purpose of the Role	To manage operations of the workshop profitably and ensure assignments are completed on time in adherence to the quality standards.
Job Location	Regional Workshop
Decision Making	Would have to take decisions on scheduling of jobs, inventory management, cost, profitability, and administration of the workshop.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring safe & efficient running of the workshop to support various coal production operations of the organization. 2. Monitoring all the repair activities in the workshop to support mining and other operations of the organization. 3. Ensuring that the products are delivered on time and quality standards are met, to achieve customer satisfaction. 4. Undertaking measures to control cost associated with the repair & maintenance activity. 5. Managing the inventory efficiently by avoiding excesses or shortages. 6. Ensuring compliance of safety measures. 7. Ensuring availability of raw materials, tools & consumables in the workshop. 8. Supervising the performance of the employees & providing training opportunities to improve their skills. 9. Coordinating & liaising with various departments and authorities to understand needs & prioritizing the jobs 10. Continuously upgrading workshop for enhancing its capabilities. 11. Promoting innovation in engineering by capitalizing the potential of employees and other research & development in and around the organization. 12. Collaborating with other workshops for synergy and cost efficiency. 13. Doing technical analysis of equipment failures and providing support to operators and supervisors by way of data driven feedback and handholding. 14. Ensuring functional assistance in ERP implementation. 15. Operationalize relevant ERP module/ other IT enabled support. 16. Any other assignment as & when required.

Key Performance Indicators

1. Timely completion of jobs.
2. Level of conformance to quality standards & specifications.
3. No. of planned activities completed within time
4. No. of energy conservation measures implemented.
5. No. of best practices developed.
6. No. of manual operations replaced with tools & tackles and automation.
7. No. of employees nominated for training.
8. Profitability.
9. New capabilities developed.
10. New products developed.
11. Inventory turnover.
12. Percentage use of IT/ ERP module.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics & Instrumentation, Computer aided techniques for drawings, Utility Operation, Designing tools & techniques, HEMMs, Plant and Machinery, Mechanical fabrication, Energy conservation measures, Workshops, Designing software, Codes & specifications, Finance Manual, GFR, Cost benefit analysis, ISO 9000 Standards, 5S, Kaizen, TQM, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, The electricity act, Safety procedures, The Mines act, 1952, Mine regulation, Laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Data analytics, Risk assessment & management, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
4. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Team leadership :** Able to define team goals, develop and inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
7. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.

Role Profile	
Job Role	Substation Engineer
Department	E&M
Organizational Relationships	The Incumbent would report to Subarea Engineer.
Primary Purpose of the Role	To ensure smooth operation and maintenance of the electrical substation.
Job Location	Substation
Decision Making	Would have to take decisions on shutdown and maintenance of substation, distribution and control of electricity.

Key Tasks
<ol style="list-style-type: none"> 1. Monitoring electrical power transmission & distribution systems for uninterrupted power supply, ensure protection & regulating flow of electricity. 2. Ensuring timely procurement of all equipment for smooth functioning of substation. 3. Providing technical expertise in the identification, analysis & correction of faults. 4. Implementing & handling preventive maintenance of equipment. 5. Providing training to electrical personnel to install, maintain or repair electrical wiring, equipment, etc. 6. Preparing sketches to determine the location of wiring & equipment. 7. Encouraging and implementing best practices in energy conservation measures to save costs. 8. Scheduling load as per LDC/ CERC regulations. 9. Ensuring compliance to govt. regulations, specifications and safety measures. 10. Implementing best practices. 11. Coordinating & liasoning with electricity suppliers. 12. Inspecting & testing electrical systems, equipment & components to identify potential hazards/defects, the need for repair, and to ensure compatibility & safety of system. 13. Ensuring functional assistance in ERP implementation 14. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Timely completion of periodic maintenance of substation. 2. Level of conformance to quality standards & specifications. 3. Power availability percentage. 4. Percentage saving due to energy conservation measures. 5. No. Of area of improvement identified in advance & resolved. 6. No. Of trainings attended to develop one-self. 7. Number of safety violations identified. 8. Cost savings. 9. Power factor improvement. 10. Savings due to scheduling through co-ordination with LDC.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics & Instrumentation, Utility Operation, Designing tools & techniques, Power plants & substations, Power transmission & distribution, Energy conservation measures, Gas turbine operations, Designing software, Codes & specifications, Finance Manual, GFR, ISO Standards, 5S, Kaizen, TQM, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, The electricity act, Safety procedures, The Mines act, 1952, Mine regulation, Laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Data analytics, Risk assessment & management, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise :** Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.
2. **Problem solving & analytical ability:** Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.

3. **Communication skill** : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
4. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
5. **Collaboration & Coordination** : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.
6. **Innovation** Able to look at the routine work processes & systems and find ways of improving the same. Able to re-engineer the existing practices and remove non-value adding practices. Able to create new concepts and come up with innovative ideas

Role Profile	
Job Role	CHP In-charge
Department	E&M
Organizational Relationships	The Incumbent would report to Sub Area Engineer/ Sub Area Manager./ AGM.
Primary Purpose of the Role	To ensure smooth, safe & continuous operation of CHP for uninterrupted transport of coal.
Job Location	Mines
Decision Making	Would have to take decisions on general maintenance and operation of the coal handling plant.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring dispatch of coal as per orders to different consumers and avoiding demurrage & other penalties. 2. Ensuring proper and timely maintenance of CHP & its auxiliaries for their optimum & efficient utilization. 3. Ensuring proper processing of coal to required grade sizing to satisfy consumer needs. 4. Ensuring conformance to work standards, specifications and compliance to safety measures. 5. Implementing best practices. 6. Monitoring preventive maintenance of CHP. 7. Ensuring timely procurement of equipment for CHP operation, safety gadgets, auxiliaries, etc. for uninterrupted transport of coal. 8. Implementing advanced technology for improving efficiency of CHP. 9. Maintaining daily records of coal received and unloaded. 10. Ensuring functional assistance in ERP implementation. 11. Effective utilization of ERP module. 12. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Percentage capacity utilization of CHP. 2. Timely completion of periodic maintenance of CHP. 3. No. of best practices developed. 4. Percentage availability of CHP. 5. Coal dispatched against targets.

6. Percentage decrease in demurrages and other penalties on account of delay in dispatch.
7. No. of manual operations replaced with tools & tackles and automation.
8. Percentage utilization of ERP utilization.
9. Number of safety measures implemented.
10. No. of environmental mitigation measures implemented.
11. Level of conformance to work standards & specifications.
12. No. of trainings attended to develop oneself.
13. Customer satisfaction index achieved.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics & Instrumentation, Utility Operation, Designing tools & techniques, HEMMs, Plant and Machinery, Mechanical fabrication, Energy conservation measures, Designing software, Codes & specifications, Finance Manual, GFR, ISO 9000 Standards, 5S, Kaizen, TQM, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, The Electricity Act, safety procedures, The Mines act, 1952, Mine regulation, laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Data analytics, Risk assessment & management, Multi-disciplinary knowledge, CHP & its operation, Modes of coal transport, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Communication skill** : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
2. **Problem solving & analytical ability:** Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
3. **Technical expertise** : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.
4. **Planning & Organising:** Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, MS Project etc.
5. **Result orientation** Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.
6. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
7. **Collaboration & Coordination** : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.

Role Profile	
Job Role	Associate (E&M)
Department	E&M
Organizational Relationships	The Incumbent would report to GM (E&M)/Staff officer (E&M).
Primary Purpose of the Role	To support GM (E&M)/Staff officer (E&M) in executing the work of E&M department.
Job Location	Subsidiary HQ/Area Headquarter
Decision Making	Would have to take decisions regarding preparation of tender documents, finalization of NIT, quality of works, liasoning with authorities, environment protection measures, in consultation with GM (E&M)/SO(E&M), etc.

Key Tasks	
<ol style="list-style-type: none"> 1. Ensuring maximum capacity utilization & availability of HEMMs and other mechanical equipment required for mining and other operations to achieve production targets. 2. Ensuring continuous availability of power. 3. Executing installation, rehabilitation, periodic & preventive maintenance, operation and survey off of the equipment. 4. Managing inventory and other resources efficiently. 5. Adopting energy conservation measures in day to day operations to save costs. 6. Ensure safety compliances. 7. Attending trainings to keep oneself current with the recent advancements. 8. Preparing estimates, tender documents, deviation estimates, revised estimates, draft agreements well in time, processing them for sanction, scrutinizing tenders received, preparing comparative statement & work order. 9. Supervising various contractual E&M works and ensuring that provisions of the contract agreement are strictly followed. 10. Preparing & analyzing drawings, specifications of electrical/mechanical systems to ensure that installation and operations conform to standards. 11. Collecting & compiling different statistics/ MIS related to E&M works from area & units, by utilizing ERP module. 12. Assisting GM (E&M)/Staff officer (E&M) / Sub Area engineer/ Colliery engineer in efficient handling of works of the dept. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required. 	

Key performance indicators

1. Timely completion of periodic maintenance of equipment.
2. Timely award of works.
3. Level of conformance to quality standards & specifications.
4. No. of best practices implemented.
5. Percentage availability/ utilization of equipment.
6. Executing planned activities as per the project action plan.
7. Power availability percentage.
8. % saving due to energy conservation measures.
9. No. of trainings attended to develop oneself.
10. Number of safety measures implemented.
11. Cost savings.
12. Power factor improvement.
13. Coal dispatched against targets.
14. No. of environmental mitigation measures implemented.
15. Customer satisfaction index achieved.
16. Percentage utilization of ERP.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics & Instrumentation, Utility Operation, Designing tools & techniques, HEMMs, Plant and Machinery, Mechanical fabrication, Energy conservation measures, Designing software, Codes & specifications, Finance Manual, GFR, ISO 9000 Standards, 5S, Kaizen, TQM, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, The Electricity Act, safety procedures, The Mines act, 1952, Mine regulation, laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Data analytics, Risk assessment & management, Multi-disciplinary knowledge, CHP & its operation, Modes of coal transport, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors

	<p>intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 2. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence.Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 4. Customer/ service orientation Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands. 5. Planning & Organising: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time.Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activites that have maximum impact on the end goal. Able to use techniques like CPM, PERT, MS-Project etc. 6. Result orientation Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome. 7. Collaboration & Coordination : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.

Role Profile	
Job Role	CGM/ GM (Excavation)
Department	Excavation
Organizational Relationships	The incumbent would report to Board level Director.
Primary Purpose of the Role	To build engineering capabilities in the company for achieving short term & long-term business goals.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decision regarding availability of right type of equipment, procurement and maintenance of equipment & spares, controlling inventory, allocating budget, implementing new technologies, safety of mines, strategic alliances, etc.

Key Task
<ol style="list-style-type: none"> 1. Planning & budgeting for acquiring HEMMs, spares, tools, service providers, partners, etc. 2. Achieving coal production & OB targets through proper deployment of machines & allocation of resources. 3. Achieving MoU targets for relevant fields. 4. Developing best practices in the company and setting a benchmark in the field. 5. Monitoring performance of equipment for maximum capacity utilization and availability. 6. Coordinating with workshops for planning/procurement of HEMM, tools, machines and consumables and regarding progress of repair & maintenance of different critical subassemblies/ jobs to ensure their timely availability. 7. Regulating flow of inventory so as to ensure that appropriate items are available when required and ensure their optimum utilization. 8. Monitoring the consumption of POL/diesel and ensure its efficient utilization for cost optimization. 9. Exploring ways that eliminates imports of machines, spare parts, etc. and encourages domestic production thereby making the company self-reliant. 10. Ensuring effective mechanisms in place for responding to emergency situations. 11. Introducing latest technologies to maximize production and productivity at effective costs. 12. Ensuring survey off and grounding of equipment after their stipulated life. 13. Ensuring compliance with DGMS guidelines. 14. Maintaining standards as per ISO as well as other relevant accreditations. 15. Ensuring skill up-gradation of employees, promoting innovation & technology orientation and inculcating a technology driven culture. 16. Practicing customer relation management & vendor management and promoting auxiliary units so as to create a technology ecosystem of just-in-time support for uninterrupted operations. 17. Ensuring functional assistance in ERP implementation. 18. Implementation and utilization of relevant ERP module. 19. Any other assignment as & when required.

Key Performance Indicators

1. Coal/OB production
2. Percentage availability and capacity utilization of HEMMs.
3. Percentage reduction in maintenance costs.
4. Percentage utilization of budget.
5. Timely procurement of equipment & spare parts.
6. No. of planned activities completed within time.
7. No. of best practices developed.
8. Efficiency in diesel consumption.
9. Adherence to safety guidelines.
10. Timely preparation of action plan.
11. No. of trainings organized for employees.
12. No. of MoU parameters achieved.
13. No. of latest technologies implemented.
14. Inventory turnover.
15. Percentage utilization of ERP module.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, their installation & commissioning, Lubricants, Mining operation, Scenario planning skill, Data management, Forecasting techniques, Cost benefit analysis, Technology orientation, Project appraisal, Strategic planning tools & techniques, Conditioned Based Monitoring, workshops, Float Management, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, Laws of contract, ISO Standards, Project Management, concerned State laws, Risk assessment & management, Safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel

	<p>Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Business Acumen: Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders. 4. Communication Skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision Making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 6. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. 7. Customer/ service orientation : Able to establish systems and processes through which Customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization. 8. Planning & Organising: Able to demonstrate the links with the achieved goals in line with the organizational strategy/plan. Able to come out with alternative plans to meet the contingency requirements of the business. Able to build capabilities in members to improve and sustain similar performance in future. Able to develop mechanisms and systems through which execution excellence is institutionalized in the organization. Able to use techniques like CPM, PERT, MS-Project etc.

Role Profile	
Job Role	Associate (Excavation)
Department	Excavation
Organizational Relationships	The incumbent would report to GM (Excavation)
Primary Purpose of the Role	To support GM (Excavation)/Staff officer (Excavation) in executing the work of the department.
Job Location	CIL HQ/ Subsidiary HQ/ Area/ Unit
Decision Making	Would have to take decision regarding safety of mines, availability of equipment, maintenance, adherence to guidelines, etc.

Key Task
<ol style="list-style-type: none"> 1. Monitoring performance of equipment for maximum capacity utilization and availability, and take corrective 2. Managing inventory so as to ensure that appropriate items are available when required and ensure their optimum utilization. 3. Timely preparation and allocation of budget and monitoring its utilization. 4. Implementing effective systems and practices to enhance the efficiency of machines to achieve the production target and benchmarking the practices. 5. Monitoring the consumption of POL/diesel and ensure its efficient utilization. 6. Undertaking measures to check health of machines to improve their durability & reliability. 7. Analyzing reasons of breakdown of equipment to prevent their premature breakdowns thereby controlling maintenance costs and minimizing downtime. 8. Monitoring preparedness for emergency situations. 9. Ensuring survey off and grounding of equipment after their stipulated life. 10. Monitoring compliance to DGMS guidelines. 11. Ensuring timely preparation and scrutiny of tender documents, estimates, TCRs, MB, indent, etc. required for procurement of equipment, tools, spares, consumables, etc. 12. Investigating complaints about safety matters related to HEMMs/ equipment. 13. Supervising progress of periodic & preventive maintenance of equipment and preparing performance reports. 14. Collecting & compiling different statistics and ensuring proper documentation & producing all reports related to HEMM and providing on-going status of the project. 15. Liasoning with OEMs/OPMs and different departments, areas & units to accomplish various tasks of the dept. 16. Ensuring functional assistance in ERP implementation. 17. Effective utilization of relevant ERP module. 18. Any other assignment as & when required.

Key Performance Indicators

1. Percentage utilization of machines/ capacity.
2. Timely procurement of equipment & spare parts
3. No. of planned activities completed within time
4. No. of best practices developed.
5. Efficiency in diesel consumption.
6. No. of trainings organized for employees.
7. No. of MoU parameters achieved.
8. No. of latest technologies implemented
9. Timely award of works
10. Timely repair & replacement of equipment
11. Adherence to safety guidelines.
12. Inventory turnover.
13. Percentage utilization of ERP

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, their installation & commissioning, Lubricants, Mining operation, Data management, Forecasting techniques, Cost benefit analysis, Technology orientation, Conditioned Based Monitoring, workshops, Float Management, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, Laws of contract, ISO Standards, Project Management, concerned State laws, Risk assessment & management, Safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification

	opportunities, Sustainability, National /International energy sector, Renewable energy, etc.
<p style="text-align: center;">Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Change Orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization. 4. Customer/ service orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder satisfaction. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services. 5. Team leadership : Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization. 6. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data. 7. Coordination & Collaboration: Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.

Role Profile	
Job Role	Staff Officer (Excavation)
Department	Excavation
Organizational Relationships	The incumbent would report to GM (Excavation)
Primary Purpose of the Role	To ensure maximum availability and utilization of equipment for achieving production targets.
Job Location	Area/ Unit
Decision Making	Would have to take decision regarding availability of equipment, repair and maintenance, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Achieving production targets by ensuring capacity utilization and availability of HEMMs. 2. Ensuring safety, maintenance and timely repair of HEMMs and other equipment. 3. Monitoring & assessing performance of HEMMs, work procedures, working environment and installations at the mines. 4. Supervising commissioning and decommissioning of equipment. 5. Deploying equipment judiciously for optimum production. 6. Identifying measures to control maintenance cost and improve the efficiency of machines. 7. Managing contracts to ensure availability of spares & consumables on time. 8. Ensuring conformance to safe practices & Standard Operating Procedures. 9. Ensure compliance with DGMS guidelines, CMPDIL guidelines, ISO standards and any other relevant guidelines issued from time to time. 10. Arranging training for the subordinates so that they can handle emergency situations in the mines. 11. Coordinating with various sections of area, CWS and HQ for replacements or purchase of machines & tools. 12. Implementing all new initiatives. 13. Ensuring functional assistance in ERP implementation. 14. Effective utilization of ERP module. 15. Any other assignment as & when required.

Key Performance Indicators

1. Coal/OB production.
2. Machine productivity
3. Improved capacity utilization
4. Percentage reduction in maintenance costs.
5. Percentage utilization of budget.
6. Timely procurement of spare parts
7. No. of planned activities completed within time
8. No. of best practices developed.
9. Efficiency in diesel consumption.
10. No. of trainings organized for employees.
11. No. of MoU parameters achieved.
12. No. of latest technologies implemented.
13. Percentage utilization of ERP.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, their installation & commissioning, lubricants, Conditioned Based Monitoring, workshops, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, Laws of Contract, ISO Standards, Project Management, mining operations, concerned State laws, risk assessment & management, safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organizing:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Coordination & Collaboration** Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
4. **Customer/ service orientation:** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder, a part of the team and receive inputs to tailor make the product/services.
5. **Team leadership:** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
6. **Innovation:** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
7. **Problem solving & analytical ability:** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile

Job Role	Project Engineer (Excavation)
Department	Excavation
Organizational Relationships	The incumbent would report to Staff Officer (Excavation)
Primary Purpose of the Role	To oversee the excavation activities of the mines and safety of people.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decision regarding availability of equipment, repair and maintenance, adherence to guidelines, safety of men & machines, controlling costs,

Key Tasks

<ol style="list-style-type: none"> 1. Ensuring availability and utilization of HEMMs, spares, fuel, etc. to support production. 2. Planning and ensuring preventive, predictive and breakdown maintenance of all HEMM equipment. 3. Undertaking measures to minimize the downtime of machines to control costs. 4. Assessing Specific Diesel Consumption and POL consumption production. 5. Initiating proposals for procurement of spares, tools, consumables, etc. for smooth running of all mine machinery. 6. Identifying hazards/risks at each stage of work and taking preventive measures to eliminate them to ensure safety at workplace. 7. Supervising installation, commissioning and decommissioning of machines to make sure all precautions & procedures are followed. 8. Ensuring that there are sufficient provisions for handling emergencies. 9. Sensitizing all the persons who are affected by mining operations on safety so that they comply with all instructions given on safety and health. 10. Monitoring, analyzing and recording performance of HEMMs. 11. Undertaking breakdown analysis to identify reasons of breakdown. 12. Ensuring compliance to all statutory & non statutory guidelines. 13. Liasoning and coordinating with other dept. for smooth functioning of the dept. 14. Ensuring that all operations are carried out as per SOPs. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. Coal/OB production
2. Improved capacity utilization.
3. Percentage reduction in maintenance costs.
4. Improved efficiency of machines.
5. Percentage utilization of budget.
6. Timely procurement of equipment & spare parts
7. No. of planned activities completed within time
8. No. of best practices developed.
9. Efficiency in diesel consumption.
10. No. of trainings organized for employees.
11. No. of MoU parameters achieved.
12. No. of latest technologies implemented.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, their installation & commissioning, lubricants, Tools & techniques of quality circles, Conditioned Based Monitoring, workshops, Root cause analysis, TQM, Kaizen, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, Laws of contract, ISO Standards, Project Management, Mining operations, Concerned State laws, Risk assessment & management, Safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel

	<p>Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 2. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 3. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 4. Planning & Organising: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc. 5. Result orientation Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome. 6. Customer/ service orientation Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands. 7. Innovation Able to look at the routine work processes & systems and find ways of improving the same. Able to re-engineer the existing practices and remove non-value adding practices. Able to create new concepts and come up with innovative ideas

Role Profile	
Job Role	GM/HOD (Civil)
Department	Civil
Organizational Relationships	The Incumbent would report to Board level Functional Director/ CGM (Civil) /
Primary Purpose of the Role	To enhance the capabilities of the company by providing state of the art infrastructure and support in achieving targets and improving Quality of Life of employees & community.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions on resource planning, budgeting, designing of civil infrastructure, adopting best practices, introducing latest technology for better functioning, regarding cost control, etc.

Key tasks
<ol style="list-style-type: none"> 1. Achieving MoU targets of the company related to the department. 2. Developing action plan, short term and long term, in accordance with the strategic plan of the company. 3. Preparing budget and monitoring its utilization. 4. Monitoring the project execution plan to ensure its completion on time and within budget. 5. Coordinating & monitoring various civil, CSR, environment related activities of the company. 6. Ensuring timely award of contracts for planned activities. 7. Developing specifications, designs, drawings for various infrastructural development activities. 8. Monitoring periodic maintenance of buildings, roads, water supply and other civil amenities & infrastructure. 9. Implementing environment protection measures and ensuring compliance of guidelines. 10. Taking new initiatives with respect to technological up-gradation so that the dept. can address future challenges and meet the modern & smart infrastructural needs. 11. Achieving standards in service delivery. 12. Ensuring compliance to safety guidelines. 13. Developing best practices in the company and setting a benchmark in the field. 14. Provide training & mentoring to subordinates. 15. Devising schemes & policies for continuous up-gradation of civil infrastructure of the company. 16. Ensuring functional assistance in ERP implementation. 17. Any other assignment as & when required.

Key performance indicators
<ol style="list-style-type: none"> 1. Percentage utilization of budget. 2. Milestone achievement of civil project implementation 3. Timely completion of periodic maintenance of civil infrastructure. 4. No. of civil works awarded 5. No. of new initiatives implemented for improving Quality of Life. 6. Level of conformance to quality standards & specifications. 7. No. of CSR projects implemented and beneficiaries covered.

- 8. No. of planned activities completed
- 9. No. of associates developed/exposed to recent advancement in the field.
- 10. No. of environment protection measures implemented.
- 11. No. of best practices implemented.
- 12. Cost effectiveness.
- 13. No. of MoU parameters achieved.
- 14. Employee/ customer satisfaction index.
- 15. No. of safety measures implemented.
- 16. Percentage utilization of ERP.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Civil Engineering, Designing tools & techniques, Software like AutoCAD, E-Awas, etc., Standard and specifications, CPWD, NBO, Finance Manual, GFR, Civil Manual, Guidelines of CVC, DPE, Technology orientation, Project appraisal, Strategic planning tools & techniques, Cost benefit analysis, 5S, Kaizen, TQM, Arbitration, The Mines act, 1952, Sanitation works, The RTI Act, 2005, Environmental laws, Laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Project Management, Data analytics, Risk assessment & management, Waste management, Urban & town planning, Environment sustainability, Multi-disciplinary knowledge, ISO standards, OHSAS, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
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Managerial & Behavioral Competencies

1. **Strategic Orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen:** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **People Development:** Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.
4. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Change Orientation:** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
7. **Innovation:** Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.
8. **Customer/ service orientation :** Able to establish systems and processes through which Customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.

Role Profile	
Job Role	Associate (Civil)
Department	Civil
Organizational Relationships	The Incumbent would report to GM (Civil)/Staff officer (Civil)/ Unit officer (Civil).
Primary Purpose of the Role	To support GM (Civil)/Staff officer (Civil)/ Unit officer (Civil) in executing the work of civil department.
Job Location	CIL HQ, Subsidiary HQ, Area, Unit
Decision Making	Would have to take decisions regarding preparation of tender documents, finalization of NIT, quality of works, liasoning with authorities, environment protection measures, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Assisting in preparation and implementation of Project Report. 2. Monitoring work in progress against the project plan. 3. Preparing estimates, tender documents, deviation estimates, revised estimates, draft agreements, processing them for sanction, scrutinizing tenders received, preparing comparative statement & work orders. 4. Supervising progress of periodic maintenance of buildings, roads, water supply and other civil amenities & infrastructure in mines, residential complexes etc. and making necessary arrangements, if required, to complete it on time and submitting periodic progress reports. 5. Supervising various civil works, CSR & environment related activities of civil dept. and ensure that provisions of the contract agreement are strictly followed. 6. Addressing day to day grievances and redressing them on time. 7. Arranging all necessary data for preparation of budget. 8. Taking and recording all measurement of works done or supplies made in MB and preparing & processing bills thereof for timely payment. 9. Implementing best practices in the area. 10. Ensuring statutory compliances. 11. Collecting & compiling different statistics and reports related to civil works from areas & units. 12. Liasoning with different departments, areas & units to manage & execute various works of civil dept. 13. Assessing the training needs of the officers & staff of dept. and recommending their names. 14. Ensuring functional assistance in ERP implementation. 15. Utilization of relevant ERP module. 16. Any other assignment as & when required.

Key Performance Indicators

1. No. of civil works awarded
2. Level of conformance to quality standards & specifications.
3. No. of planned activities completed
4. No. of grievances resolved.
5. No. of best practices implemented.
6. Percentage utilization of budget.
7. Milestone achievement of civil project implementation
8. No. of new initiatives implemented for improving Quality of Life.
9. No. of CSR projects completed and beneficiaries covered.
10. No. of environment protection measures implemented.
11. Cost effectiveness.
12. No. of MoU parameters achieved.
13. Employee satisfaction index.
14. No. of safety measures implemented
15. Timely completion of periodic maintenance of civil infrastructure
16. Percentage of ERP utilization.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Civil Engineering, Designing tools & techniques, Software like AutoCAD, E-Awas, etc., Standard and specifications, CPWD, NBO, Finance Manual, GFR, Civil Manual, Guidelines of CVC, DPE, Technology orientation, Cost benefit analysis, 5S, Kaizen, TQM, Arbitration, The Mines act, 1952, Sanitation works, The RTI Act, 2005, Environmental laws, Laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Project Management, Data analytics, Risk assessment & management, Waste management, Urban & town planning, Environment sustainability, Multi-disciplinary knowledge, ISO standards, OHSAS, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc..

Managerial & Behavioral Competencies

1. **Technical expertise** : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.
2. **Communication skill** : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
3. **Problem solving & analytical ability**: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
4. **Planning & Organising**: Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time.
5. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
6. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
7. **Collaboration & Coordination** : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job

Role Profile	
Job Role	Staff Officer (Civil)/ Area Engineer (Civil)
Department	Civil
Organizational Relationships	The Incumbent would report to Area General Manager.
Primary Purpose of the Role	To plan, develop and maintain civil infrastructure in mines, residential area and company establishment of the area so as to support in achieving organizational targets & improve the standard of living of the employees.
Job Location	Area Headquarter
Decision Making	Would have to take decision on maintenance of civil infrastructure, contracting of work, sanitation works, quality of works, liasoning with authorities, environment protection measures, etc.

Key tasks
<ol style="list-style-type: none"> 1. Achieving MoU targets of the area related to civil department. 2. Developing action plan, short term and long term, in accordance with the production plan of the area. 3. Managing projects to ensure that project deliverables and budgets are met. 4. Preparing budget & planning the civil works of the area and ensuring its proper execution to complete the work within estimated costs. 5. Ensuring timely award of contracts for planned activities. 6. Developing specifications, designs, and drawings for various infrastructural development activities. 7. Monitoring periodic maintenance of buildings, roads, water supply and other civil amenities & infrastructure and also ensuring that quality & service standards are met, to achieve stakeholder satisfaction. 8. Planning CSR activities for the area as per CSR plan of the company and ensuring that they are completed on time. 9. Implementing environment protection measures and ensuring compliance of guidelines. 10. Implementing best practices in the area. 11. Ensuring that all works are in conformity to standards & specifications. 12. Ensuring strict compliance to the contract terms for achieving satisfaction of the business partners. 13. Modernizing and equipping civil infrastructure (colony, hospitals, offices, recreation centers, canteens, etc.) under the concept of green/smart city. 14. Ensure functional assistance in ERP implementation 15. Any other assignment as & when required.

Key Performance Indicators

1. Percentage utilization of budget.
2. Milestone achievement of civil project implementation
3. Timely completion of periodic maintenance of civil infrastructure.
4. No. of civil works awarded.
5. No. of new initiatives implemented for improving Quality of Life.
6. Level of conformance to Quality Standards & Specifications.
7. No. of CSR projects implemented and beneficiaries covered.
8. No. of planned activities completed for mines/colonies.
9. No. of associates developed/exposed to recent advancement in the field.
10. Achievement of MoU parameters
11. No. of innovative practices implemented.
12. Percentage of ERP module utilized.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Civil Engineering, Designing tools & techniques, Software like AutoCAD, E-Awas, etc, Standard and specifications, CPWD, NBO, Finance Manual, GFR, Civil Manual, Guidelines of CVC, DPE, Technology orientation, Cost benefit analysis, 5S, Kaizen, TQM, Arbitration, The Mines act, 1952, Sanitation works, The RTI Act, 2005, Environmental laws, Laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Project Management, Data analytics, Risk assessment & management, Waste management, Urban & town planning, Environment sustainability, Multi-disciplinary knowledge, ISO standards, OHSAS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures, etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Communication Skill:** Able to convey the message convincingly and energize people so that they act towards the goal passionately.
3. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
4. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Team leadership :** Able to define team goals, develop and inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
7. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
8. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job role	Unit Civil Officer
Department	Civil
Organizational relationships	The Incumbent would report to Sub Area Manager/ Project Officer.
Primary purpose of the role	To take initiatives for improving civil amenities to support production and for better Quality of Life.
Job location	Sub Area/Project
Decision making	Would have to take decision on maintenance of civil infrastructure, contracting of works, sanitation works, waste disposal systems, quality of works, providing technical advice regarding design, construction or deviation, environment protection measures etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring completion of all works as per the production programme /mine plan within stipulated time. 2. Ensuring periodic maintenance of buildings, roads, water supply and other civil amenities & infrastructure and also ensuring that quality & service standards are met, to achieve stakeholder satisfaction. 3. Addressing grievances and undertaking activities for their timely settlement. 4. Ensuring timely award of contracts for planned activities. 5. Executing various civil, CSR, environment related activities of the company. 6. Ensuring that all works are in conformity to standards & specifications and complies with safety guidelines. 7. Achieving MoU targets of the unit. 8. Providing support in budget preparation and supervising works for effective utilization of resources so as to complete the work within estimated costs. 9. Achieving standards in service delivery. 10. Developing best practices in the unit. 11. Making drawings & designs for various infrastructural developments and mine activities. 12. Implementing environment protection measures and ensuring compliance of guidelines. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Percentage utilization of budget. 2. Timely completion of periodic maintenance of civil infrastructure. 3. No. of civil works awarded 4. No. of new initiatives taken for improving quality of life. 5. Level of conformance to quality standards & specifications. 6. No. of CSR projects completed as per plan and beneficiaries covered. 7. No. of planned activities completed within time

8. No. of grievances resolved and level of satisfaction achieved.
9. No. of training attended to keep oneself updated with recent advancement in the field.
10. No. of environment protection measures implemented.
11. No. of best practices implemented.
12. No. of green initiatives implemented.
13. No. of area of improvement identified in advance & resolved
14. Percentage of ERP module utilized.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Civil Engineering, Designing tools & techniques, Software like AutoCAD, E-Awas, etc., Standard and specifications, CPWD, NBO, Finance Manual, GFR, Civil Manual, Guidelines of CVC, DPE, Technology orientation, Cost benefit analysis, 5S, Kaizen, TQM, Arbitration, The Mines act, 1952, Sanitation works, The RTI Act, 2005, Environmental laws, Laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Project Management, Data analytics, Risk assessment & management, Waste management, Urban & town planning, Environment sustainability, Multi-disciplinary knowledge, ISO standards, OHSAS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, , Energy policy of Central Govt., ,Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise** : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.
2. **Communication skill**:Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
3. **Problem solving & analytical ability**: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence.Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
4. **Planning & Organising**: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time.
Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activites that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
5. **Result orientation** Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.
6. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
7. **Collaboration & Coordination** : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.

Role Profile

Job Role	Town administration in-charge (Civil)
Department	Civil
Organizational Relationships	The Incumbent would report to HOD (Civil) in subsidiary HQ/area/unit/.
Primary Purpose of the Role	To improve Quality of Life through development of town under the concept of smart city/green city.
Job Location	Area/Project/Subsidiary
Decision Making	Would have to take decisions on maintenance of civil infrastructure, sanitation, water supply and cleaning works, quality of works etc.

Key tasks

1. Ensuring completion of all projects as per the action plan.
2. Executing various welfare & developmental activities in town.
3. Ensuring timely award of contracts for planned activities.
4. Ensuring periodic maintenance/ up-gradation/renovation of buildings, roads, water supply and other civil amenities & infrastructure and also ensuring that quality & service standards are met, to achieve stakeholder satisfaction.
5. Implementing environment protection measures and ensuring compliance of guidelines.
6. Taking initiatives for improving civil amenities and developing town under the concept of smart city/green city.
7. Addressing the grievances and undertaking activities for their timely settlement.
8. Ensuring that all works are in conformity to standards & specifications and complies with safety guidelines.
9. Arranging citizen awareness programmes on sanitation, cleanliness, etc.
10. Ensuring utilization of relevant ERP module.
11. Any other assignment as & when required.

Key Performance Indicators

1. Percentage utilization of budget.
2. Timely completion of periodic maintenance of civil infrastructure in town.
3. No. of civil works awarded
4. No. of new initiatives taken for improving quality of life.
5. Level of conformance to quality standards & specifications.
6. No. of planned activities completed within time
7. No. of grievances resolved
8. No. of training attended to keep oneself updated with current advancement in the field.
9. No. of environment protection measures implemented.
10. No. of green initiatives implemented
11. No. of area of improvement identified in advance & resolved
12. No. of citizen awareness building initiatives implemented

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of civil Engineering, designing tools & techniques, software like AUTO CAD, MSP, E-Awas, etc., book of standard specifications, CPWD, NBO, BPE, etc., Knowledge of Finance Manual, GFR, civil manual, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, sanitation works, environmental laws, laws of contract, labour laws, concerned state laws, Quality assurance & control techniques, Project Management, data analytics, Risk assessment & management, Waste Management, urban & town planning, environment sustainability, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures, etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 2. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 4. Planning & Organising: Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.

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| | <ol style="list-style-type: none">5. Result orientation Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.6. Customer/ service orientation Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.7. Collaboration & Coordination : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job. |
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Role Profile

Job Role	GM (IED)
Department	Industrial Engineering
Organizational Relationships	The incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To provide a performance framework for the company in terms of capacity utilization of resources.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding fixing of performance standards and improving productivity, implementing new techniques, etc.

Key Tasks

1. Setting norms for consumption of utilities & inputs.
2. Assessing and forecasting requirement of manpower for accomplishing various tasks.
3. Assessing mine capacity for achieving the production targets.
4. Formulating norms for POL consumption, HEMM utilization, Dumper factor & payload for coal & OB, etc.
5. Undertaking studies for increasing utilization of man & machine.
6. Formulating powder factor/ detonator factor and norms for explosive consumption & inventory control.
7. Formulating and implementing incentive scheme for increasing production & productivity and monitoring it.
8. Analysis of lead-time and recommending for reducing lead time.
9. Designing schemes for reducing man/ machine idle hours.
10. Conducting studies related to inventory control, productivity improvement, transportation, O&M & other IE studies.
11. Rationalizing, standardizing & controlling processes & systems.
12. Providing data support for planning.
13. Developing best practices in the company and setting a benchmark in the field.
14. Optimizing work layouts & workflow to eliminate wastes and improve productivity & optimize costs.
15. Breakdown/ failure analysis for ensuring good health of the machineries.
16. Undertaking various measures & metrics for tracking performance of manpower, machines, mines, equipment, etc.
17. Use of IT related software for productivity enhancement.
18. Ensuring functional assistance in ERP implementation.
19. Any other assignment as & when required.

Key Performance Indicators

1. No. of studies conducted.
2. Accuracy in assessment of mine capacity.
3. Percentage improvement in performance of equipment.
4. No. of incentive schemes.
5. Percentage increase in productivity.
6. Initiatives for system improvement.
7. No. of best practices adopted.
8. No. of techniques implemented
9. Percentage utilization of software for productivity enhancement.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Industrial Engineering, HEMM & other mine machineries, Ergonomics, Conditioned Based Monitoring, workshops, Analytics tools, Operation Research, Inventory analysis & control, Purchase manual, Finance manual, GFR, Guidelines of CVC, DPE, Arbitration, The Mines act, 1952, ISO Standards, Project Management, Mining operations, concerned State laws, Risk Assessment & Management, Safety procedures, Manpower Planning, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

1. **Strategic Orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen :** Able to sense and seize business opportunities

Managerial & Behavioral Competencies

- and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
 4. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
 5. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
 6. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
 7. **Innovation :** Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.
 8. **Problem Solving& Analytical Ability:** Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to anticipate problems & take proactive measures. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS].

Role Profile

Job Role	Associate (IED)
Department	Industrial Engineering
Organizational Relationships	The incumbent would report to GM (IED)
Primary Purpose of the Role	To support GM (IED) in executing the work of the department.
Job Location	CIL HQ/ Subsidiary HQ/ Area
Decision Making	Would have to take decision regarding safety of mines, availability of equipment, maintenance, adherence to guidelines, etc.

Key Tasks

1. Coordinating with projects for assessing the manpower requirements and preparing budget.
2. Conducting studies for determination of manpower against machineries deployed.
3. Coordinating with projects to know the daily utilization of HEMMs and production targets
4. Studying causes for shortfall in performance standards.
5. Undertaking productivity improvement studies.
6. Designing schemes for productivity improvement.
7. Assisting in managing surplus resources.
8. Preparing & presenting various reports.
9. Providing database support for decision making.
10. Rationalizing, standardizing & controlling processes & systems.
11. Proposing innovative techniques & methods leading to waste elimination, cost reduction, resource optimization and cycle time management.
12. Generating data and using analytical tools to draw conclusions.
13. Using various measures & metrics for tracking performance of manpower, machines, mines, equipment, etc.
14. Analysis of lead time and recommending for reducing lead time.
15. Designing schemes for reducing man/ machine idle hours.
16. Ensuring usage of IT related software for productivity improvement.
17. Ensuring functional assistance in ERP implementation.
18. Any other assignment as & when required.

Key Performance Indicators

1. Timely assessment & preparation of manpower budget.
2. Percentage availability and capacity utilization of HEMMs.
3. Effectiveness of incentive scheme.
4. No. of best practices developed.
5. No. of MoU parameters achieved.
6. No. of techniques developed.
7. No. of studies conducted for improving capacity utilization & performance.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, their installation & commissioning, lubricants, Ergonomics,, Conditioned Based Monitoring, Workshops, Float Management, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act,1952, ISO Standards, Project Management, Mining operations, Concerned State laws, Risk Assessment & Management, safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, court procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt.,Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
4. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
7. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
8. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	General Manager (C&F)
Department	Mining/Excavation/MM/E&M
Organizational Relationships	The incumbent would report to Board level Functional Director.
Primary Purpose of the Role	Arrange logistic services to import consignment through Ocean / Air, pertaining to supply of Equipment, Spare Parts and consumables against orders placed by CIL & its Subsidiary Companies from overseas supplier to ultimate consignee, complying all statutory requirements.
Job Location	CIL HQ
Decision Making	Would have to take decisions regarding shipment planning, Finalisation of Freight Forwarder, Timely Insurance including claim settlement, if any, Time conclusion of RCs, PCD Registration with Customs and Finalisation thereof, Budget, liaisoning with Subsidiaries, Overseas Agents, Port Management etc.

Key Tasks
<ol style="list-style-type: none"> 1. Subsequent to placement of Purchase Order, agent of the overseas supplier is followed up for readiness of cargo. 2. Freight Forwarder finalized through tendering. 3. Bill of Lading (Shipping documents collected) for tentative duty amount and insurance is done. 4. After IGM (Import General Manifest), Check List received, Duty Calculation verified, Bill of Entry filed and Customs Duty Paid. 5. Bank Retired Documents in original is collected from LC opening Bank and after Customs and Port clearances consignment sent to ultimate consignee and POD (Proof of Delivery received from Subsidiary). 6. RC for Inland transportation, Insurance, some port related services, shipment of cargo by air etc. are concluded as and when due. 7. Tendering for Ocean Freight by Limited Tender Enquiry amongst the existing CPSUs, namely M/s Shipping Corporation of India (SCI) and M/s BLC. (This is as per approval of FD's in it's 178th meeting held on 25th October, 2016 at Kolkata). <p>For other RC and Contracts through e-tendering as per guidelines and observing procedures in line with relevant manual / NIT. Such portals are as under :</p> <p>coalindiatenders.nic.in eprocure.nic.in www.coalindia.in</p> <p>Publishing tender in Newspaper as per applicability.</p> <p>For ODC / OWC (Over Dimension Cargo / Over Weight Cargo) as and when required, through e-tendering observing procedures in line with relevant manual / NIT.</p> <ol style="list-style-type: none"> 8. Bill processing and payment online as per Bill Tracking System. 9. PCD Registration at Customs and finalization in respect of projects wherein customs duty benefit is permissible for which RL (Recommendation Letter) from MoC is applicable.

10. Ensuring functional assistance in ERP implementation.
11. Any assignment as and when required.

Key Performance Indicators

1. Timely arrangement of Freight Forwarder
2. Timely Insurance of overseas cargo.
3. Time conclusion of RCs.
4. Delivery of cargo through inland transport.
5. Time PCD Registration and finalization.
6. Timely bill payment.

Job Specification

Knowledge Domain

Technical knowledge & skill: Domain knowledge of Technical, Materials Management, Finance, Customs, Maritime Management and Logistics, Legal etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for

Job Specification

Managerial & Behavioral Competencies

- sustainable and profitable operations..
2. **Business Acumen** : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
 3. **Team leadership**:Able to design and implement empowering systems and processes to develop organisational capabilities.Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
 4. **Communication skill**: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
 5. **Decision making**: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions.
 6. **Customer/ Service Orientation**: Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
 7. **Collaboration and Coordination**: Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile	
Job Role	Associate (C&F) (Materials Management)
Department	Materials Management
Organizational Relationships	The incumbent would report to GM (C&F).
Primary Purpose of the Role	To assist all the RC and other tendering related activities including insurance. Predominantly to deal with timely finalization of Freight Forwarder, Inland Transport, various port related agencies RCs etc.
Job Location	CIL HQ
Decision Making	Would have to take decisions regarding selection of Service Providers, preparing TCRs, adherence to company procedures and policy and statutory requirements, etc.

Key Tasks
All the contract related activities in the Department

Key Performance Indicators
<ol style="list-style-type: none"> 1. Timely preparation/submission of tender documents 2. Floating of tenders. 3. Tender finalization with placement of orders. 4. BG related activities.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Material and Supply Chain Management, Warehouse Management, Spare parts management, Inventory control & Stores Management, ISO standards, Purchase Manual/ Procedure, Material Budgeting, Online Material Management system, Cost Benefit analysis, Strategic planning tools & techniques, Finance Manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, Laws of contract, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Court procedures, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services. 4. Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding. 5. Collaboration and Coordination: Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise

alternative plans to mitigate the same for timely achievements of milestones.

- 6. Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Associate (C&F) (Excavation)
Department	Excavation
Organizational Relationships	The incumbent would report to GM (C&F).
Primary Purpose of the Role	To assist in shipment of HEMMs from overseas
Job Location	CIL HQ
Decision Making	Entire vessel and air shipping formalities including Customs duty Payment, other statutory customs and port formalities and safe delivery of the consignment from overseas load port to ultimate consignee.

Key Tasks
All the Maritime and air shipping of HEMMs activities in the Department

Key Performance Indicators
<ol style="list-style-type: none"> 1. Information from overseas supplier for readiness of cargo 2. Receipt of Shipping Documents from overseas supplier. 3. Receipt of Bill of Lading / Air Waybills. 4. Customs Duty Payment on arrival of Ships and filing of BoEs 5. All port clearances 6. Delivery of consignment to ultimate consignee.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge on HEMMs, Shipping Procedures, Air Shipment, Customs, Port related activities including Acts, Rules, Notifications etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of CentralGovt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
4. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
5. **Collaboration and Coordination:** Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Associate (C&F) (E&M)
Department	E&M
Organizational Relationships	The incumbent would report to GM (C&F).
Primary Purpose of the Role	To assist in shipment of E&Ms from overseas
Job Location	CIL HQ
Decision Making	Entire vessel and air shipping formalities including Customs duty Payment, other statutory customs and port formalities and safe delivery of the consignment from overseas load port to ultimate consignee.

Key Tasks
All the Maritime and air shipping of E&Ms activities in the Department

Key Performance Indicators
<ol style="list-style-type: none"> 1. Information from overseas supplier for readiness of cargo 2. Receipt of Shipping Documents from overseas supplier. 3. Receipt of Bill of Lading / Air Waybills. 4. Customs Duty Payment on arrival of Ships and filing of BoEs 5. All port clearances 6. Delivery of consignment to ultimate consignee.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge on HEMMs, Shipping Procedures, Air Shipment, Customs, Port related activities including Acts, Rules, Notifications etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services. 4. Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding. 5. Collaboration and Coordination: Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones. 6. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Associate (C&F) (Finance)
Department	Finance
Organizational Relationships	The incumbent would report to GM (C&F).
Primary Purpose of the Role	To assist in Financial activities pertaining to import consignments.
Job Location	CIL HQ
Decision Making	Budget Preparation, Checking for correctness of tender documents etc. from Financial angles, Check List Verification before filing of Bill of Entry (BoE), Customs Duty Payment, All related GSTs, Tariffs, other payments, Bank Statements, liasioning with Finance of Subsidiary Companies and CIL HQ etc.

Key Tasks
All the finance activities in the Department

Key Performance Indicators
<ol style="list-style-type: none"> 1. Timely preparation of Budget 2. Fund requisition from Subsidiaries for Customs Duty, different statutory and non-statutory payments 3. Calculation of GSTs 4. TDS deduction and liasioning with subsidiaries for their settlement 5. Reconciliation with Finance of Subsidiaries, Banks etc.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Complete domain knowledge of Finance including related Maritime, air, Customs, Port Laws etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services. 4. Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding. 5. Collaboration and Coordination: Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones. 6. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	CGM/ GM (Safety & Rescue)
Department	Mining
Organizational Relationships	The incumbent would report to Board level Director.
Primary Purpose of the Role	To achieve safety standards and create a culture of safe working.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decision regarding safety of mines, availability of safety equipment, procurement and maintenance, controlling inventory, allocating budget, implementing new technologies, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Preparing Annual Safety Action Plan, safety budget, and monitoring the status of their implementation. 2. Monitoring the status of implementation of safety audit of mines and risk assessment study. 3. Monitoring and utilization of safety budget. 4. Ensuring compliance of DGMS guidelines, statutory compliances like IME, PME, VTC, etc. and monitoring accident-prone mines. 5. Ensuring availability of safety items and safety features in HEMM equipment and workshops. 6. Monitoring ISO inspection and corridor measurement as per monthly schedule. 7. Organizing and Coordinating safety committee meetings (Bi-partite), ISO enquiries and other inspections and ensure compliances to decisions taken. 8. Conducting scientific studies related to safety, accident/ incidence analysis and developing safety statistics for preventive measures. 9. Conducting and organizing all kinds of programs, conferences, etc for enhancing safety awareness. 10. Assessing requirement of statutory manpower and organizing safety & rescue training programs, disaster management and mock rehearsals for employees. 11. Ensuring safety clearances of individuals as and when required. 12. Monitoring monsoon preparation plans. 13. Introducing new technologies for enhancing safety. 14. Developing best practices in the company and setting a benchmark in the field. 15. Coordinating with AGMs, Area Safety Officers, & monitoring their activities. 16. Ensuring functional assistance in ERP implementation. 17. Any other assignment as & when required.

Key Performance Indicators

1. No. of planned activities completed within time.
2. No. of best practices developed.
3. Reduction in accidents and injuries.
4. No. of bipartite and tripartite safety meetings conducted.
5. Availability of safety items.
6. Percentage of employees whose PME is completed.
7. No. of accident enquiries/ safety inspection conducted.
8. Adherence to safety guidelines.
9. No. of scientific studies conducted.
10. Timely preparation of safety action plan.
11. No. of safety & rescue trainings organized for employees.
12. No. of MoU parameters achieved.
13. No. of latest technologies implemented.
14. No. of mines completed safety audit.
15. Percentage improvement in serious injuries.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, concerned State laws, Quality assurance & control techniques, data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, latest DGMS circulars/ regulations on safety etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, physical, social and financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Productivity, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International

	<p>energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.. 2. Team leadership:Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future. 3. Communication Skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 4. Decision Making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions. 5. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. 6. Coordination & Collaboration :Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile	
Job Role	Associate (Safety & Rescue)
Department	Mining
Organizational Relationships	The incumbent would report to GM (Safety & Rescue).
Primary Purpose of the Role	To support GM (Safety & Rescue) in executing the work of the department.
Job Location	CIL HQ/ Subsidiary HQ/Rescue room/ Unit Level
Decision Making	Would have to take decision regarding safety of mines, availability of equipment, maintenance, adherence to guidelines, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Complying with DGMS, ISO and other safety related guidelines. 2. Preparing and communicating MB/ indents on time to ensure availability of safety and related items. 3. Undertaking technical scrutiny, procurement, inspection and distribution of all safety related materials/ equipment. 4. Ensuring proper record maintenance and timely submission of reports. 5. Ensuring timely safety audit and suggesting corrective actions. 6. Processing of proposals related to safety items. 7. Conducting safety committee meetings & WI inspections. 8. Monitoring environmental conditions related to safety and rescue. 9. Providing safety & rescue training to employees. 10. Ensuring proper functioning of ventilation system. 11. Use of IT/ ERP for safety improvement. 12. Ensuring functional assistance in ERP implementation. 13. Any other assignment as & when required.

Key Performance Indicators

1. No. of safety plans implemented.
2. No. of persons trained on safety issues.
3. No. of complaints resolved.
4. No. of safety audits completed.
5. No. of planned activities completed within time.
6. No. of accidents occurred due to safety failure.
7. No. of best practices developed.
8. Adherence to safety guidelines.
9. No. of PSC meetings held.
10. No. of inspection of WM inspector.
11. Timely preparation of action plan.
12. No. of trainings organized for employees.
13. No. of MoU parameters achieved.
14. No. of latest technologies implemented.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, multi-disciplinary knowledge, ISO standards, guidelines of CVC, DPE, concerned State laws, Quality assurance & control techniques, data analytics, Safety management plans, DGMS regulations, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, physical, social and financial performance, Human Resource processes, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

**Managerial &
Behavioral
Competencies**

- 1. Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
- 2. Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
- 3. Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
- 4. Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder, a part of the team and receive inputs to tailor make the product/services.
- 5. Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
- 6. Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

Role Profile	
Job Role	Area Safety Officer
Department	Mining
Organizational Relationships	The incumbent would report to Area General Manager.
Primary Purpose of the Role	To ensure proper functioning of safety system of the mines, put appropriate safety controls in place, and provide support on accident prevention and occupational health.
Job Location	Area
Decision Making	Would have to take decisions on safety budget, promotion activities, preparation of mines for emergencies, procurement of safety items and risk assessment& mitigation of mines, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring compliance to safety guidelines. 2. Monitoring health check of employees. 3. Ensuring preparation of budgets and annual action plan for the Area. 4. Implementing measures related to safety, health and rescue operations. 5. Ensuring timely procurement of safety and rescue items and equipment. 6. Cultivating a culture of safety consciousness in the area by developing/ adopting best safety practices, organizing safety conferences, events and awareness activities. 7. Ensuring periodic safety audit, preparation of risk management plans, risk management teams, identification of possible hazards, accident proneness, etc. and implementing mitigation plans. 8. Investigating into accidents and unsafe working conditions in mines, study possible causes and recommends remedial actions. 9. Coordinating with other depts. for mine safety and rescue. 10. Ensuring that mine is prepared for responding to emergency situations. 11. Ensuring effective safety training to all employees. 12. Ensuring availability of statutory manpower for all operations. 13. Use of IT/ ERP for safety requirements. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Reduction in accident/ incidence. 2. Production man-days loss due to accidents. 3. Timely safety audit 4. No. of safety hazards identified. 5. No. of safety inspection conducted/ WM inspections held. 6. No. of mock rehearsals/ drills.

7. Timely preparation of annual safety Action Plan.
8. No. of safety committee meetings conducted.
9. Number of safety recommendations/WM Inspections implemented
10. Timely preparation of risk assessment plan.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO,/ SA 8000 standards,DGMS guidelines, Root cause analysis, Six sigma standards, Purchase manual, Guidelines of CVC, Concerned State laws, Quality circle tools & techniques, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Change Orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization. 4. Customer/ service orientation : Able to deliver on the promises

made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

5. **Team leadership** : Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
6. **Problem Solving & Analytical ability** : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Mine Safety Officer
Department	Mining
Organizational Relationships	The incumbent would report to Mine Manager.
Primary Purpose of the Role	To prevent accidents, mitigate risks, and ensure occupational health of employees.
Job Location	UG/OC Mines
Decision Making	Would have to take decisions on safety compliances & promotion activities, mines emergency situation, safety monitoring and risk assessment, and risk mitigation of mines.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring safety compliances under mines laws & guidelines of different authorities on mine safety. 2. Ensuring safety audit observations are complied to avoid any hazards and accidents. 3. Promoting occupational health and safety measures to develop safer and healthier working environment. 4. Providing guidance on proper usage of safety items and training to employees. 5. Evaluating safety control measures and taking corrective action in an effort to ensure effective coordination during incident response. 6. Ensuring periodic safety audit, preparation of risk management plans, risk management teams, identification of possible hazards, accident proneness, etc. and implementing mitigation plans. 7. Performing the duties and responsibilities of Safety Officer under The Mines Act, 1952. 8. Inspecting and testing machinery and equipment to make sure they met safety regulations and standards. 9. Ensuring safety alert systems in place. 10. Conducting training session for employees on health and safety practices and legislations. 11. Implementing best practices and procedure in the area of occupational health and safety. 12. Organizing periodic safety committee and implementing decisions. 13. Submitting reports returns to different authorities as required under applicable laws. 14. Ensuring maintenance of safety & health records. 15. Implementing ISO/ SA 8000 standards for achieving excellence in safety. 16. Use of IT/ERP for improvement in safety standards. 17. Ensuring functional assistance in ERP implementation. 18. Any other assignment as & when required.

Key Performance Indicators

1. No. of safety plans implemented.
2. No. of persons trained on safety issues.
3. No. of complaints resolved.
4. No. of safety audits completed.
5. No. of planned activities completed within time.
6. No. of accidents occurred due to safety failure.
7. No. of best practices developed.
8. Adherence to safety guidelines.
9. Timely preparation of action plan.
10. No. of MoU parameters achieved.
11. Reduction in accident/ incidence.
12. Reduction in injuries.
13. Production man-days loss due to accident.
14. Implementation of risk assessment plan.
15. Mock Rehearsal.
16. No. of PSC & WI inspections conducted.
17. Percentage of IT/ ERP initiatives used.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO,/ SA 8000 standards, DGMS guidelines, Root cause analysis, Six sigma standards, Purchase manual, Guidelines of CVC, Concerned State laws, Quality circle tools & techniques, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, physical, social and financial performance, Human Resource processes, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

**Managerial &
Behavioral
Competencies**

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
4. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder, a part of the team and receive inputs to tailor make the product/services.
5. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Team leadership :** Able to define team goals, develop & inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

Role Profile	
Job Role	General Manager (Rescue)
Department	Mining
Organizational Relationships	The Incumbent would report to General Manager (Safety & Rescue)
Primary Purpose of the Role	To develop critical capabilities for mine rescue operations
Job Location	Subsidiary HQ
Decision Making	Would have to take decisions on procurement of rescue materials and equipment, training and rescue awareness program, and take critical decisions at the time of accidents or disasters.

Key Tasks
<ol style="list-style-type: none"> 1. Monitoring the functioning of central and mine rescue stations of the company. 2. Preparing rescue action plan. 3. Ensuring timely procurement of rescue and environment monitoring equipment. 4. Developing and implementing policies and procedures for mine rescue operations and activities. 5. Developing emergency preparedness plan for risk mitigation, hazards prevention and emergency response. 6. Ensuring optimum utilization, maintenance and calibration of all rescue equipment. 7. Managing inventory efficiently. 8. Implementing best practices in the area of rescue operation, training methods and safety procedure. 9. Monitoring environmental conditions to mitigate risks and ensuring regular analysis of gases in mines of all the areas. 10. Ensuring compliances of all statutory acts and rules applicable in the mines and rescue operation. 11. Arranging investigation/ analysis of accidents to prevent recurrence. 12. Organizing rescue functions and events to create awareness. 13. Conducting safety audits and implementing the recommendations. 14. Ensuring availability of rescue trained personnel. 15. Liasoning with DGMS and other authorities for implementing measures to enhance safety of the mines. 16. Use of IT for productivity improvement. 17. Ensuring functional assistance in ERP implementation. 18. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Adherence to rescue activity calendar schedule. 2. Inventory turnover.

3. Preparation & utilization of budget.
4. Accidents rate.
5. No. of rescue training programmes organized.
6. No. of Rescue competitions participated by subsidiary team.
7. Timely response to emergencies.
8. Percentage availability of rescue equipment.
9. Number of recommendations with respect to rescue implemented.
10. Percentage utilization of IT solutions.

Job Specification

Job Specification	
Knowledge Domain	<p>Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, Concerned State laws, Quality assurance & control techniques, Best practices in domain, Recent developments in domain, Data analytics, Multi-disciplinary knowledge, Environment monitoring techniques, Rescue apparatus, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.. 2. Team leadership: Able to design and implement empowering systems and processes to develop organisational capabilities. Able

Job Specification

to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.

3. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
5. **Coordination & Collaboration :** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.
6. **Customer/ service orientation :** Able to establish systems and processes through which Customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
7. **People Development:** Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.

Role Profile	
Job Role	Rescue Superintendent
Department	Mining
Organizational Relationships	The Incumbent would report to General Manager (Rescue)
Primary Purpose of the Role	To direct and control activities of mine rescue station and ensure training of rescue personnel in first aid technique, mine rescue and restoration operations.
Job Location	Central Rescue Station
Decision Making	Would have to take decisions on maintenance of rescue equipment and rooms, periodic inspection, rescue training and mine emergency events.

Key Tasks
<ol style="list-style-type: none"> 1. Performing the statutory duty of Rescue Superintendent as per Mines Rescue rules, 1985. 2. Assisting in timely preparation of Annual Action Plan and its implementation. 3. Maintaining statistics of accidents and equipment for analysis. 4. Organizing rescue competitions and encouraging participation. 5. Monitoring the performance of rescue rooms in areas. 6. Preparing proposals for procurement of equipment. 7. Ensuring maintenance and calibration of equipment. 8. Ensuring mock rehearsal, initial training and refresher training for rescue personnel. 9. Ensuring preparedness for emergency situations. 10. Undertaking awareness activities related to mine rescue and safety operations. 11. Use of IT for productivity improvement. 12. Ensuring functional assistance in ERP implementation. 13. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Adherence to rescue activity calendar schedule. 2. Inventory turnover. 3. Preparation & utilization of budget. 4. Accidents rate. 5. No. of people developed on rescue operations. 6. No. of rescue training programmes & mock rehearsals organized. 7. Timely response to emergencies. 8. Percentage availability of rescue equipment. 9. Number of recommendation with respect to rescue implemented. 10. No. of proactive measures implemented. 11. No. of equipment upgraded. 12. Percentage use of IT solutions implemented.

13. No. of awareness programmes organized.
 14. No. of best practices developed/ adopted.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Environment monitoring techniques, Rescue apparatus, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 2. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 4. Planning & Organising: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the ‘whole’

and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.

5. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
6. **Collaboration & Coordination** : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.

Role Profile	
Job Role	Rescue Room In-charge
Department	Mining
Organizational Relationships	The Incumbent would report to Area General Manager.
Primary Purpose of the Role	To provide assistance during rescue operations and maintaining the rescue related facilities.
Job Location	Area Rescue Room
Decision Making	Would have to provide support in decision making on upkeep of rescue equipment and apparatus, availability of rescue-trained person and other regulatory compliances under mines rescue rules.

Key Tasks	
	<ol style="list-style-type: none"> 1. Managing and supervising area mine rescue station. 2. Conducting rescue operation in case of emergency, disaster, accident, hazards, etc. 3. Ensuring calibration and maintenance of all safety & rescue instruments. 4. Assisting in organizing rescue competition and programmes. 5. Arranging for training and development of rescue personnel. 6. Instructing for gas testing and demonstrating firefighting equipment at the mines. 7. Performing recovery operation while opening and closing of mines. 8. Implementing emergency preparedness plan for risk mitigation, hazards prevention, and emergency response. 9. Developing and implementing best practices in the rescue operation and suggest measures to enhance the current methods. 10. Ensuring compliances of all statutory acts and rules applicable in the mines and rescue operation. 11. Ensuring timely procurement of rescue apparatus and equipment, budget and action plan preparation for the area. 12. Adopting innovative practices of communicating with employees on availability of rescue operations, safety practices, need for basic training in handling risks/ emergencies. 13. Use of IT for performance improvement. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators	
	<ol style="list-style-type: none"> 1. Timely preparation and submission of material budget. 2. Inventory of rescue items. 3. Timely response to emergencies 4. % Availability of Rescue apparatus.

5. Number of recommendation with respect to rescue implemented.
6. No. of persons trained on rescue.
7. No. of best practices developed/ adopted.
8. Adherence to guidelines.
9. No. of rescue awareness programmes conducted.
10. Up-gradation of rescue equipment
11. Percent utilization of IT solutions.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Environment monitoring techniques, Rescue apparatus, Best practices in domain, Recent developments in domain. etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Cross functional knowledge, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Productivity, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 2. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret

them for organizational use.

4. **Planning & Organising:** Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time.
5. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activites that have maximum impact on the end goal.Able to use techniques like CPM, PERT, etc.
6. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands

Role Profile	
Job Role	Rescue Instructor
Department	Mining
Organizational Relationships	The Incumbent would report to Rescue Superintendent.
Primary Purpose of the Role	To develop adequate human capabilities for rescue operations.
Job Location	Central Rescue Station
Decision Making	Would have to take decisions on design and delivery of training programmes, drills, simulations, identification of training needs, inspection of equipment and apparatus , measuring training effectiveness & impact, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Conducting regular training sessions and mock rehearsal/drills. 2. Preparing training calendar for rescue operations. 3. Developing, designing and implementing best training methods, training material, feedback process for imparting training. 4. Conducting training needs analysis and training effectiveness program. 5. Performing duty of instructor as per Mines Rescue rules, 1985. 6. Assisting in awareness activities and events regarding mine rescue and safety operations. 7. Developing operational manual, dos & don'ts in rescue operations and other communication materials. 8. Identifying pool of high potential rescue personnel & keeping coordination with them to source to meet any emergency. 9. Keeping & updating regularly inventory of best practices from across organizations& using them for up-gradation of course materials. 10. Documenting success & failures in safety operations & developing case studies for training purposes. 11. Developing a pool of experts & trainers in mine rescue domain. 12. Ensuring that the training is translated into work behavior by collecting continuous feedback from supervisors. 13. Use of IT for performance improvement. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Updation of employee skills. 2. Training design and delivery 3. No. of trainers developed. 4. No. of mock rehearsals/ drills

5. Number of personnel trained on rescue issues.
6. Timely response to emergencies.
7. Adherence to rescue training calendar.
8. No. of case studies developed.
9. No .of best practices develop.
10. Training feedback analysis.
11. Number of training session conducted.
12. No. of contract workers trained.
13. Percentage of IT solutions used.

Job Specification

Job Specification	
Knowledge Domain	<p>Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Rescue operations, Latest advancement in the field of rescue operations, Causes of rescue operations that succeeded/ failed, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Cross functional knowledge, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Productivity, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise Able to remain current with knowledge and use of latest technology. Updates oneself with the skills required for the latest technology. 2. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and

	<p>techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.</p> <p>4. Planning & Organising: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activites that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.</p> <p>5. Customer/ service orientation Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.</p> <p>6. People Development : Able to coach and mentor the subordinates in order to help them perform better. Able to evaluate performance, provide feedback and training to overcome the gaps and encourage the subordinates to reach their full potential. Able to provide workplace that fosters the development of others.</p>
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Role Profile	
Job Role	CGM/ HOD/GM (Environment)
Department	Environment/ Mining
Organizational Relationships	The incumbent would report to Board Level Functional Director.
Primary Purpose of the Role	To implement green initiatives for sustainable business operations.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding environment protection measures, compliance of guidelines, allocating budget, implementing new technologies/ initiatives, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring compliance to statutory laws & guidelines related to environmental matters. 2. Preparing Annual Action Plan. 3. Developing best practices in the company and setting a benchmark in the field. 4. Developing & implementing systems to conserve nature, protect water bodies, rainwater harvesting, effluent/ sewage treatment plan, solid waste management, control pollution, etc. 5. Monitoring implementation of initiatives for fire management in OC/ UG mines, noise pollution, acid mine drainage, water discharge, slope stability, subsidence, etc. 6. Ensuring environmental and forest clearances for new mining projects & mine expansions and monitoring the compliance of clearance conditions. 7. Ensuring biological reclamation of land after coal extraction so as to conserve natural habitat. 8. Monitoring implementation of MCP guidelines and reimbursement of MCP fund. 9. Conducting studies related to environment conservation and undertaking Environmental Impact Assessment. 10. Maintaining biodiversity of mined areas/ mining affected areas. 11. Management of hazardous/ solid waste. 12. Coordinating & liasoning with Pollution Control Boards, Forest Appraisal Committees, NGT and other agencies for obtaining various certificates/ consents to operate. 13. Co-ordinate and monitor activities of SDC. 14. Introducing latest technologies in environment protection. 15. Maintaining standards as per ISO 14000 as well as other relevant accreditations. 16. Conducting environment audits to monitor the effectiveness of various environment control measures. 17. Using GIS effectively in environment management. 18. Organizing environment awareness programmes. 19. Ensuring functional assistance in ERP implementation. 20. Any other assignment as & when required.

Key Performance Indicators

1. No. of environmental/ forest clearances/ CTO/CTE clearances.
2. No. of new initiatives implemented.
3. Budget utilization.
4. Percentage land restored.
5. Timely consent from PCB.
6. Solid waste and hazardous waste management.
7. No. of audits completed.
8. No. of certification & accreditations obtained.
9. Percentage reimbursement of MCP fund.
10. Status of SDC activities.
11. Compliance of EC/FC/CTE/RO of MoEF & CC.

Job Specification

Knowledge Domain

Technical knowledge & skill: Environment Engineering, Risk Management, Disaster Management, Environmental Impact Assessment (EIA), The Environment (Protection) Act, 1986 and Environment Management Legislative Framework, Ecology & biodiversity, Occupational health, Environmental Clearances, Environment conservation and protection measures, Waste Management, Biological reclamation, GIS, Pollution control measures, state pollution control regulations, Environmental audit, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, DPE, Ministry of Environment, Forest & Climate Change, Quality Assurance & Control techniques, Data analytics, Multi-disciplinary knowledge, Recent developments in the domain, Best practices in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Cross functional knowledge, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Fuel Supply Agreements, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

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1. **Strategic Orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
4. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
7. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile	
Job Role	Associate (Environment)
Department	Mining/ Environment/ Civil
Organizational Relationships	The incumbent would report to GM (Environment)/ SAM
Primary Purpose of the Role	To support in implementing green initiatives for sustainable business operations.
Job Location	CIL HQ/ Subsidiary HQ/ Area/ Unit
Decision Making	Would have to take decisions regarding environment conservation measures, implementing new technologies/ initiatives, statutory compliances, conducting studies, etc.

Key Task
<ol style="list-style-type: none"> 1. Implementing the guidelines, statutory norms and regulations related to environmental matters. 2. Implementing measures to conserve nature, protect water bodies, rainwater harvesting, effluent/ sewage treatment plan, waste management, control pollution, etc. 3. Generating baseline data as per Terms of Reference for new projects. 4. Implementing initiatives for maintaining biodiversity, 5. Processing and timely submission of proposals for obtaining environmental and forest clearances for new & existing mines to Ministry of Environment, Forest & Climate Change. 6. Undertaking activities for afforestation & restoration of land after coal extraction. 7. Conducting studies related to environment conservation. 8. Coordinating with Pollution Control Boards, Forest Appraisal Committees, NGT and other agencies for obtaining various certificates/ consents to operate. 9. Implementing latest technologies in environment protection. 10. Implement SDC activities. 11. Maintaining standards as per ISO as well as other relevant accreditations. 12. Ensuring all requirements for obtaining various clearances is completed within time to ensure uninterrupted operations. 13. Associate with compliance of EC conditions and RO inspections. 14. Preparing & submitting site inspection & other reports. 15. Conducting environment audits and implementing recommendations. 16. Educating the people about environment protection measures. 17. Ensuring functional assistance in ERP implementation. 18. Any other assignment as & when required.

Key Performance Indicators

1. No. of environmental/ forest clearances obtained.
2. No. of complaints redressed.
3. No. of new initiatives implemented.
4. Budget utilization
5. Percentage land restored.
6. Timely consent from PCB.
7. No. of audits completed.
8. No. of certification & accreditations obtained.
9. Percentage compliance of EC/FC conditions.

Job Specification

Knowledge Domain

Technical knowledge & skill: Environment Engineering, Risk Management, Disaster Management, Environmental Impact Assessment (EIA), The Environment (Protection) Act, 1986 and Environment Management Legislative Framework, Ecology & biodiversity, Occupational health, Environmental Clearances, Environment conservation and protection measures, Waste Management, Biological reclamation, GIS, Pollution control measures, Environmental audit, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, DPE, Ministry of Environment, Forest & Climate Change, Quality Assurance & Control techniques, Data analytics, Multi-disciplinary knowledge, Recent developments in the domain, Best practices in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Cross functional knowledge, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Fuel Supply Agreements, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

1. **Technical expertise :** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain

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outstanding performance and prepare them to take up key roles in future.

3. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
5. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
6. **Collaboration and Coordination :** Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.

Role Profile	
Job Role	Land & Revenue Officer/ R&R
Department	Community Development/ Retd. State Revenue officials
Organizational Relationships	The Incumbent would report to AGM.
Primary Purpose of the Role	To acquire land required for development & expansion of mines and ensure fair compensation to the affected people.
Job Location	Subsidiary HQ/ Area/ Mines
Decision Making	Would have to take decisions on acquisition of land as per Project Report, compensation payment, rate determination, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Undertaking land acquisition works under provisions of The RFCTLARR Act, 2013 and The Coal Bearing Areas (Acquisition & Development) Act, 1957, and The FC Act 1980. 2. Examining claims received for compensation and ensuring payment of fair compensation for lands acquired under various statutory provisions. 3. Ensuring compliance of forest land clearances. 4. Submitting proposals for employment/ compensation for eligible land oustees under policies of the company. 5. Preparing budget for carrying land acquisition activities. 6. Assessing compensation for lands and finalization of rates. 7. Handling legal cases arising out of disputed claimants to receive compensation. 8. Liaisoning and coordinating with State level authorities, local communities and other depts. for acquiring land and deciding compensation. 9. Acquisition of govt. land, forest-land and tenancy land. 10. Liaison with Revenue/forest authorities for possession of land. 11. Ensuring possession of land from all incumbents and demarcation & mutation of the same in company's name. 12. Ensuring timely collection of rent from rented properties. 13. Redressing grievances of land oustees. 14. Ensuring rehabilitation and resettlement of affected families under the provisions of company's policies. 15. Ensuring that a better standard of living and a sustainable income is provided to affected families. 16. Ensuring harmonious relationship between management & affected families & local communities. 17. Operationalize ERP module and use of IT/ GIS information for early identification of land oustees. 18. Ensuring functional assistance in ERP implementation. 19. Any other assignment as & when required.

Key Performance Indicators

1. Budget utilization
2. Timely payment of compensation
3. No. of grievances resolved.
4. Percentage of land possessed.
5. No. of PAPs resettled & rehabilitated.
6. No. of employment given.
7. No. of notifications issued.
8. Application of IT/ERP for improvement in performance.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013, Indian Forest Act, The Coal Bearing Areas (Acquisition & Development) Act, 1957, Rehabilitation and Resettlement policy, Environment Act, Laws applicable to mines, Surveying, Community Development, State laws on Rehabilitation & Resettlement, Land & Revenue code, Project Management, Finance Manual, Guidelines of CVC, DPE, Arbitration, Data Analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Productivity, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
	<ol style="list-style-type: none"> 1. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 2. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way

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that, with the received message, people take initiatives and achieve desired results.

3. **Problem solving & analytical ability:** Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
4. **Planning & Organising:** Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
5. **Result orientation** Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.
6. **Collaboration & Coordination :** Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.

Role Profile	
Job Role	General Manager (E&T)
Department	E&T
Organizational Relationships	The Incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To develop strategic capabilities for the organization by engaging appropriate communication technology.
Job Location	Subsidiary Headquarter/ CIL HQ
Decision Making	Would have to take decisions on technology options, network development and installation, procurement, budgetary preparation, cost control measures controlling inventory, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Developing communication infrastructure in the company. 2. Formulating telecommunication policies & procedures of the company in compliance with govt. regulations. 3. Identifying companies' telecommunication needs and selecting best mode of communication and making it operational/ functional. 4. Achieving MoU targets of the company related to the department. 5. Implementing methods for quick flow of information through use of mobile technology and other IT methods. 6. Developing action plan, short term and long term, in accordance with the strategic plan of the company. 7. Preparing budget and monitoring expenditure. 8. Establishing a strong surveillance system to secure company's assets. 9. Developing telecommunication disaster recovery plans to ensure continuity of processes/business. 10. Exploring strategic areas for technology adoption, proposing appropriate technology & models and continuously upgrading the existing technology. 11. Ensuring timely award of contracts for planned activities. 12. Undertaking measures to control and effectively utilize the inventory for smooth operation of all mining activities. 13. Developing best practices in the company and setting a benchmark in the field. 14. Ensuring skill up-gradation of employees, promoting innovation & technology orientation and inculcating a technology driven culture. 15. Practicing customer relation management & vendor management for developing a proper support system for business continuity. 16. Ensuring functional assistance in ERP implementation. 17. Providing hardware support for implementing ERP. 18. Any other assignment as & when required.

Key Performance Indicators

1. Percentage utilization of budget/ Capital expenditure.
2. No. of E&T works awarded.
3. Percentage saving in cost.
4. Level of conformance to quality standards & specifications.
5. No. of planned activities completed within time
6. No. of best practices developed.
7. No. of MoU parameters achieved.
8. No. of new technologies implemented.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electronics & telecommunication engineering, Instrumentation, IT, types of networks, Surveillance system, Biometric machines, Forecasting techniques, Cost benefit analysis, Technology orientation, Strategic planning tools & techniques, Data management, designing tools & techniques, Tariffs, codes & specifications, Knowledge of Finance Manual, GFR , ISO, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, The Mines act,1952, Mine regulation, laws of contract, labour laws, concerned state laws, Quality assurance & control techniques, data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., ,Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc..

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1. **Strategic Orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **People Development:** Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.
4. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions.
6. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
7. **Customer/ service orientation :**Able to establish systems and processes through which Customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.

Role Profile	
Job Role	Staff Officer (E&T)
Department	E&T
Organizational Relationships	The incumbent would report to Area General Manager.
Primary Purpose of the Role	To develop and maintain communication infrastructure in the Area.
Job Location	Area Headquarter
Decision Making	Would have to take decisions on choice of infrastructure, procurement of E&T equipment, cost control measures, training needs, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Establishing communication system and ensuring proper telecommunication connectivity in different locations of the Area, following proper network protocols. 2. Ensuring availability of communication equipment, cables, tools, etc. to provide uninterrupted communication facility. 3. Managing installation, troubleshooting, repair and maintenance of telecommunication equipment. 4. Achieving MoU targets of the area. 5. Developing action plan, short term and long term, in accordance with the production plan of the area. 6. Implementing preventive maintenance, back up & recovery procedures. 7. Implementing & maintaining telecommunication disaster recovery plans to ensure uninterrupted flow of information. 8. Providing technical support in diagnosing network problems & implementing solutions. 9. Liasoning & coordinating with service providers to identify & resolve network issues 10. Keeping track of equipment life cycle to ensure their timely survey off. 11. Ensuring maintenance of weighbridges for smooth movement of coal & OB transport vehicle. 12. Ensuring installation, maintenance & smooth running of CCTV cameras, VTS, GPS, etc. 13. Identifying areas of improvement and upgrading the networking system continually to keep pace with the recent developments in the field. 14. Upgrading the existing technology continually. 15. Exercising inventory control. 16. Ensuring timely award of contracts for planned activities. 17. Ensuring functional assistance in ERP implementation. 18. Any other assignment as & when required.

Key Performance Indicators

1. Percentage utilization of budget.
2. No. of E&T works awarded.
3. No. of connections provided.
4. Level of conformance to quality standards & specifications.
5. No. of planned activities completed within time
6. No. of best practices developed.
7. Percentage availability of equipment.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electronics & telecommunication engineering, instrumentation, IT, network infrastructure, fibre optic cables, CCTV surveillance, Biometric machines, data management, designing tools & techniques, Tariffs, codes & specifications, Finance Manual, GFR, ISO, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, The Mines act, 1952, Mine regulation, laws of contract, labour laws, concerned state laws, Quality assurance & control techniques, data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures, etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work

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related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.

3. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
4. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
7. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
8. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Associate (E&T)
Department	E&T
Organizational Relationships	The Incumbent would report to GM (E&T)/Staff officer (E&T).
Primary Purpose of the Role	To support GM (E&T)/Staff officer (E&T) in executing the work of the department.
Job Location	Subsidiary HQ/Area Headquarter
Decision Making	Would have to take decisions regarding preparation of tender documents, finalization of NIT, quality of works, liasoning with authorities, environment protection measures, etc.

Key tasks
<ol style="list-style-type: none"> 1. Assisting GM (E&T)/Staff officer (E&T) in efficient handling of all works of the dept. 2. Preparing estimates, tender documents, draft agreements well in time, processing them for sanction, scrutinizing tenders received, preparing comparative statement & work order. 3. Monitoring various E&T works, and ensuring that provisions of the contract & safety guidelines are strictly followed. 4. Ensuring network framework and communication connectivity throughout. 5. Supervising installation and maintenance of various E&T equipment. 6. Supporting and instructing in use of voice & data communication systems such as video conferencing, etc. 7. Monitoring & analyzing performance of various telecommunication system. 8. Coordinating with users to identify their requirements for any change or modifications in network system. 9. Testing & evaluating hardware & software to determine reliability & compatibility with existing system. 10. Addressing day to day grievances and redressing them on time. 11. Arranging all necessary data for preparation of budget. 12. Ensuring proper documentation and maintaining stock registers & record of materials, books, bills, contractors' ledger, etc. for all E&T works 13. Collecting & compiling different statistics related to E&T works from area & units 14. Liasoning with different departments, areas & units to manage & execute various works of the dept. 15. Assessing the training needs of the subordinates of the dept. and recommending the names. 16. Ensuring functional assistance in ERP implementation. 17. Any other assignment as & when required.

Key Performance Indicators

1. Percentage utilization of budget.
2. No. of E&T works awarded.
3. Timely completion of maintenance of communication infrastructure.
4. No. of connections provided
5. No. of best practices developed.
6. Percentage availability of equipment.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Electronics & telecommunication engineering, Instrumentation,IT, Network infrastructure ,fibre optic cables,CCTV surveillance, Biometric machines,data management, designing tools & techniques, Tariffs, codes & specifications, Finance Manual, GFR , ISO, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, The Mines act,1952, Mine regulation, laws of contract, labour laws, concerned state laws, Quality assurance & control techniques, data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans, Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and

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monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.

3. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
4. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
6. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
7. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	GM (System)
Department	System
Organizational Relationships	The incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To develop and maintain IT capabilities for business processes.
Job Location	CIL HQ/Subsidiary HQ
Decision Making	Would have to take decisions regarding selection of technology & service providers, procurement of software & hardware, software up-gradation, new technology implementation, software licensing, data security & integrity, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Analyzing IT related needs of the organization and formulating short term & long term plan for the organization. 2. Formation and ensuring adherence to the IT policy. 3. Ensuring availability, maintenance & security of all software & hardware equipment, servers & network connections. 4. Ensuring timely resource and data recovery. 5. Ensuring adherence to the security policies related to remote-access, VPN and mobile device usage. 6. Automating the business processes of the organization by providing advanced computing environment to handle all the resources. 7. Developing business intelligence systems to provide quick access to information for decision-making, using AI/ IOT and similar technological intervention. 8. Developing best practices in the company and setting a benchmark in the field. 9. Exploring latest technologies, evaluating their viability and determining their relevance for the organization and continuously upgrading the existing technology. 10. Developing technical standards for applications, hardware, vendors & service providers. 11. Providing technical expertise in implementing ERP software in the organization. 12. Implementing newer ways of business communication, internal and external, by leveraging technology. 13. Achieving MoU targets of the company related to System dept. 14. Developing customized software for various functions of the organization, which meets customer requirements. 15. Procuring & managing software licenses and ensuring that users adhere to licensing laws. 16. Ensuring adherence to all statutory and non-statutory compliances associated with information technology. 17. Ensuring skill up-gradation of employees, promoting innovation & technology orientation and inculcating a technology driven culture. 18. Practicing customer relation management & vendor management for developing a proper support system for business continuity. 19. Ensuring functional assistance in ERP implementation. 20. Any other assignment as & when required.

Key Performance Indicators

1. No. of software & hardware upgraded.
2. No. of online processes developed.
3. Timely procurement of hardware/software.
4. No. of planned activities completed within time
5. No. of new technologies implemented.
6. No. of best practices developed.
7. No. of trainings organized for employees.
8. No. of MoU parameters achieved.
9. Timely implementation of applications.
10. Percentage utilization of budget.
11. Percentage of CAPEX utilization.
12. Timely implementation of ERP modules.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Computer Engineering, IT, Electronics & Telecommunication, types of networks, Data management, ERP, Cloud computing, MIS, Business communication, Technology orientation, Cost benefit analysis, Cyber Security, Payroll system, Operations Analysis, System Analysis, The IT Act, 2000, Software Development Life Cycle, ISO/IEC standards, software licenses, web development, Finance Manual, GFR , Contract Manual, Civil manual, Purchase manual, guidelines of Department of Telecommunications, Department of Electronics and IT, CVC, DPE, Arbitration, The Mines Act, 1952, Laws of Contract, labour laws, concerned State laws, Quality Assurance & Control techniques, Data Analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel

	<p>Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.. 2. Business Acumen : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders. 4. Communication Skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision Making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions. 6. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. 7. Innovation : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

Role Profile	
Job Role	Associate (System)
Department	System
Organizational Relationships	The Incumbent would report to GM (System)/Staff Officer (System).
Primary Purpose of the Role	To assist in the development and implementation of IT services and ensure proper functioning of IT infrastructure.
Job Location	CIL HQ/ Subsidiary HQ/Area
Decision Making	Would have to take decisions regarding data security, selection of service provider, cost estimation , troubleshooting, training needs, authorized access, application development, maintenance of applications modules, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring proper installation, security and maintenance of applications systems & hardware. 2. Ensuring availability of software & hardware systems and network connections. 3. Collaborating with vendors & service providers for repair works, upgrades and for procuring hardware & software. 4. Monitoring the network & detecting for any possible security breaches to the infrastructure and take appropriate action if an incident happens. 5. Providing access to the users to various online processes and managing log-in id & passwords. 6. Ensuring timely upgrades and backups for the software and hardware systems. 7. Ensuring smooth running of the management information system and all online processes. 8. Arranging training programmes for the employees. 9. Assisting in preparation of budget. 10. Managing all IT services for the employees. 11. Ensuring security awareness and associated training. 12. Developing & maintaining website of the organization. 13. Providing technical support in troubleshooting. 14. Assisting in synchronization of various codes. 15. Ensuring proper documentation and record keeping. 16. Preparing indents, estimates, tender documents, draft agreements well in time, processing them for sanction, scrutinizing tenders received, preparing comparative statement & work order. 17. Ensuring functional assistance in ERP implementation. 18. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Timely procurement of hardware/software. 2. No. of software & hardware upgraded 3. No. of online processes developed.

4. No. of employees developed who are capable of using advanced technology.
5. Timely implementation of outsourced applications.
6. No. of security breaches.
7. Timely replacement of hardware/software
8. Timely processing of salary and other bills & statements.
9. No. of best practices developed.
10. Optimum Utilization of software licenses.
11. Success rate of in-house application developed.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Computer Engineering, IT, Electronics & Telecommunication, types of networks, Data management, ERP, MIS, Business communication, Cyber Security, Payroll system, Operations Analysis, System Analysis, The IT Act, 2000, Software Development Life Cycle, ISO/IEC standards, software licenses, web development, Cost Benefit Analysis, Finance Manual, GFR, Contract Manual, Purchase manual, guidelines of Department of Telecommunications, Department of Electronics and IT, CVC, DPE, Laws of contract, labour laws, concerned State laws, Quality Assurance & Control techniques, Data Analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
	<p>1. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.</p>

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2. **Problem solving & analytical ability:** Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
3. **Technical expertise :** Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.
4. **Planning & Organising:** Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time.
Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
5. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
6. **Collaboration & Coordination :** Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.
7. **Innovation** Able to look at the routine work processes & systems and find ways of improving the same. Able to re-engineer the existing practices and remove non-value adding practices. Able to create new concepts and come up with innovative ideas

Role Profile	
Job Role	Area Systems Officer/ Staff Officer (System)
Department	Systems
Organizational Relationships	The incumbent would report to Area General Manager.
Primary Purpose of the Role	To implement and maintain IT projects in the area.
Job Location	Area/ Project
Decision Making	Would have to take decisions on application development, system installation, software up-gradation, backups, availability and reliability of systems & applications, data security, IT infrastructure, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Achieving milestones for implementation of IT projects in the area. 2. Providing infrastructure for implementation of various IT projects. 3. Ensuring all software & hardware equipment are maintained to provide continuous availability to user dept. 4. Ensuring that back-up systems operate effectively. 5. Ensuring proper functioning of servers, network connections, hardware and software. 6. Ensuring security and timely up-gradation of all software and hardware. 7. Ensuring timely procurement of hardware & software required for continuous functioning of the system. 8. Ensuring that the service providers maintain quality of services and deliver efficient services to the organization. 9. Ensuring quality and accuracy of data. 10. Organizing training programmes for employees of the area. 11. Building a strong management information system for better decision-making. 12. Supporting other departments in executing IT interventions. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of software & hardware upgraded 2. No. of online processes developed. 3. Timely procurement of hardware/software. 4. No. of planned activities completed within time

5. No. of best practices developed.
6. No. of trainings organized for employees.
7. Number of software applications upgraded
8. No. of MoU parameters achieved.
9. Timely implementation of outsourced applications.

Job Specification

Job Specification	
Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Computer Engineering, IT, Electronics & Telecommunication, types of networks, Data management, ERP, MIS, Business communication, Cyber Security, Payroll system, Operations Analysis, System Analysis, The IT Act, 2000, Software Development Life Cycle, ISO/IEC standards, software licenses, web development, Cost Benefit Analysis, Finance Manual, GFR, Contract Manual, Purchase manual, guidelines of Department of Telecommunications, Department of Electronics and IT, CVC, DPE, Laws of contract, labour laws, concerned State laws, Quality Assurance & Control techniques, Data Analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p> <ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the

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progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.

3. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
4. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
7. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	General Manager (Washery)
Department	Coal Preparation/ Mining
Organizational Relationships	The incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To provide technical and administrative support to washeries.
Job Location	CCWO/ Subsidiary HQ
Decision Making	Would have to take decisions related to coal grading & sizing, Quality control, implementing new technologies, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Achieving MoU targets of washeries. 2. Preparing Annual Action Plan for washeries & future plans for setting up new washeries. 3. Monitoring the performance of washeries. 4. Ensuring supply of committed quality of coal to consumers. 5. Undertaking studies for identifying impact of washeries on environment. 6. Adopting new technology for improving the efficiency of washeries. 7. Promoting R&D activities in Coal Preparation. 8. Ensuring timely procurement of all material & equipment. 9. Liasoning with inspector of factories, CMPDI and consumers. 10. Undertaking activities for selection of third parties for sampling analysis of washed coking coal. 11. Ensuring award of work for engaging service providers. 12. Entering contracts with consumers for sale of washed coal, rejects, etc. 13. Developing infrastructure for evacuation of coal, rejects, etc. and transportation of raw coal to washeries. 14. Ensuring functional assistance in ERP implementation. 15. Implementation of RE targets of subsidiary. 16. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Washed coal achievement %. 2. No. of new technologies adopted. 3. Customer satisfaction index. 4. Capital expenditure utilization. 5. Plant efficiency. 6. Profitability. 7. Cost efficiency. 8. Inventory turnover. 9. Percentage utilization of ERP module.

Job Specification

Knowledge Domain

Technical knowledge & skill: Chemical Engineering, Coal washing technology, Clean coal technologies, Applicable laws, Project Management, Contract Management, Coal grades & quality parameters, Coal pricing, EIA, 5S, Finance Manual, ISO standards, Guidelines of CVC, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic Orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **People Development:** Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.
4. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision Making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions.
6. **Collaboration and Coordination:** Able to institutionalize empowering

systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

7. **Innovation** : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.
8. **Change Orientation**:Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization

Role Profile	
Job Role	Project Officer (Washery)
Department	Coal Preparation
Organizational Relationships	The incumbent would report to GM (Washery).
Primary Purpose of the Role	To produce desired quality & quantity of washed coal.
Job Location	Washery Project unit.
Decision Making	Would have to take decisions related to coal washing, repair & maintenance of plants, environmental measures, plant efficiency, budget expenditure, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring crushing of coal to desired size & grade. 2. Achieving washed & power coal production & dispatch targets. 3. Undertaking measures to improve plant efficiency and cost optimization. 4. Undertaking effective measures of Quality control to avoid grade slippage. 5. Ensuring timely repair & maintenance of P&M items. 6. Facilitating safety audits. 7. Conducting technical studies & analysis of coal. 8. Compliance of environmental laws and safety regulations. 9. Ensuring timely loading of washed coal. 10. Ensure timely raising of invoice to customer. 11. Ensuring timely calibration of weighbridges. 12. Improving infrastructure of the washeries. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. % utilization of plant 2. Reduction in machine breakdown. 3. Zero violation of environmental laws. 4. Timely preparation and submission of budget. 5. Schedule maintenance rate 6. Operating hour %. 7. Capital expenditure utilization. 8. Revenue generated. 9. Customer satisfaction index

Job Specification

Knowledge Domain

Technical knowledge & skill: Chemical Engineering, Coal washing technology, Clean coal technologies, Applicable laws, Project Management, Contract Management, Coal grades & quality parameters, Coal pricing, EIA, 5S, Finance Manual, ISO standards, Guidelines of CVC, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
4. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
5. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive

conclusions even with limited data.

- 7. Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	GM (Central Workshop)
Department	Excavation
Organizational Relationships	Board level director
Primary Purpose of the Role	To enhance the capabilities of workshop by continuous upgradation so as to support production and productivity.
Job Location	Workshop
Decision Making	Would have to take decisions in introducing and implementing new initiatives for technological upgradation, infrastructure related decisions, regarding outsourcing a job, etc

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring quality services and satisfaction to the customers. 2. Introducing advanced methodologies for efficient repair & maintenance of assemblies & subassemblies to ensure uninterrupted production. 3. Developing infrastructure of the workshop. 4. Identifying ways to reduce dependency on external agencies/outsourcing. 5. Processing proposals for replacing assemblies or subassemblies, which are beyond economic repairs, to save costs. 6. Ensuring optimum utilization of available resources for achieving desired target with proper care to safety and environment. 7. Identifying processes that minimize maintenance cost, maximize availability and capacity utilization of machines. 8. Ensuring compliance to safety measures. 9. Coordinating with different areas and HQ for repair & replacement of machineries. 10. Preparing budget and action plan for the workshop. 11. Ensuring availability of resources required to perform various jobs. 12. Developing innovative capabilities among workshop. 13. Taking measures to diversify services of workshop to make it a profit center. 14. Ensuring functional assistance in ERP implementation. 15. Implementation of RE targets of subsidiaries. 16. Any other assignment as & when required.

Key Performance Indicators

1. No. of jobs completed on time.
2. Percentage reduction in maintenance costs.
3. Frequency of breakdown of machines.
4. Percentage utilization of budget.
5. No. of best practices developed.
6. No. of trainings organized for employees.
7. No. of MoU parameters achieved.
8. No. of latest technologies implemented.
9. Percentage equipment availability
10. Percentage reduction in outsourced repair activity
11. Timely renewal of all workshop related agreements/Contracts/AMC/RC.
12. Procurement of items as per annual action plan.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics, HEMM & other mine machineries, lubricants, Conditioned Based Monitoring, workshops, Float Management, Tools & techniques of quality circles, Root cause analysis, TQM, Kaizen, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, 5s, The Mines act,1952, Laws of contracts, ISO Standards, Project Management, Mining operations, concerned State laws, risk assessment & management, Safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence,

<p style="text-align: center;">Managerial & Behavioral Competencies</p>	<p>Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
	<ol style="list-style-type: none"> 1. Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.. 2. Business Acumen : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders. 4. Communication Skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision Making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 6. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. 7. Innovation : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

Role Profile	
Job Role	Works Manager
Department	Excavation
Organizational Relationships	General Manager (CWS)
Primary Purpose of the Role	To manage and lead a team of executives in allocating job and managing day to day operations in the workshop to fulfil commitments on time and ensuring quality.
Job Location	Workshop
Decision Making	Would have to take decision on production planning, resource allocation, liasoning with external and internal stakeholders,preparation of action plans.

Key Tasks
<ol style="list-style-type: none"> 1. Performing the duties of works manager under factory act and ensuring timely compliances under various acts and regulations applicable in the workshop. 2. Ensure day to day management and operation of the workshop and undertake cost control measure to achieve the target of CWS. 3. Ensure safety of all the employees in the workshop. 4. Ensuring that the quality of the product manufactured and maintenance service provided to equipment are as per the standard operating procedure. 5. Ensuring timely planning and achievement of annual action plan 6. Ensuring management of contracts and procurement of spares. 7. Executing timely maintenance schedule and performance monitoring of equipments and process. 8. Ensuring industrial peace and harmony and maintain discipline in the workshop. 9. Providing opportunities for growth and development of subordinates and provide environment conducive to innovation. 10. Ensuring float management for meeting demand. 11. Ensuring safety of workmen and take proper measures to minimise accidents. 12. Ensuring timely repair and maintenance of all plant & machineriesof workshop. 13. Ensuring adequate statutory & non-statutory measures are in place for environment protection. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators

1. No. of jobs completed on time.
2. Percentage reduction in maintenance costs.
3. Percentage utilization of budget.
4. New initiatives for upgradation of infrastructure
5. No. of best practices developed.
6. Adherence to safety guidelines.
7. No. of MoU parameters achieved.
8. Year on year reduction in outsourced repair activity
9. Machine/ employee productivity.
10. Revenue generation.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, lubricants, Conditioned Based Monitoring, workshops, Float Management, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, 5s, Kaizen, The Mines act, 1952, Laws of Contract, ISO Standards, Project Management, mining operations, concerned State laws, risk assessment & management, safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

**Managerial &
Behavioral
Competencies**

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
4. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
5. **Team leadership :** Able to define team goals, develop & inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
6. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
7. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Section In-charge
Department	Excavation
Organizational Relationships	Works manager
Primary Purpose of the Role	To contribute in achieving targets of the workshop.
Job Location	Workshop
Decision Making	Would have to take decisions in prioritising jobs as per demand & need of project, whether to accept or reject a job to outsource it, requirement of training to subordinates, in setting targets for the shop, selection of processes, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Supervising overhauling & repair works of the shop. 2. Undertaking preliminary inspection & analysis of assemblies and subassemblies to check their condition, figure out the fault for acceptance or rejection of job and plan jobs to carry out the repairing works. 3. Ensuring that required float is maintained in shop. 4. Providing technical expertise in modification of job in assemblies which breakdowns frequently. 5. Ensuring availability of consumables & other tools required to carry out the job. 6. Ensuring safety of workmen & subordinates. 7. Ensuring that the commitments are fulfilled and jobs are completed within time & handed over to projects for uninterrupted production. 8. Ensuring skill up-gradation & professional development of subordinates 9. Estimating and processing of budget for the shop. 10. Undertaking cost benefit analysis to figure out whether it is feasible to repair or replace the subassembly, if it is beyond economic repairs then it is rejected 11. Facilitating in implementation of new initiatives and technological up-gradations. 12. Implementing innovative methods to continually improve the processes undertaken to carry the repair works. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when assignment.

Key Performance Indicators

1. No. of jobs completed on time.
2. Percentage utilization of budget.
3. No. of best practices developed.
4. Adherence to safety guidelines.
5. No. of MoU parameters achieved.
6. No. of latest technologies implemented.
7. Employee productivity.
8. Capacity utilization.
9. No. of innovations.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, lubricants, Conditioned Based Monitoring, workshops, Float Management, Cost benefit analysis, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, 5s, Kaizen, TQM, The Mines act,1952, Laws of contract, ISO Standards, Project Management, mining operations, concerned State laws, risk assessment & management, safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, , Energy policy of Central Govt., ,Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.

**Managerial &
Behavioral
Competencies**

2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
4. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
5. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
6. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
7. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Shop floor in-charge
Department	Excavation
Organizational Relationships	The incumbent would report to Section in charge
Primary Purpose of the Role	To provide critical support for execution of jobs of the workshop. quality service.
Job Location	Workshop
Decision Making	Would have to take decisions in allocating job to technicians,utilisation of available resources,processes to be followed in repairing, resource planning, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Instructing the technicians regarding how to carry out the repair work as per plan and ensure that they use safety gadgets. 2. Developing new parts for replacement of worn out parts 3. Preparing indents & material budget on time. 4. Supporting in float management. 5. Performing initial and final inspection of jobs before delivery and assists in analysis of faults 6. Executing reclamation (repair & overhauling) of jobs and supervise electrical testing works,welding,balancing ,dismantling,fitting of assemblies etc. undertaken by technicians 7. Preparing monthly production reports and various other reports required from time to time. 8. Preparing job cards on completion of the job. 9. Coordinating with other shop like welding,press etc. when jobs have to be performed by multiple shops. 10. Ensuring quality services are delivered to reduce frequency of breakdowns. 11. Preparing drawings of subassemblies to plan the repair work ,if reqd. 12. Attending any complaints regarding breakdown of equipments or safety related matters on priority. 13. Ensuring safety of personnel in the department. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators

1. No. of jobs completed on time.
2. Percentage availability and capacity utilization of HEMMs.
3. Percentage reduction in maintenance costs.
4. Reduction in downtime of machines.
5. Frequency of breakdown of machines.
6. Percentage utilization of budget.
7. No. of best practices developed.
8. Adherence to safety guidelines.
9. No. of trainings attended
10. No. of MoU parameters achieved.
11. No. of latest technologies implemented.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, lubricants, Conditioned Based Monitoring, workshops, Float Management, Cost benefit analysis, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, 5s, Kaizen, TQM, The Mines act,1952, Laws of contract, ISO Standards, Project Management, mining operations, concerned State laws, risk assessment & management, safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Job Specification

Managerial & Behavioral Competencies

1. **Communication skill** : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
2. **Problem solving & analytical ability:** Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
3. **Technical expertise** : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.
4. **Planning & Organising:** Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time.
Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
5. **Result orientation** Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re-engineer the same to obtain the desired outcome.
6. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
7. **Innovation** Able to look at the routine work processes & systems and find ways of improving the same. Able to re-engineer the existing practices and remove non-value adding practices. Able to create new concepts and come up with innovative ideas

Role Profile	
Job Role	HOD (Condition Based Monitoring cell)
Department	Excavation
Organizational Relationships	GM (Excav)
Primary Purpose of the Role	To maintain health of machines to achieve higher availability and reliability of equipment for better productivity.
Job Location	Workshop
Decision Making	Would have to schedule field visits, recommendations to maintain health of HEMM, liasoning with projects, predictive maintenance, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Introducing and implementing advanced condition monitoring techniques to cut down maintenance costs by minimising replacement of spares and down time of equipment. 2. Conducting timely field visits to monitor health of HEMMs, predict faults at an early stage and suggest measures to prevent breakdown. 3. Providing expertise to improve the life of machines and conduct premature failure analysis. 4. Coordinating with projects for inspection of machines when there is a breakdown, analyse the causes and suggest proactive measures in order to improve availability & reliability of HEMMs. 5. Undertaking trend analysis for a particular machine, on basis of which report is generated which summarises its condition. 6. Ensuring preparation of CBM report of each HEMM which includes recommendations regarding health and warnings. 7. Ensuring use of IT/ ERP for assessing various productivity enhancement parameters. 8. Ensuring functional assistance in ERP implementation. 9. Any other assignment as & when required.

Key Performance Indicators

1. No. of jobs completed on time.
2. Percentage reduction in maintenance costs.
3. Reduction in downtime of machines.
4. Frequency of breakdown of machines
5. No. of best practices developed.
6. Adherence to safety guidelines.
7. No. of trainings attended
8. No. of MoU parameters achieved.
9. No. of latest technologies implemented.
10. Percentage utilization of budget.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics, HEMM & other mine machineries, lubricants, Conditioned Based Monitoring, workshops, preventive maintenance, Float Management, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, 5s, Kaizen, The Mines act, 1952, Laws of Contract, ISO Standards, Project Management, mining operations, concerned State laws, risk assessment & management, safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

**Managerial &
Behavioral
Competencies**

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
People Development : Able to coach and mentor the subordinates in order to help them perform better.Able to evaluate performance, provide feedback and training to overcome the gaps and encourage the subordinates to reach their full potential.Able to provide workplace that fosters the development of others.
4. **Customer/ service orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
7. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	In-charge(Oil lab & NDT)
Department	Excavation
Organizational Relationships	HOD(CMC)
Primary Purpose of the Role	To conduct oil analysis in order to predict rate of deterioration and decay of machine oil and determine condition of oil and suggest further measures to increase life.
Job Location	Workshop
Decision Making	Would have to take decisions regarding estimating life of oil, requirement to change it or not, report generation

Key Tasks
<ol style="list-style-type: none"> 1. Collecting oil sample & undertaking oil analysis to figure out the fault or malfunction of the assembly, for quality assessment and remaining life assessment of used oil. 2. Contamination monitoring of hydraulic oil to judge filters' efficiency & to enhance oil life 3. Generating reports containing recommendations related to oil. 4. Ensuring use of IT for productivity improvement and timely decision making. 5. Ensuring functional assistance in ERP implementation. 6. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of jobs completed on time. 2. Percentage reduction in maintenance costs. 3. Reduction in downtime of machines. 4. Frequency of breakdown of machines. 5. Percentage utilization of budget. 6. No. of best practices developed. 7. Adherence to safety guidelines. 8. No. of trainings attended 9. No. of MoU parameters achieved. 10.No. of latest technologies implemented.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, lubricants, Conditioned Based Monitoring, workshops, Float Management, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, 5s, Kaizen, The Mines act,1952, Laws of Contract,, ISO Standards, concerned State laws, risk assessment & management, safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 2. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence.Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 3. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 4. Planning & Organising: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping

	<p>in pace with the time. Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.</p> <p>5. Result orientation Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.</p> <p>6. Customer/ service orientation Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.</p> <p>7. Innovation Able to look at the routine work processes & systems and find ways of improving the same. Able to re-engineer the existing practices and remove non-value adding practices. Able to create new concepts and come up with innovative ideas</p>
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Role Profile	
Job Role	In-charge(Electronics lab)
Department	Excavation
Organizational Relationships	HOD (condition based monitoring cell)
Primary Purpose of the Role	To keep the machine healthy by taking care of its electrical & electronic parts.
Job Location	Workshop
Decision Making	Would have to take decisions in report generation,diagnosing faults in cards and electrical parts

Key Tasks
<ol style="list-style-type: none"> 1. Inspecting fault in electronic card of HEMMs. 2. Repairing and tuning up electronic assembly of HEMMs 3. Conducting visit field as & when reqd to provide technical support. 4. Testing bearings for identification of spurious bearings. 5. Ensuring functional assistance in ERP implementation. 6. Any assignment as and when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of jobs completed on time. 2. Percentage reduction in maintenance costs. 3. Reduction in downtime of machines. 4. Frequency of breakdown of machines. 5. Percentage utilization of budget. 6. No. of best practices developed. 7. Adherence to safety guidelines. 8. No. of trainings attended 9. No. of MoU parameters achieved. 10.No. of latest technologies implemented.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics, HEMM & other mine machineries, lubricants, Conditioned Based Monitoring, workshops, Float Management, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, 5s, Kaizen, The Mines act, 1952, Laws of Contract,, ISO Standards, concerned State laws, risk assessment & management, safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 2. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence.Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 3. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 4. Planning & Organising: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of

the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.

5. **Result orientation** Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.
6. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
7. **Innovation** Able to look at the routine work processes & systems and find ways of improving the same. Able to re-engineer the existing practices and remove non-value adding practices. Able to create new concepts and come up with innovative ideas

Role Profile	
Job Role	In- charge (HEMM Field monitoring cell)
Department	Excavation
Organizational Relationships	HOD (condition based monitoring cell)
Primary Purpose of the Role	To control the non operative costs and breakdown time of machines for uninterrupted production.
Job Location	Workshop
Decision Making	When to visit fields and inspect machines during idle state only so as not to disturb the production ,which type of analysis to be conducted for monitoring the health of machine,in preparation of reports.

Key Tasks
<ol style="list-style-type: none"> 1. Visiting fields regularly to study the health of machines,collect oil sample & hand it over to oil lab for testing ,if reqd. 2. Diagnosing fault or undertaking failure analysis through visual monitoring,performance monitoring,X Ray recording, insulation resistance measurement,temperature measurement, vibration monitoring etc. 3. Trend analysis to predict any breakdown. 4. Generating CBM reports which consists of recommendations regarding actions to be taken to improve availability & reliability. 5. Providing technical support whenever reqd. 6. Ensuring functional assistance in ERP implementation. 7. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of jobs completed on time. 2. Percentage reduction in maintenance costs. 3. Reduction in downtime of machines. 4. Frequency of breakdown of machines. 5. Percentage utilization of budget. 6. No. of best practices developed. 7. Adherence to safety guidelines. 8. No. of trainings attended 9. No. of MoU parameters achieved. 10.No. of latest technologies implemented.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, HEMM & other mine machineries, lubricants, Conditioned Based Monitoring, workshops, Float Management, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, 5s, Kaizen, The Mines act,1952, Laws of Contract,, ISO Standards, Project Management, mining operations, concerned State laws, risk assessment & management, safety procedures, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 2. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence.Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 3. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.

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| | <ol style="list-style-type: none">4. Planning & Organising: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activites that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.5. Result orientation Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.6. Customer/ service orientation Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.7. Innovation Able to look at the routine work processes & systems and find ways of improving the same. Able to re-engineer the existing practices and remove non-value adding practices. Able to create new concepts and come up with innovative ideaswith the skills required for the latest technology. |
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CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER ERP DISCIPLINE

DISCIPLINE- ERP

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	GM (ERP)	Systems/E&T /Excavation /E&M/CP /Finance/HR/M&S/ Civil/ MM/ Mining	CIL HQ/ Subsidiary HQ	Functional Director, CIL	216-219
2	Associate (ERP)	ERP	CIL HQ/ Subsidiary HQ	GM (ERP)	220-223

Role Profile

Job Role	General Manager (ERP), CIL
Department	Systems/E&T/Excavation/E&M/CP/Finance/HR/M&S/ Civil/MM/ Mining
Organizational Relationships	The incumbent would report to Functional Director CIL
Primary Purpose of the Role	To implement ERP in CIL & Subsidiary
Job Location	CIL HQ/ Subsidiary HQ

Key Tasks

1. Implementation of ERP in CIL & Subsidiary.
2. Monitor & control overall progress of the project as per Project Plan
3. Ensuring compliance of regulations and policies governing data management, including regulations concerning data security, audit and privacy.
4. Ensuring availability, maintenance & security of all software & hardware equipment, servers & network connections for successful implementation of ERP.
5. Conducting ERP Implementation Workshops
6. User Acceptance Test design
7. Development of User Manuals
8. Quality Assurance Review
9. Data Governance
10. Prepare to support ERP and HMS after completion of AMC period
11. Greater Emphasis on Capacity Building of in-house team of 100+ resources during 1st phase of ERP implementation
 - a. To Reduce cost of ERP implementation
 - b. To Reduce cost of AMC support
 - c. To Deploy in 2nd phase implementation
 - d. To Reduce dependence on external vendors for support
 - e. To Ensure readiness for life long support of the project
12. ERP, HMS and Infra Project Management
13. RFP/NIT preparation for Phase-II ERP Implementation
14. DC, DRC and Last Mile Connectivity
15. Organizing training programs for employees.
16. Appointment of consultant for ERP Implementation.
17. Coordination with subsidiaries & SI.
18. Any other assignment as & when required.

Key Performance Indicators

1. Implementation of ERP in CIL & Subsidiary as per plan.
2. Conducting ERP Implementation Workshops & Training
3. Data Governance & Master Data Management
4. Develop of User Manuals
5. Quality Assurance Review
6. Prepare to support ERP and HMS beyond AMC period
7. ERP, HMS and Infra Project Management
8. RFP/NIT preparation for Phase-II ERP Implementation
9. DC, DRC and Last Mile Connectivity
10. Organizing training programs for employees.
11. Coordination
12. No. of planned activities completed within time
13. Timely procurement of hardware/software
14. Achievement of MoU parameters.
15. Percentage of tasks completed
16. Resource Utilization
17. Standardized and aligned business process
18. Capex utilization
19. Any other assignment as & when required.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Computer Engineering, IT, Electronics & Telecommunication, types of networks, Data management, ERP, Cloud computing, MIS, Business communication, Technology orientation, Cost benefit analysis, Cyber Security, Operations Analysis, System Analysis, The IT Act, 2000, Software Development Life Cycle, ISO/IEC standards, software licenses, web development, Finance Manual, Contract Manual, Civil manual, Purchase manual, Quality Assurance & Control techniques, Data Analytics, Multi-disciplinary knowledge, Data governance, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy Global mindset (Global business savvy, cosmopolitan outlook, sensitized to the global political, economic & social environment), etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Strategic Orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Business Acumen: Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. Achievement & Result Orientation: Able to bring in new processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.

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| | <ol style="list-style-type: none">4. Negotiation & Communication Skills: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.5. Decision Making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.6. Innovation: Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology and embrace them for continuous improvement.7. Change Orientation: Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.8. People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders. |
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Role Profile

Job Role	Associate (ERP), CIL
Department	ERP
Organizational Relationships	The Incumbent would report to GM (ERP)
Primary Purpose of the Role	To assist in the development and implementation of ERP
Job Location	CIL HQ/ Subsidiary HQ

Key Tasks

1. Implementation of ERP in CIL & Subsidiary.
2. Conducting in ERP Implementation Workshops
3. Collection of Master Data in prescribed format
4. Collection of Historical and Open Transaction Data
5. User Acceptance Test design
6. Development of User Manuals
7. Quality Assurance Review
8. Data Governance
9. Get ready to support ERP and HMS after completion of AMC period
10. Greater Emphasis on Capacity Building of in-house team of 100+ resources during all stages of first phase of ERP implementation
 - a. To Reduce cost of ERP implementation
 - b. To Reduce cost of AMC support
 - c. To Deploy in 2nd phase implementation
 - d. To Reduce dependence on external vendors for support
 - e. To Ensure readiness for life long support of the project
11. ERP, HMS and Infra Project Management
12. RFP/NIT preparation for Phase-II ERP Implementation
13. DC, DRC and Last Mile Connectivity
14. Organizing training programs for employees.
15. Appointment of consultant for ERP Implementation.
16. Coordination with subsidiaries & SI.
17. Any other assignment as & when required.

Key Performance Indicators

1. Implementation of ERP in CIL & Subsidiary as per plan.
2. Conducting ERP Implementation Workshops & Training
3. Data Governance & Master Data Management
4. Develop of User Manuals
5. Quality Assurance Review
6. Prepare to support ERP and HMS beyond AMC period
7. ERP, HMS and Infra Project Management
8. RFP/NIT preparation for Phase-II ERP Implementation
9. DC, DRC and Last Mile Connectivity
10. Organizing training programs for employees.
11. Coordination
12. No. of planned activities completed within time
13. Timely procurement of hardware/software
14. Achievement of MoU parameters.
15. Percentage of tasks completed
16. Resource Utilization
17. Standardized and aligned business process
18. Any other assignment as & when required.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Computer Engineering, IT, Electronics & Telecommunication, types of networks, Data management, ERP, Cloud computing, MIS, Business communication, Technology orientation, Cost benefit analysis, Cyber Security, Operations Analysis, System Analysis, The IT Act, 2000, Software Development Life Cycle, ISO/IEC standards, software licenses, web development, Finance Manual, Contract Manual, Civil manual, Purchase manual, Quality Assurance & Control techniques, Data Analytics, Multi-disciplinary knowledge, Data governance, Best practices in domain, Recent developments in domain, ABAP, SAP, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Business Acumen:** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
2. **Achievement & Result Orientation:** Able to bring in new processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
3. **Communication skill :** Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
4. **Problem solving & analytical ability:** Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information

Able to see meaning in the existing data and interpret them for organizational use.

5. **Collaboration & Coordination** : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.
6. **Planning & organising**: Able to see the ‘Big Picture’ of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time.
Able to understand the ‘whole’ and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activites that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
7. **Decision Making**: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
8. **Innovation**: Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology and embrace them for continuous improvement.
9. **Change Orientation**: Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER FINANCE DISCIPLINE

DISCIPLINE- Finance (Fin.)

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	GM (Finance)	Finance	CIL HQ/ Subsidiary HQ	Director (Finance)/ CGM (Finance)	225-227
2	Associate (Finance)	Finance	CIL HQ/ Subsidiary HQ	GM (Fin.)	228-230
3	DGM/FM (HQ)	Finance	Subsidiary HQ	GM (Fin.)	231-233
4	Associate (HQ)	Finance	CIL HQ/ Subsidiary HQ	DGM/FM HQ	234-236
5	HOD (Central accounts & Taxation)	Finance	Subsidiary HQ	GM (Finance)	237-239
6	Associate (Central accounts & Taxation)	Finance	Subsidiary HQ	HOD (Central accounts & Taxation)	240-242
7	HOD (Cost & Budget)	Finance	CIL HQ/ Subsidiary HQ	GM (Fin.)	243-245
8	Associate (Cost & Budget)	Finance	CIL HQ/ Subsidiary HQ	HOD (Cost & Budget)	246-248
9	Area Finance manager	Finance	Area HQ	AGM	249-251
10	Unit Finance Manager	Finance	Sub-area/unit	Sub-area Manager/ Mine Manager	252-254

Role Profile

Job Role	GM (Finance)
Department	Finance
Organizational Relationships	The Incumbent would report to Director (Finance).
Primary Purpose of the Role	To formulate short & long-term strategies for the company for achieving financial goals for sustainable growth of the company.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decision regarding budget allocation, audits, financial reporting, financial control, investment decisions, statutory compliances, etc.

Key Tasks

1. Formulating Annual Action Plan and preparing capital & revenue budget of the company.
2. Forecasting fund requirement and determining financial resources required for meeting company's short term & long term targets.
3. Developing effective cost accountancy systems to improve efficiency & profitability.
4. Ensuring financial control over budgets to ensure Total Cost Management & Cost Optimization.
5. Providing financial concurrence to all budgets, work estimates against delegated powers and vetting of agreements.
6. Monitoring timely coal sales billing.
7. Advising management on all matters involving financial implications, borrowings and risks.
8. Advising management on investment of surplus fund for higher returns.
9. Ensuring timely audit, implementing audit recommendations and reviewing subsidiary ledger balance.
10. Ensuring adherence to statutory obligations, regulations, guidelines and specifications relevant to the business processes.
11. Ensuring timely and accurate preparation of monthly financial statements.
12. Implementing accounting standards, policies, disclosures, listing agreements, etc.
13. Formulating, evaluating & controlling project financing.
14. Ensuring timely payments to service providers.
15. Managing working capital.
16. Ensuring functional assistance in ERP implementation.
17. Any other assignment as & when required.

Key Performance Indicators

1. Efficiency in budget estimation.
2. Achieving MoU targets.
3. Capital expenditure.
4. Project concurrence
5. Customer satisfaction index.
6. Financial savings.
7. Cost per tonne.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, The Income Tax Act, 1961, GST, The Chartered Accountants Act, 1949, The Companies Act, 1956, Cost and Works Accountants Act, 1959, The Insurance Laws (Amendment) Act, 2015, Multi-disciplinary knowledge, Risk management, Inventory analysis & control, Budgeting and forecasting, Cost Benefit analysis, Strategic planning tools & techniques, Purchase manual, Civil Manual, The Mines act, 1952, Concerned State laws, Laws of contract, guidelines of CVC, DPE, Ministry of Finance, SEBI guidelines, CAG, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision making:** Able to take right decisions on complex issues even

with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.

5. **Problem solving & Analytical ability** : Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS]. Able to anticipate problems & take proactive measures.
6. **Customer/ service orientation**: Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
7. **Collaboration and Coordination**: Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.
8. **Change Orientation** :Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization

Role Profile

Job Role	Associate (Finance)
Department	Finance
Organizational Relationships	The Incumbent would report GM (Finance).
Primary Purpose of the Role	To assist GM (Finance) in financial management and reporting.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding preparation & allocation of budgets, reconciliation, accuracy in financial approvals, payment, concurrence, compliance to laws & policies, etc.

Key Tasks

1. Assisting in preparation of capital & revenue budget and preparing financial plans in line with organizational goals.
2. Ensuring all processes are consistent with accounting policies and procedures.
3. Organizing meetings and liaising with banks, auditors and all related contacts.
4. Ensuring that financial policies, procedures, and internal controls are in place and documented.
5. Monitoring budget utilization to ensure that expenditures are within budget and reporting any variance.
6. Examining various proposals to ensure compliance with financial rules, identifying financial risks, getting it revised and approving them.
7. Assisting in investment appraisals by collecting all relevant information about investments, assessing financial risks involved and carrying out financial analysis.
8. Providing financial concurrence and budget certification to all approved proposals.
9. Scrutinizing all the proposals/estimates to check whether they are within delegated powers before putting up for approval.
10. Performing duties as a member of various tender committees/ purchase committees of the company
11. Keeping updated with all rules & regulations and ensuring that any changes in laws are captured in processes.
12. Providing technical advice & guidance to other departments regarding compliance to various statutory obligations related to finance.
13. Collecting and consolidating information from areas.
14. Ensuring functional assistance in ERP implementation.
15. Any other assignment as & when required.

Key Performance Indicators

1. Timely submission of budget.
2. Timely budget certification.
3. Timely concurrence to financial proposals.
4. Timely reply to notice from statutory authorities.
5. Compliance of accounting standard/policies.
6. Compliance of statutory laws.
7. Number of audit observations and non- conformities action.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, The Income Tax Act, 1961, The Mines act, 1952, Laws of contract, The Chartered Accountants Act, 1949, Concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959, The Insurance Laws (Amendment) Act, 2015, Multi-disciplinary knowledge, Arbitration, Risk management, Inventory analysis & control, Budgeting and forecasting, SEBI guidelines, CAG, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical Expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Problem Solving & Analytical Ability:** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
3. **Planning & Organising :** Able to devise tools and mechanisms by which long

term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.

4. **Result orientation :** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
5. **Communication skill:** Able to convey the message convincingly and motivate people so that they act towards the goal passionately.
6. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.

Role Profile

Job Role	DGM/ FM HQ
Department	Finance
Organizational Relationships	The incumbent would report GM (Finance).
Primary Purpose of the Role	To monitor cash flow and taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of organizational objectives.
Job Location	Subsidiary Headquarter
Decision Making	Would have to take decisions on fund allocation, providing strategic support, audits, records and other financial compliances of the section.

Key Tasks

1. Managing funds of the company involving assessment, distribution and control over utilization of funds.
2. Ensuring adherence to laws, regulations, guidelines and specifications.
3. Ensuring that monthly bank reconciliation statements, cash flow, cash balance and other financial reports are submitted by due date.
4. Ensuring that statutory payments are submitted to appropriate authorities on time.
5. Monitoring the availability of fund so that funds can be provided to various depts. & payments can be made.
6. Managing relationships with banks & other financial service providers for fund management.
7. Identifying and suggesting alternatives for parking surplus funds as per guidelines provided by CIL, in order to generate high returns.
8. Verifying the cash book periodically to ensure compliance with all accounting procedures.
9. Forecasting cash flow positions, related borrowing needs, and available funds for investment.
10. Developing and implementing cash management systems to optimize efficiencies.
11. Ensuring functional assistance in ERP implementation.
12. Any other assignment as & when required.

Key Performance Indicators

1. Timely deposit of funds
2. Timely reply to notice from statutory authorities.
3. Timely deposit of statutory dues.
4. Compliance of statutory laws.
5. Timely clearance of payments.
6. Timely refund of customer dues.
7. Timely reconciliation of bank statements.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, The Income Tax Act, 1961, The Mines act, 1952, Laws of Contract, The Chartered Accountants Act, 1949, concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959, The Insurance Laws (Amendment) Act, 2015, Cost Benefit analysis, Multi-disciplinary knowledge, Arbitration, court procedures, Risk management, Inventory analysis & control Budgeting and forecasting, SEBI, CAG, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Strategic Orientation** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations
2. **Business Acumen** : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
5. **Result Orientation** Able to build a performance driven culture by recognizing and rewarding people those who contribute at various levels. Able to institutionalize a culture of result orientation by putting in place systems and processes that are suitable from time to time. Able to establish

clear targets and measures to track progress against the goals.

6. **Problem solving & Analytical ability :** Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS]. Able to anticipate problems & take proactive measures.
7. **Planning & Organising:** Able to demonstrate the links with the achieved goals in line with the organizational strategy/plan. Able to come out with alternative plans to meet the contingency requirements of the business. Able to build capabilities in members to improve and sustain similar performance in future. Able to develop mechanisms and systems through which execution excellence is institutionalized in the organization.

Role Profile

Job Role	Associate (DGM/FM HQ)
Department	Finance
Organizational Relationships	The incumbent would report AFM HQ.
Primary Purpose of the Role	To manage the cash flows of the company
Job Location	CIL HQ/ Subsidiary Headquarter
Decision Making	Would have to take decision regarding accuracy in financial approvals, compliance to laws & policies, etc.

Key Tasks

1. Dealing with receipts and payments related to expenditure of the company.
2. Preparing monthly, cash flow statement, cash balance report and other financial reports.
3. Liasoning with banks for timely & safe deposit & withdrawal of funds.
4. Maintaining cash book according to the accounting policies and procedures.
5. Ensuring that financial policies, procedures, and internal controls are adhered to.
6. Releasing dues, deposits, advances & other payments to employees & customers on time.
7. Providing fund to the user departments and areas on time for meeting their expenditures.
8. Ensuring timely and accurate reconciliation of bank statements.
9. Depositing all the statutory dues to the authorities and funds to the banks within the time period.
10. Ensuring record keeping and documentation of work procedures.
11. Ensuring timely issuance & release of BGs and communicating the status of bank guarantee to user department or banks on time.
12. Assisting other departments in various bank related activities.
13. Preparing company's various cash flow forecasts.
14. Monitoring status of fund in FDs, Mutual funds, etc.
15. Availing long term & short-term loans and availing credit facilities from banks/ FIs, whenever required.
16. Ensuring functional assistance in ERP implementation.
17. Any other assignment as & when required.

Key Performance Indicators

1. Timely deposit of funds
2. Timely reply to notice from statutory authorities.
3. Timely deposit of statutory dues.
4. Compliance of statutory laws.
5. Timely clearance of payments.
6. Timely refund of customer dues.
7. Timely reconciliation of bank statements.
8. Timely execution of request from other dept.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, The Income Tax Act, 1961, The Mines Act, 1952, Laws of contract, The Chartered Accountants Act, 1949, Concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959, The Insurance Laws (Amendment) Act, 2015, Multi-disciplinary knowledge, Cost Benefit analysis, Arbitration, Risk management, Inventory analysis & control, Budgeting and forecasting, SEBI guidelines, CAG, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical Expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Problem Solving & Analytical Ability.** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
3. **Decision Making :** Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques. Involves stakeholders while taking decisions.
4. **Planning & Organising :** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
5. **Result orientation :** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Communication skill :** Able to convey the message convincingly and motivate people so that they act towards the goal passionately.

Role Profile

Job Role	HOD (Central Accounts & Taxation)
Department	Finance
Organizational Relationships	The Incumbent would report to GM (Finance)IC
Primary Purpose of the Role	To implement proper accounting methods and appropriate system for tax management.
Job Location	Subsidiary HQ
Decision Making	Would have to take decision regarding financial compliances, audits, statutory payments, filing returns, etc.

Key Tasks

1. Ensuring organization's adherence to laws, regulations, guidelines and specifications relevant to its business process.
2. Monitoring payment of all statutory dues.
3. Coordinating with tax authorities, lawyers, advocates /tax consultants for managing tax related matters, assessments and appeals.
4. Ensuring inter-unit and inter-company account reconciliation.
5. Ensuring verification of assets, and ensuring proper maintenance asset register.
6. Accounting of cash sales & credit notes.
7. Making provisions and providing for liabilities as per company policies.
8. Ensuring preparation of company accounts, its timely audit by statutory audit & CAG and presentation of the same to the audit committee & board.
9. Advising management regarding the tax impact of various strategies
10. Implementing amendments in laws.
11. Providing necessary training to the employees so that they can understand tax related issues.
12. Ensuring timely payments of various statutory dues.
13. Ensuring functional assistance in ERP implementation.
14. Any other assignment as & when required.

Key Performance Indicators

1. Timely reply to notice from statutory authorities.
2. Timely filing of statutory returns/documents.
3. Timely reconciliation of inter area/unit transaction.
4. Timely submission of financial accounts.
5. Timely payment of tax liabilities.
6. No. of audit observations.

Job Specification

knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, The Income Tax Act, 1961, The Mines act, 1952, Laws of Contract, The Chartered Accountants Act, 1949, concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959, The Insurance Laws (Amendment) Act, 2015, Multi-disciplinary knowledge, Arbitration, court procedures, Risk management, Cost Benefit analysis, Strategic planning tools & techniques, Inventory analysis & control Budgeting and forecasting, SEBI, CAG, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic Orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations
2. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
3. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
4. **Result Orientation** Able to build a performance driven culture by recognizing and rewarding people those who contribute at various levels.

Able to institutionalize a culture of result orientation by putting in place systems and processes that are suitable from time to time. Able to establish clear targets and measures to track progress against the goals.

5. **Problem solving & Analytical ability :** Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS]. Able to anticipate problems & take proactive measures.
6. **Planning & Organising:** Able to demonstrate the links with the achieved goals in line with the organizational strategy/plan. Able to come out with alternative plans to meet the contingency requirements of the business. Able to build capabilities in members to improve and sustain similar performance in future. Able to develop mechanisms and systems through which execution excellence is institutionalized in the organization.

Role Profile	
Job Role	Associate (Central Accounts & Taxation)
Department	Finance
Organizational Relationships	The Incumbent would report to HOD (Central Accounts & Taxation)
Primary Purpose of the Role	To assist in managing the accounts of the company and complying with tax provisions.
Job Location	Subsidiary Headquarter
Decision Making	Would have to take decision regarding compilation of accounts, preparing balance sheets, compliance to laws & policies, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Consolidating area accounts & budgets and preparing Annual Accounts of the company. 2. Preparing company's profit & loss accounts and balance sheets. 3. Ensuring statutory compliances are done timely and correctly 4. Submitting annual corporate income tax returns, TDS Returns and depositing taxes with the authorities within due date. 5. Drafting the projections in the required tax formats & computation of the projected tax liability of the company 6. Compiling accounts, ensuring inter area reconciliation and getting them audited by statutory & commercial auditors. 7. Keeping current with the developments in taxation rules and implementing relevant provisions. 8. Identifying tax savings and suggesting it to increase profits. 9. Ensuring record keeping and documentation of work procedures. 10. Obtaining statutory forms from vendors/customers to ensure timely submission to authorities 11. Obtaining approval and registration under various tax regulatory authorities as required 12. Coordinating audits by various taxation authorities 13. Ensuring minimum statutory audits queries and irregularities 14. Preparing and updating tax provision schedules 15. Maintaining the books of accounts and ensure the accounts are closed in accordance with the legal requirements 16. Coordinating with other departments and solving tax related queries in timely manner and completing various audits. 17. Ensuring proper closing of accounts by ensuring that all expenses and provisions are booked to appropriate accounts. 18. Ensuring functional assistance in ERP implementation. 19. Any other assignment as & when required.

Key Performance Indicators

1. Timely reply to notice from statutory authorities.
2. Timely filing of statutory returns/documents.
3. Timely Reconciliation of inter area/unit transaction.
4. Timely submission of financial accounts.
5. Timely payment of tax liability
6. No. of audit observations.
7. Accuracy in tax calculations

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, The Income Tax Act, 1961, The Mines act, 1952, Laws of contract, The Chartered Accountants Act, 1949, Concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959, The Insurance Laws (Amendment) Act, 2015, Cost Benefit analysis, Multi-disciplinary knowledge, Arbitration, Risk management, Inventory analysis & control, Budgeting and forecasting, SEBI guidelines, CAG, Fixed Assets Capitalization and depreciation, GST, GAAP, International Financial Reporting Standards, Indian Accounting Standards, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc

Managerial & Behavioral Competencies

1. **Technical Expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Problem Solving & Analytical Ability:** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
3. **Decision Making :** Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques. Involves stakeholders while taking decisions.
4. **Planning & Organising :** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
5. **Result orientation :** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Communication skill :** Able to convey the message convincingly and motivate people so that they act towards the goal passionately.
7. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile	
Job Role	HOD (Cost & Budget)
Department	Finance
Organizational Relationships	The incumbent would report GM (Finance).
Primary Purpose of the Role	To ensure proper financial planning and budgeting for achieving organization's long term and short terms goals.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding budget forecasts, financial compliances, variance analysis, etc.
Key Tasks	
<ol style="list-style-type: none"> 1. Assessing the budget required to achieve targets and preparing cost sheets. 2. Preparing and monitoring the organization's annual budget and ensuring that all financial targets & cash flows are in alignment with budget. 3. Preparing and submitting projections including Annual Action Plan, MoU, etc. as per guidelines of CIL. 4. Monitoring the budget utilization against actual financial performance and taking corrective action as needed. 5. Ensuring proper estimation of costs, setting of budget, and management of actual and forecast costs against budget. 6. Compiling all revenue/capital budgets proposals from areas, certifying budget provisions while ensuring that all proposals are within budget. 7. Ensuring reconciliation of quarterly cost & financial accounts and ensuring compilation of mine data after completion of quarterly accounts of the company. 8. Ensuring monthly and quarterly assessments and forecasts of organization's financial performance against budget and financial goals. 9. Periodic Updating Company's Cost Accounting Policy as per Standards issued by Institute of Cost and Management Accountants of India. 10. Ensuring submission of cost accounting records to Cost auditor, timely audit and presentation of the cost audit report to Audit Committee and Board. 11. Improving financial status of the company by analyzing results, monitoring variances, identifying trends and recommending actions to management. 12. Providing financial/budget concurrence to proposals after due consideration to all applicable guidelines, rules & regulations 13. Liasoning with other departments for forecasting the budget utilization. 14. Using financial ratios to track performance and advise on improvements. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required. 	

Key Performance Indicators

1. Efficiency in budget estimation.
2. No. of MoU parameters achieved.
3. Timely submission of monthly cost sheet.
4. Preparation of Annual Action Plan.
5. Variance analysis.
6. Budget utilization.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, The Income Tax Act, 1961, The Mines act, 1952, Laws of Contract, The Chartered Accountants Act, 1949, concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959, The Insurance Laws (Amendment) Act, 2015, Multi-disciplinary knowledge, Arbitration, court procedures, Cost Benefit analysis, Strategic planning tools & techniques, Risk management, Inventory analysis & control Budgeting and forecasting, SEBI, CAG, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Job Specification

Managerial & Behavioral Competencies

1. **Strategic Orientation** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen** : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
5. **Result Orientation** Able to build a performance driven culture by recognizing and rewarding people those who contribute at various levels. Able to institutionalize a culture of result orientation by putting in place systems and processes that are suitable from time to time. Able to establish clear targets and measures to track progress against the goals.
6. **Problem solving & Analytical ability** : Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS]. Able to anticipate problems & take proactive measures.

Role Profile

Job Role	Associate (Cost & Budget)
Department	Finance
Organizational Relationships	The Incumbent would report HOD (Cost & Budget)
Primary Purpose of the Role	To plan for the financial requirement to achieve targets of the company.
Job Location	Subsidiary HQ
Decision Making	Would have to take decision regarding preparation of cost sheets, budget estimation, etc.

Key Tasks

1. Preparing revenue budget.
2. Preparing reply for audit queries and observations.
3. Preparing timely & accurate cost sheet including the mine-wise 13th Cost Sheet on a quarterly basis after completion of Quarterly accounts.
4. Conducting variance analysis to identify deviations and preparing its report within scheduled date.
5. Compiling all revenue budgets proposals from areas, certifying budget provisions while ensuring that all proposals are within budget.
6. Coordinating, consolidating and preparing the Cost Audit report of the company for submission to Audit committee and Board.
7. Releasing of fund to projects as per indent & allocate budget.
8. Identifying trends of expenses as compared to the budget in all areas.
9. Ensuring proper documentation of all data.
10. Liasoning with other departments for forecasting the budget utilization.
11. Identifying cost drivers and advising control measures.
12. Ensuring functional assistance in ERP implementation.
13. Any other assignment as & when required.

Key Performance Indicators

1. Efficiency in revenue budget estimation
2. No. of MoU parameters achieved.
3. Timely submission of cost sheets.
4. Variance analysis.
5. Cost control.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, The Income Tax Act,1961, The Mines act,1952, Laws of contract, The Chartered Accountants Act, 1949, Concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959,The Insurance Laws (Amendment) Act, 2015, Cost Benefit analysis, Multi-disciplinary knowledge, Arbitration, Risk management, Inventory analysis & control, Budgeting and forecasting, SEBI guidelines, CAG, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical Expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Problem Solving & Analytical Ability: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data. 3. Decision Making : Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques. Involves stakeholders while taking decisions. 4. Planning & Organising : Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 5. Result orientation : Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.

6. **Communication skill** :Able to convey the message convincingly and energize people so that they act towards the goal passionately.

Role Profile	
Job Role	Area Finance Manager
Department	Finance
Organizational Relationships	The incumbent would report to Area General Manager.
Primary Purpose of the Role	To achieve the financial goals of the area.
Job Location	Area Headquarter
Decision Making	Would have to take decisions on preparing budgets, statements, financial reporting, fund allocation, costs, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Preparing budget of the area. 2. Identifying cost drivers in the area and ensuring cost optimization. 3. Ensuring timely payment of employee benefits/ claims. 4. Ensuring proper accounting & maintenance of store transactions. 5. Ensuring timely payment of statutory dues and submission of financial reports & statements. 6. Facilitating/ Co-ordinating with agencies undertaking statutory & other audits of accounts of the area. 7. Ensuring proper accounting of stocks & assets of the area. 8. Assessing the fund requirement for the area and ensuring its availability on time. 9. Ensuring adherence to relevant laws, regulations, guidelines and specifications. 10. Association with various DPC/ tender committees/ purchase committees of the area and recommendations. 11. Ensuring timely financial concurrence to all budgets, work estimates and vetting of agreements. 12. Managing inflow & outflow of funds in the area. 13. Providing fund to various departments for meeting expenditures. 14. Ensuring timely submission of coal sales bill and realization. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. Cost per tonne.
2. Profit.
3. Timely submission of budget.
4. No. of MoU parameters achieved.
5. Timely budget certification.
6. Timely filing of statutory returns/ dues.
7. Timely payment of benefit/ claims.
8. Timely refund of contractor dues.
9. Timely reconciliation of inter area/unit transaction.
10. Timely submission of financial accounts.
11. Timely reply to audit queries/paras.
12. Timely raising of coal sales bills & realization.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, The Income Tax Act,1961, The Mines act,1952, Laws of Contract,, The Chartered Accountants Act, 1949, concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959,The Insurance Laws (Amendment) Act, 2015,Multi-disciplinary knowledge, Arbitration, court procedures, Risk management, Inventory analysis & control Budgeting and forecasting, SEBI, CAG, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical Expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Problem Solving & Analytical Ability:** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
3. **Decision Making :** Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques. Involves stakeholders while taking decisions.
4. **Planning & Organising :** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
5. **Result orientation :** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Communication skill:** Able to convey the message convincingly and energize people so that they act towards the goal passionately.

Role Profile

Job Role	Unit Finance Officer
Department	Finance
Organizational Relationships	The Incumbent would report to Sub Area Manager/ Mine Manager.
Primary Purpose of the Role	To provide support in accounting and financial management of the unit
Job Location	Sub Area/Unit
Decision Making	Would have to take decisions on compliance of statutory rules adherence to company policies& manuals, delegation of power, cost control activities, etc.

Key Tasks

1. Preparing budget of the unit.
2. Ensuring timely payment of employee benefits/ claims.
3. Ensuring detail checks of the financial processes to ensure adherence to rules, regulations & guidelines.
4. Identifying cost drivers in the area and ensuring cost optimization.
5. Ensuring timely preparation & submission of statements and reports.
6. Scrutinizing all the proposals and ensuring disposal on time.
7. Ensuring reconciliation of accounts.
8. Providing budget certification and financial concurrence.
9. Monitoring the expenditure of the unit to ensure that it is within the budget.
10. Ensuring timely raising of coal sales bills.
11. Providing fund to various departments for meeting expenditures.
12. Ensuring timely submission of coal sales bill and realization.
13. Assessing the fund requirement for the unit and ensuring its availability on time.
14. Ensuring functional assistance in ERP implementation.
15. Any other assignment as & when required.

Key Performance Indicators

1. Cost per tonne.
2. Profit.
3. Timely budget certification.
4. Timely reply to notice from statutory authorities.
5. Timely filing of statutory returns/documents.
6. Timely deposit of statutory dues.
7. Compliance of statutory laws.
8. Refund of customer dues.
9. Timely reconciliation of inter area/unit transaction.
10. Timely submission of financial accounts.
11. Accuracy in coal sales billing.
12. Timely concurrence to financial proposals.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, The Income Tax Act, 1961, The Mines Act, 1952, Laws of Contract, The Chartered Accountants Act, 1949, concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959, The Insurance Laws (Amendment) Act, 2015, Multi-disciplinary knowledge, Arbitration, court procedures, Risk management, Inventory analysis & control Budgeting and forecasting, SEBI, CAG, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical Expertise:** Able to remain current with knowledge and use of latest technology. Updates oneself with the skills required for the latest technology.
2. **Customer/ Service Orientation:** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
3. **Planning & Organising :** Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
4. **Problem solving & analytical skills :** Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
5. **Communication skills** Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
6. **Result Orientation:** Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER COMPANY SECRETARY DISCIPLINE

DISCIPLINE- Company Secretary Discipline

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	Company Secretary	CS	CIL HQ/ Subsidiary HQ	Chairman CIL/CMD	256-258
2	Associate (CS)	CS	CIL HQ/ Subsidiary HQ	Company Secretary	259-262

Role Profile	
Job Role	Company Secretary
Department	Finance
Organizational Relationships	Incumbent would report to Chairman Cum Managing Director.
Primary Purpose of the Role	To ensure compliance with statutory and regulatory obligations and support the organization in meeting its corporate governance standards.
Job Location	CIL HQ/ Subsidiary Headquarters
Decision Making	Would have to take decisions on compliance of regulations, scheduling board/ committee meetings, preparing board notes/ minutes, corporate governance compliances, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Performing the functions of a Company Secretary under The Companies Act, 2013, EBI (Prohibition of Insider Trading) Regulations, 2015, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 etc. 2. Ensuring adherence to laws, regulations, guidelines and specifications relevant to the business processes. 3. Ensuring investors' complaints are redressed within the specified time. 4. Organizing Annual General Meeting, Board Meeting & other Committee meetings, conveying decisions and ensuring implementation of decisions. 5. Ensuring timely preparation & submission of agendas, board notes, reports, etc. 6. Communicating with various stakeholders, Regulators, Authorities etc. 7. Providing technical assistance in formulation of business strategies & policies, Project Reports, etc. 8. Ensuring functional assistance in ERP implementation. 9. Any other assignment as & when required.

Key Performance Indicators

1. Timely preparation of Annual report of CIL & Ministry of Coal (moC)
2. Adherence to meetings schedule of Board and Committee.
3. Maintaining statutory records.
4. Compliance of dividend declaration regulations.
5. Timely filing of statutory returns/documents.
6. Compliance of statutory laws, Companies Act & Buyback Regulations.
7. Timely redressal of Investor's Complaint and dealing with analysts.
8. Compliance to prevention of insider trading requirement.
9. Other Compliances.
10. Co-ordination with SEBI & Stock Exchange
11. Co-ordination with MoC.
12. Parliamentary Dealing.
13. Mine Visit of Shareholders.
14. RTI queries Redressal.
15. Delegation of Powers.
16. Dealing with RTA
17. Secretarial Audit
18. Secretarial assistance to HURL
19. Budgetary approval
20. Arrangements for Directors and other Board members
21. Offer for Sale of CIL Shares.
22. Citizen Charter
23. Any other assignment as & when required.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of GFR, guidelines of CVC, DPE, Ministry of Finance, The Companies Act, 2013 including amendment, Multi-disciplinary knowledge, SEBI, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, , Competitors intelligence, Outsourcing opportunities, Financial intelligence, Business challenges (Domestic & international), Diversification opportunities, Sustainability, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Strategic Orientation** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations
2. **Business Acumen** : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
5. **Result Orientation** Able to build a performance driven culture by recognizing and rewarding people those who contribute at various levels. Able to institutionalize a culture of result orientation by putting in place systems and processes that are suitable from time to time. Able to establish clear targets and measures to track progress against the goals.
6. **Problem solving & Analytical ability** : Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS].
7. **Planning & Organising:** Able to demonstrate the links with the achieved goals in line with the organizational strategy/plan. Able to come out with alternative plans to meet the contingency requirements of the business. Able to build capabilities in members to improve and sustain similar performance in future. Able to develop mechanisms and systems through which execution excellence is institutionalized in the organization.

Role Profile	
Job Role	Associate (CS)
Department	Company Secretariat
Organizational Relationships	The Incumbent would report to Company Secretary
Primary Purpose of the Role	To provide assistance and support to Company Secretary in all secretarial and compliance works.
Job Location	CIL HQ / Subsidiary HQ
Decision Making	Facilitating decision making process of top management.

Key Tasks

1. Conducting and convening Board and other Board level Committee Meetings including FDs Meeting.
2. Drafting & circulation of Minutes of various meetings
3. Corporate Governance including Quarterly Legal Compliance.
4. Listing Compliance
5. Drafting and finalization of Delegation of Powers
6. Compliance with Companies Act'13, Listing Regulations, SEBI Guidelines, DIPAM/ DPE Guidelines, Secretarial Standards, IEPF Rules etc.,
7. Recent Amendments in Companies Act'13, Listing Regulations, SEBI Guidelines, DIPAM/ DPE Guidelines, Secretarial Standards, IEPF Rules etc.,
8. Dealing with Stock Exchanges, shareholders & filing with Stock Exchanges.
9. Annual Report preparation including Director's Report, MDA & Corporate Governance Report
10. AGM & Co-ordination with other departments for organising AGM
11. Co-ordination with subsidiaries for Annual Report Printing & Submission of Annual Report to Parliament.
12. ROC Filing, Transfer to IEPF & Unclaimed Dividend Filing
13. Secretarial Audit
14. XBRL Filing & Annual Return
15. OFS, Buy-back of shares
16. Co-ordination with Subsidiaries & Ministry on various day to day activities.
17. Co-ordination with RTA
18. Assisting in preparation of MOC Annual Report
19. Redressal of Investor Complaints
20. Amendment of Articles of Association
21. Maintaining Statutory Registers
22. Insider Trading & Maintenance of records
23. Significant transactions of Subsidiaries Board minutes
24. Board Action Taken Reports
25. Dealing with Analysts
26. Reply to Parliament Questionnaire
27. Secretarial and compliance related works for New JVs/ Subsidiaries including CIAL
28. Daily Monitoring of Stock exchanges
29. Ensuring functional assistance in ERP implementation
30. Any other assignment as & when required

Key Performance Indicators

1. Timely Compliance of all Acts /Laws & Guidelines
2. Redressal of Investor complaints
3. Providing Analyst information on time.
4. Effective conduct & convening of Board & Board level Committee Meetings.
5. Issue of Notice & circulation of final minutes within stipulated time
6. Timely preparation of ATR
7. Timely preparation of Annual Report and despatch to shareholders
8. Holding of AGM within the scheduled time
9. Unqualified Report from Secretarial Auditor
10. No adverse comments in Annual Secretarial Compliance Report
11. Any other assignment as & when required

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Companies Act'2013, Listing Regulations, SEBI Guidelines, DIPAM Guidelines, DPE Guidelines, Secretarial Standards, GFR'2017, Securities Contract (Regulation) Act'1956, Depositories Act, Accounting Standards, Income Tax Act & Rules and all other applicable Acts/ Rules/ Guidelines/ Standards and all amendments thereof.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
	<ol style="list-style-type: none"> 1. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.

Managerial & Behavioral Competencies

2. **Communication skill** : Able to receive and convey the message accurately in an easily understandable manner specially to Board and Top Management. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
3. **Problem solving & analytical ability**: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
4. **Planning & organising**: Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal.
5. **Achievement & Result orientation** Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re-engineer the same to obtain the desired outcome.
6. **Customer/ service orientation** Able to timely identify and redress stakeholders complaints and take initiative to provide them with value added services. Able to provide required information to Ministry, Board, Top Management and stakeholders in time.
7. **Team leadership**: Able to define team goals, develop & inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER INTERNAL AUDIT DISCIPLINE

DISCIPLINE- Internal Audit (IAD)

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	HOD (Internal Audit)	IAD	CIL HQ/ Subsidiary HQ	Chairman CIL/CMD	264-266
2	Associate (Internal Audit)	IAD	CIL HQ/ Subsidiary HQ	HOD (IA)	267-269

Role Profile	
Job Role	HOD (Internal Audit)
Department	Finance
Organizational Relationships	The incumbent would report to CMD.
Primary Purpose of the Role	To advise & monitor internal financial control mechanism in the company and to avert risks.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding scheduling audits, implementing audit recommendations & internal controls, mitigating risks, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Preparing Annual Audit Plan for the organization and undertaking periodic audits. 2. Ensuring that internal control practices, policies & procedures are implemented within the organization as per company standards, rules & regulations. 3. Ensuring quality of audit inspections & reports. 4. Ensuring that risks are identified and controls are implemented to mitigate risks. 5. Providing technical advice regarding financial control. 6. Analyzing and recommending actions to minimize irregularities. 7. Coordinating with management on audit findings, recommendations, and planning corrective actions. 8. Identifying and resolving all issues that may inhibit audit team's performance and resolving any outstanding questions/issues related to the audit. 9. Following up on audit findings to ensure timely and proper action. 10. Facilitating statutory, CAG & other external audits and ensuring compliance of audit para. 11. Identifying areas of improvement based on the audits & implementing corrective measures to improve the processes. 12. Facilitating publication of audit reports in financial statements. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators

1. No. of audits completed against plan.
2. No. of MoU parameters achieved.
3. Timely submission of audit reports.
4. Number of audit observations complied.
5. No. of financial risks identified & corrected.
6. No. of processes improved.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, Auditing standards, The Income Tax Act, 1961, The Mines act, 1952, Laws of Contract, The Chartered Accountants Act, 1949, concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959, Cost Benefit analysis, Strategic planning tools & techniques, The Insurance Laws (Amendment) Act, 2015, Multi-disciplinary knowledge, Arbitration, court procedures, Risk assessment & management, Inventory analysis & control Budgeting and forecasting, SEBI, CAG, GST, Fixed Assets Capitalization and depreciation, GAAP, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic Orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
3. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
4. **Result Orientation** Able to build a performance driven culture by recognizing and rewarding people those who contribute at various levels. Able to institutionalize a culture of result orientation by putting in place systems and processes that are suitable from time to time. Able to establish clear targets and measures to track progress against the goals.
5. **Problem solving & Analytical ability :** Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS]. Able to anticipate problems & take proactive measures.
6. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.
7. **Planning & Organising:** Able to demonstrate the links with the achieved goals in line with the organizational strategy/plan. Able to come out with alternative plans to meet the contingency requirements of the business. Able to build capabilities in members to improve and sustain similar performance in future. Able to develop mechanisms and systems through which execution excellence is institutionalized in the organization.

Role Profile	
Job Role	Associate (Internal Audit)
Department	Finance
Organizational Relationships	The incumbent would report HOD (Internal Audit Section).
Primary Purpose of the Role	To ensure timely and effective completion of audits as per plan.
Job Location	CIL HQ/Subsidiary HQ
Decision Making	Would have to take decision regarding various compliances, corrective actions, audit replies, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Conducting audits as per the action plan to assess compliance, effectiveness, and correctness of processes and procedures with company standards, policies, laws & regulations. 2. Preparing audit reports on the findings and providing recommendations on the systems and procedures to improve processes and methods of operation. 3. Following-up on the implementation of audit recommendations. 4. Preparing replies for audit reports, draft paras, queries, etc. 5. Reporting on regular intervals on the state of periodical accounting returns and performance of various tasks like bookings and postings, ledger posting, etc. 6. Examining and conducting critical analysis of the data, records and documents in the organization to assess the adequacy of internal controls, identifying financial risks and report the observations/deviations. 7. Providing advice and support to various departments on risk management. 8. Facilitating statutory, CAG & other external audits and ensuring compliance of audit para. 9. Facilitating publication of audit reports in financial statements. 10. Ensuring functional assistance in ERP implementation. 11. Any other assignment as & when required.

Key Performance Indicators

1. No. of audits completed against plan.
2. No. of MoU parameters achieved.
3. Timely submission of audit reports.
4. No. of audit observations complied.
5. No. of processes improved.
6. Audit para compliances achieved.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Finance & Accounts, Taxation, Finance manual, GFR, Purchase manual, guidelines of CVC, DPE, Ministry of Finance, Auditing Standards, The Income Tax Act, 1961, The Mines act, 1952, Laws of contract, The Chartered Accountants Act, 1949, Concerned State laws, The Companies Act, 1956, Cost and Works Accountants Act, 1959, .The Insurance Laws (Amendment) Act, 2015, Cost Benefit analysis, Multi-disciplinary knowledge, Arbitration, Risk management, Inventory analysis & control, Budgeting and forecasting, SEBI guidelines, CAG, Fixed Assets Capitalization and depreciation, GST, GAAP, International Financial Reporting Standards, Indian Accounting Standards, Working capital management, Project Appraisal & Financing, Treasury Management, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical Expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Problem Solving & Analytical Ability:** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
3. **Decision Making :** Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques. Involves stakeholders while taking decisions.
4. **Planning & Organising :** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
5. **Result orientation :** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Collaboration and Coordination:** Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
7. **Communication skill :** Able to convey the message convincingly and energize people so that they act towards the goal passionately.

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER PERSONNEL DISCIPLINE

DISCIPLINE- Personnel/ Industrial Relations/ Human Resources including Administration

S. No	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	Welfare Officer	Pers./IR	Mines, Workshop, Washery	Mine Manager	272-274
2	Unit Personnel Officer	Pers./IR	Mines	Agent/Sub-area Manager/Project Officer	275-277
3	Area Personnel Manager/Staff Officer (Pers.)	Pers./IR	Area/Sub Area	AGM	278-280
4	GM (P&IR)	Pers./IR	CIL HQ/ Subsidiary HQ	Director (P&IR)	281-283
5	Associate (P&IR)	Pers./IR	CIL HQ/ Subsidiary HQ	GM (P&IR)	284-286
6	GM (EE)/ Subsidiary	Pers./HR	Subsidiary HQ	Director (P/HR)	287-289
7	GM (EE)/ CIL	Pers./HR	CIL HQ	Director (P&IR)	290-292
8	Associate (EE)	Pers./HR	CIL HQ/ Subsidiary HQ	GM (EE)	293-295
9	GM (HRD)	Pers./HR	CIL HQ/ Subsidiary HQ	Director (P/HR)	296-298
10	Associate (HRD)	Pers./HR	CIL HQ/ Subsidiary HQ/IICM	GM (HRD)	299-301
11	GM(CSR/CD)	Pers./HR	CIL HQ/ Subsidiary HQ	Director (P)	302-304
12	Associate (CSR/CD)	Pers./HR	CIL HQ/ Subsidiary HQ/Area	GM (CSR/CD)	305-307
13	GM (Welfare)	Pers./HR	CIL HQ/ Subsidiary HQ	Director (P)	308-310
14	Associate (Welfare)	Pers./HR	CIL HQ/ Subsidiary HQ/Area	GM (Welfare)	311-313
15	GM(Policy Cell)	Pers./HR	CIL HQ	Director (P&IR)	314-316

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
16	Associate (Policy Cell)	Pers./HR	CIL HQ	GM (Policy cell)	317-319
17	GM(Administration)	Pers./HR	CIL HQ/ Subsidiary HQ	Director (P)	320-322
18	Associate (Administration)	Pers./HR	CIL HQ/ Subsidiary HQ	GM (Admin)	323-325
19	GM (Manpower & Recruitment) / Subsidiary	Pers./HR	Subsidiary HQ	Director (P)	326-328
20	Associate (Manpower & Recruitment) / Subsidiary	Pers./HR	Subsidiary HQ	GM (Manpower & Recruitment)/ Subsidiary	329-331
21	GM (Manpower & Recruitment)/ CIL	Pers./HR	CIL HQ	Director (P/IR)	332-334
22	Associate (Manpower & Recruitment) CIL	Pers./HR	CIL HQ	GM (Manpower & Recruitment)/ CIL	335-337
23	GM (Non-exec Establishment)/ Subsidiary	Pers./HR	Subsidiary HQ	Director (P)	338-340
24	Associate (Non-exec Establishment)	Pers./HR	CIL HQ/ Subsidiary HQ	GM (P&IR) / GM (Non-exec Establishment)/ Subsidiary	341-343

Role Profile	
Job Role	Welfare Officer
Department	Personnel / Industrial Relations
Organizational Relationships	The incumbent would report to Mine Manager.
Primary Purpose of the Role	To safeguard the interest of the workers employed in mines, promote their welfare and suggest management on related issues.
Job Location	Mines, Workshops, Washery
Decision Making	Would have to take decision regarding statutory compliances, redressing grievances, providing welfare facilities, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring all statutory compliances under various labour laws. 2. Promoting harmonious relation between management and workers. 3. Ensuring safety & welfare of the labour employed in mines. 4. Ensuring proper sanitation facilities and upkeep of the rest shelters and canteens in the mines. 5. Redressing workers grievances and bringing unresolved grievances to the notice of the management whenever required. 6. Maintaining statutory reports, registers and other record. 7. Supervising the work of various committees formed for the workers such as Safety and Welfare Committees. 8. Suggesting measures to raise standard of living of workers and promote their well-being. 9. Organizing welfare & sports activities and undertaking measures to improve the welfare provisions such as housing facilities, social and recreational facilities, education and training of employees to achieve employee satisfaction. 10. Ensuring timely completion of all CSR activities of the unit. 11. Ensuring timely allotment of quarters and upkeep of colonies, sanitation, hospitals, roads, etc. 12. Implementing Reward and Recognition programs, Employee Suggestion schemes, Mentoring policy, Quality circles & other new initiatives to improve employee productivity and morale. 13. Ensuring timely promotion & transfer of employees of the unit. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators

1. No of welfare measures implemented.
2. No. of greivances resolved.
3. Statutory compliances.
4. Timely preparation of manpower budget
5. Timely payments of employee benefits.
6. No of meetings conducted.
7. Number of Quality Circle projects completed.
8. Timley completion of PMS .
9. Timely processing of employment cases
10. Timely holding of DPC.
11. Employee Satisfaction Index
12. No.of best practices adopted.
13. Employee engagement index.
14. No. of CSR projects completed.
15. Housing satisfaction.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, labour laws/ Regulations, Industrial Relations, National Coal wage Agreements, Reservation policies, Quality Circles/ Continuous improvement concepts, Corporate Social Responsibility, relevant Income Tax provisions, Purchase manual, Civil manual, guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Concerned state laws, Various schemes & programmes of GoI from time to time, Multi-disciplinary knowledge, GST, office procedures, Social security, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Managerial & Behavioral Competencies	<p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
	<ol style="list-style-type: none"> 1. Technical Expertise : Able to remain current with knowledge and use of latest technology. Updates oneself with the skills required for the latest technology. 2. Communication Skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving & Analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 4. Collaboration & coordination: Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job. 5. Customer/ Service Orientation : Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.

Role Profile	
Job Role	Unit Personnel Officer
Department	Personnel/Industrial Relations
Organizational Relationships	The incumbent would report to Agent/Sub Area Manager/ Project Officer.
Primary Purpose of the Role	To implement Personnel/IR/HR policies and practices for achieving goals of the unit.
Job Location	Mines
Decision Making	Would have take decisions in human resources planning, manpower deployment, employee productivity improvement measures, employee engagement activities, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Preparing manpower plan of the unit. 2. Ensuring efficient administration of salary & wages, employee benefits and retirement benefits. 3. Ensuring all the compliances under various labour laws. 4. Promoting harmonious relation between management and trade unions. 5. Handling legal cases of the unit. 6. Undertaking measures to ensure discipline in the unit. 7. Processing employment cases as per the provisions of the company. 8. Organizing welfare & sports activities and undertaking measures to improve the welfare provisions such as housing facilities, canteen, social and recreational facilities, education and training of employees to achieve employee satisfaction. 9. Ensuring timely completion of all CSR activities of the unit. 10. Supervising security personnel of the unit. 11. Ensuring timely allotment of quarters and upkeep of colonies, sanitation, hospitals, roads, etc. 12. Implementing Reward and Recognition programs, Employee Suggestion schemes, Mentoring policy, Quality circles & other new initiatives to improve employee productivity and morale. 13. Ensuring timely promotion & transfer of employees of the unit. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators

1. Timely preparation of manpower budget
2. Timely payments of employee benefits.
3. No of meetings conducted.
4. Number of Quality Circle projects completed.
5. Timely completion of PMS .
6. Timely processing of employment cases
7. Percentage reduction in disciplinary cases
8. Timely holding of DPC.
9. Employee Satisfaction Index
- 10.No.of best practices adopted.
- 11.Employee engagement index.
- 12.No. of CSR projects completed.
- 13.Housing satisfaction.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, labour laws/ Regulations, Industrial Relations, National Coal wage Agreements, Reservation policies, Quality Circles/ continuous improvement concepts, Corporate Social Responsibility, relevant Income Tax provisions, Purchase manual, Civil manual, guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Concerned state laws, Various schemes & programmes of GoI from time to time, Multi-disciplinary knowledge, GST, Arbitration, court procedures, Disciplinary actions, office procedures, Social security, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors

	<p>intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical Expertise : Able to remain current with knowledge and use of latest technology. Updates oneself with the skills required for the latest technology. 2. Communication Skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving & Analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 4. Collaboration & coordination: Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job. 5. Customer/ Service Orientation : Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.

Role Profile	
Job Role	Area Personnel Manager/ Staff Officer (Personnel)
Department	Personnel/ Industrial Relations
Organizational Relationships	The incumbent would report to Area General Manager (AGM).
Primary Purpose of the Role	To implement Personnel/ IR/ HR strategies for achieving targets of the Area.
Job Location	Area/ Sub Area
Decision making	Would have to take decision on manpower planning, implementation of policies, administration, etc. .

Key Tasks
<ol style="list-style-type: none"> 1. Planning for the manpower of the area and preparing manpower budget. 2. Promoting harmonious industrial relation between management and trade unions across different units of the areas. 3. Undertaking measures to ensure discipline in the area. 4. Handling cases pending before various courts of law and conciliation proceedings to safeguard the interest of the company 5. Ensuring timely promotion & transfer of employees of the area. 6. Implementing HRMS and ensuring timely completion of performance management system in the area. 7. Ensuring timely allotment of quarters and upkeep of colonies, sanitation, hospitals, roads. 8. Ensuring timely payment of salary & wages, employee benefits and retirement benefits. 9. Organising events, functions and welfare & sports activities as per schedule. 10. Monitoring the security services of the area to ensure safety of employees and protection of company's assets. 11. Undertaking measures to improve the welfare infrastructure of the area such as housing facilities, guest houses, social and recreational facilities, training centers, etc. 12. Ensuring timely completion of all activities under the CSR plan. 13. Liasoning with Central, State govt authorities and authorities under Labour laws for ensuring effective administration. 14. Ensuring statutory compliances under various labour laws. 15. Ensuring training & development of all the employees of the area. 16. Implementing Reward and Recognition programs, Employee Suggestion schemes, Mentoring policy, Quality circles & other new initiatives to improve employee productivity and morale. 17. Ensuring functional assistance in ERP implementation. 18. Any other assignment as & when required.

Key Performance Indicators

1. Timely preparation of manpower budget
2. Timely payments of employee benefits.
3. No of meetings conducted.
4. Number of Quality Circle projects completed.
5. Timely completion of PMS.
6. Timely processing of employment cases
7. Percentage reduction in disciplinary cases
8. Timely holding of DPC.
9. Employee Satisfaction Index
10. No.of best practices adopted.
11. Employee engagement index.
12. No. of CSR projects completed.
13. Housing satisfaction.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, labour laws/ Regulations, Industrial Relations, National Coal wage Agreements, Reservation policies, HR analytics, HR Audit, Quality Circles concepts, Corporate Social Responsibility, relevant Income Tax provisions, Purchase manual, Civil manual, guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, concerned state laws, Various schemes & programmes of GoI from time to time, Multi-disciplinary knowledge, GST, Arbitration/ Conciliation procedures, , Court procedures, Disciplinary actions, office procedures, Social security, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply

	<p>Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical Expertise : Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Communication Skill : Able to convey the message convincingly and energize people so that they act towards the goal passionately. 3. Team Leadership : Able to influence, develop and keep the team members motivated to perform and self development. 4. Collaboration & coordination: Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones. 5. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services. 6. Decision Making : Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques. Involves stakeholders while taking decisions. 7. Problem solving & Analytical ability: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	General Manager (Personnel & Industrial Relations)
Department	Personnel/Industrial Relations
Organizational Relationships	The incumbent would report to Director (Personnel/Industrial Relations)
Primary Purpose of the Role	To achieve excellence in Industrial Relation through best IR practices.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions on formulating & strengthening Industrial Relation strategies, Implementation of workers agreement, wage negotiations, advising on the improvement in employment conditions, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Formulating and implementing Industrial Relation policies & strategies for the company. 2. Establishing proper systems and mechanisms for ensuring statutory compliances under labour laws. 3. Proposing improvements in the schemes for welfare, health, recreation & safety of employees to achieve overall employee satisfaction. 4. Reviewing and implementing companies' policies, procedures & Standing Orders to ensure workplace discipline. 5. Establishing and maintaining relationship with Central Govt., State govt & local authorities and labour dept. 6. Establishing effective communication with employees, in general, regarding employee welfare schemes, wage policies & other initiatives of the management for the well being of employees & their families to build trust & pride among employees. 7. Ensuring that effective systems & mechanisms are in place for compliance of provisions under the laws for welfare of Contractors' employees. 8. Maintaining harmonious Industrial Relations by promoting bilateral forum at all levels and other innovative practices. 9. Handling IR issues and cases running in various courts to safeguard the interest of the company. 10. Facilitating Collective Bargaining processto negotiate wages, benefits, and other aspects of workers' compensation. 11. Implementing employee grievance redressal mechanism and monitoring its effectiveness 12. Keeping abreast and ensuring compliance with the latest development in laws and legislations pertaining to employment and Industrial Relations as well as other relevant government and local authorities' regulations, rules or guidelines.

14. Providing technical advice to management on IR issues to ensure sound decision making.
15. Exploring opportunities for settlement of disputes amicably through voluntary mechanisms to minimize litigations.
16. Ensuring timely completion of disciplinary actions/ domestic enquiry processes for effectiveness and avoiding hardship to employees
17. Ensuring functional assistance in ERP implementation.
18. Any other assignment as & when required.

Key Performance Indicators

1. Improvement in employee productivity.
2. Timely negotiation & implementation of wage agreements.
3. Production mandays lost due to IR challenges.
4. Employee satisfaction index.
5. No. of best practices adopted.
6. No. of employee suggestions implemented.
7. No. of disputes settled.
8. No. of new schemes implemented.
9. No. of communication initiatives implemented.
10. Trust index.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, Labour laws/ Regulations, National wage policies, Industrial Relations, National Coal wage Agreements, Reservation policies, Negotiation skills, HR Analytics, HR audit, Principles of Collective bargaining, Soft skills, Social security, ILO conventions on labour, Corporate Social Responsibility, Purchase manual, Civil manual, guidelines of CVC, DPE, The RTI Act, 2005, The Mines Act, 1952, The Sexual Harassment Act, 2013, Trade unions, Concerned state laws, Industrial & Labour policies of GoI, Multi-disciplinary knowledge, GST, Arbitration, Court/ conciliation procedures, Disciplinary actions, Case laws on labour, Office procedures, HRMS, CLIP, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Job Specification

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Communication Skill** : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
2. **Strategic Orientation** : Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
3. **Business Acumen:** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
4. **Decision Making** : Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques. Involves stakeholders while taking decisions.
5. **Customer/ service orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
6. **Coordination & collaboration:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile	
Job Role	Associate (P& IR)
Department	Personnel / Industrial Relations
Organizational Relationships	The incumbent would report to GM (P&IR).
Primary Purpose of the Role	To strive towards achieving excellence in Industrial Relations through best IR practices.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding IR meetings schedule, implementation of decisions taken, statutory compliances, disciplinary proceedings, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Assisting in implementing Industrial Relations strategies for the company. 2. Maintaining harmonious relationship with trade unions. 3. Liasoning with legal authorities for any issues / requirement and clarifications on labour issues. 4. Ensuring compliance in terms of maintaining statutory record & filing of returns / forms / reports as per the requirement of various laws. 5. Ensuring timely implementation of wage settlement. 6. Examining and handling industrial disputes and grievances in the workplace. 7. Attending legal cases in various courts and before Conciliation officer & Arbitrator to represent the organization. 8. Organising IR meetings as per schedule and undertaking measures to fulfil commitments made, as per organisational policies. 9. Ensuring compliance of statutory obligations w.r.t. contractors' employees. 10. Communicating with employees on employment related matters such as working conditions, welfare, wage agreements, etc. 11. Implementing innovative & effective organizational practices to prevent workplace problems that disrupt productivity, such as high absenteeism, poor performance, misconduct, etc. 12. Conducting domestic enquiries/ disciplinary proceedings. 13. Cooperating & coordinating effectively to deal with untoward incidence like strikes, gherao, dharna and other forms of disruption of work. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators

1. No. of IR meetings organised as per schedule.
2. Employee Satisfaction Index
3. Absenteesim Rate.
4. Timely redressal of grievances.
5. Timely settlement of disputes.
6. Timely completion of disciplinary proceedings.
7. No. of best practices implemented.
8. No. of employee suggestions implemented.
9. No. of new schemes implemented.
10. No. of decisions implemented.
11. Trust index.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, Labour laws/ Regulations, National wage policies, Industrial Relations, National Coal wage Agreements, Reservation policies, Negotiation skills, principles of Collective bargaining, Social security, Soft skills, HR Analytics, HR audit Corporate Social Responsibility, Purchase manual, Civil manual, guidelines of CVC, DPE, The RTI Act, 2005, The Mines Act, 1952, The Sexual Harassment Act, 2013, Trade unions, Concerned state laws, Industrial & Labour policies of GoI, Multi-disciplinary knowledge, GST, Arbitration, Court/ conciliation procedures, Disciplinary actions, Case laws on labour, Office procedures, HRMS, CLIP, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence,

	<p>Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical Expertise : Able to remain current with knowledge. Updates oneself with the skills required for the latest techniques. 2. Communication Skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving& analytical ability : Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence.Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use. 4. Collaboration & coordination: Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job. 5. Customer/ Service Orientation : Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands. 6. Decision Making : Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques. Involves stakeholders while taking decisions.

Role Profile	
Job Role	General Manager (Executive Establishment) / Subsidiary
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to Director (Personnel/HR)
Primary Purpose of the Role	To execute HR strategies for achieving excellence in Succession Management and Employee Engagement.
Job Location	Subsidiary HQ
Decision Making	Would have to take decisions regarding planning for succession&deployment of executive manpower,other initiatives for achieving satisfaction index, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring efficient execution of Performance Management System for executives. 2. Achieving MoU targets. 3. Implementing induction& orientation programmes to acquaint new recruits with the organisation. 4. Ensuring data updation in HRMS modules. 5. Ensuring timely implementation of pay revisions and pay fixation and administration of other benefits. 6. Ensuring timely promotion, transfer, job rotation &posting of executives to achieve employee satisfaction. 7. Ensuring workplace discipline and undertake measures to maintain discipline among executives. 8. Ensuring timely settlement of post retirementexecutive benefits. 9. Preparing employees for future assignments through training programs and implementing succession planning. 10. Implementing strategies and systems to increase employee engagement and minimize attrition rate. 11. Ensuring timely settlement of grievances of executives/ conducting meetings with executives association and resolving the issues. 12. Ensuring timely completion of all disciplinary cases against executives to avoid hardship to the executives. 13. Ensuring timely action on applications/ claims of executives relating to outside employment, resignations, study leave, tours, permissions for advance studies, etc.

14. Effectively dealing with court cases, parliamentary matters, reservation matters, VIP references, RTI, etc.
15. Ensuring periodic review of performance of executives on attaining age of 50/ 55 yrs.
16. Ensuring timely closure of training/ probation of Management Trainees.
17. Ensuring functional assistance in ERP implementation.
18. Any other assignment as & when required.

Key Performance Indicators

1. Timely implementation of pay revision.
2. No. of suggestions implemented under ESS.
3. Employee Satisfaction Index.
4. Employee engagement index.
5. Executives covered under mentoring process.
6. No of induction & orientation programmes implemented.
7. Settlement of terminal benefits.
8. Percentage completion & accuracy level of HRMS data.
9. On time completion of disciplinary cases.
10. On time settlement of grievances.
11. Attrition rate.
12. No. of successors identified.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, Changing boundaries of HRM, Labour laws/ Regulations, Industrial Relations, Project Management, Manpower planning- Job analysis, Work culture, Mentoring, PMS, Competencies, Soft skills, HR Analytics, HR audit, Behavioural attributes at workplace, Central Pay Commission, Pay revision, Reservation policies, Corporate Social Responsibility, relevant Income Tax provisions, Purchase manual, Civil manual, guidelines of CVC, DPE, DoPT, The RTI Act, 2005, The Mines act, 1952, The Sexual Harassment Act, 2013, Concerned state laws, Schemes & programmes of GoI, Multi-disciplinary knowledge, GST, Arbitration, Court/ Conciliation procedures, Case laws, Disciplinary actions, Office procedures, Social security, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance

	<p>parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Business Acumen : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders. 4. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 6. Customer/ service orientation : Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization. 7. Team Leadership : Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future

Role Profile	
Job Role	General Manager (Executive Establishment)
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to Director (P&IR)
Primary Purpose of the Role	To execute HR strategies for achieving excellence in Succession Management and Employee Engagement.
Job Location	CIL HQ
Decision Making	Would have to take decisions regarding planning for succession & deployment of executive manpower, promotion & transfer, other initiatives for achieving satisfaction index, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring timely promotion and transfer of executives to achieve employee satisfaction. 2. Achieving MoU targets. 3. Ensuring efficient execution of Performance Management System for executives. 4. Ensuring periodic review of performance of executives on attaining age of 50/ 55 yrs. 5. Ensuring data updation in HRMS modules. 6. Ensuring timely implementation of pay revisions& pay fixation and administration of other benefits. 7. Ensuring workplace discipline and undertake measures to maintain discipline among executives. 8. Ensuring timely settlement of post retirement executive benefits. 9. Ensuring timely settlement of grievances of executives and conducting meetings with executives' association and resolving the issues. 10. Ensuring timely completion of all disciplinary cases against executives to avoid hardship to the executives. 11. Ensuring timely action on applications/ claims of executives relating to outside employment, resignations, study leave, tours, permissions for advance studies, etc. 12. Effectively dealing with court cases, parliamentary matters, reservation matters, VIP references, RTI, etc. 13. Processing cases for PESB selections and clearances. 14. Suggesting improvements in the HR policies of the company. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. Timely implementation of pay revision.
2. No. of suggestions implemented under ESS.
3. Employee Satisfaction Index.
4. Employee engagement index.
5. Executives covered under mentoring process.
6. Settlement of terminal benefits.
7. Percentage completion & accuracy level of HRMS data.
8. On time completion of disciplinary cases.
9. On time settlement of grievances.
10. Attrition rate.
11. No. of successors identified.
12. Timely promotion of executives.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, Changing boundaries of HRM, Labour laws/ Regulations, Industrial Relations, Project Management, Manpower planning- Job analysis, Work culture, Mentoring, PMS, Competencies, Behavioural attributes at workplace, HR Analytics, HR audit, Soft skills, Central Pay Commission, Pay revision, Reservation policies, Corporate Social Responsibility, relevant Income Tax provisions, Purchase manual, Civil manual, guidelines of CVC, DPE, DoPT, The RTI Act, 2005, The Mines act, 1952, The Sexual Harassment Act, 2013, Concerned state laws, Schemes & programmes of GoI, Multi-disciplinary knowledge, GST, Arbitration, Court/ Conciliation procedures, Case laws, Disciplinary actions, Office procedures, Social security, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence,

	<p>Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Business Acumen : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders. 4. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 6. Customer/ service orientation : Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization. 7. Team Leadership : Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future

Role Profile	
Job Role	Associate (Executive Establishment)
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to GM (EE).
Primary Purpose of the Role	To implement the executive related HR processes effectively and support executives in discharging their duties efficiently.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions on maintenance & updation of HRMS, generating reports, verification of certificates, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Facilitating fresh recruits in the joining process and ensuring verification of certificates, document & character antecedents of executives. 2. Ensuring regular updation of data in HRMS modules. 3. Facilitating executives in completing processes under PMS. 4. Resolving employee grievances and facilitating meetings with executive associations. 5. Processing applications/ claims of executives relating to outside employment, resignations, study leave, tours, permissions for advance studies, PESB selections, etc. 6. Ensuring timely settlement of post retirement executive benefits. 7. Implementing new initiatives, organising orientation programmes and facilitating change management. 8. Processing & submission of various information to different authorities & dept. 9. Ensuring manpower assessment, job rotation, transfer & posting of executives. 10. Facilitating holding of DPCs and finalising promotions. 11. Facilitating proceedings under pre-mature retirement provisions with data & documents. 12. Processing of disciplinary action cases. 13. Administration of various employee benefits schemes. 14. Coordinating with Areas & Subsidiaries for timely action on various instructions & guidelines. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. Timely completion of the PMS process.
2. Employee Satisfaction Index
3. Employee engagement index.
4. Percentage completion & accuracy level of HRMS data.
5. Timely training/ probation closure.
6. Timely pay fixation.
7. Settlement of retirement benefits.
8. No. of new initiatives implemented.
9. No. of grievances resolved.
10. Attrition rate.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, Changing boundaries of HRM, Labour laws/ Regulations, Industrial Relations, Project Management, Manpower planning- Job analysis, Work culture, Mentoring, PMS, Competencies, Soft skills, Behavioural attributes at workplace, Central Pay Commission, Pay revision, Reservation policies, Corporate Social Responsibility, relevant Income Tax provisions, Purchase manual, Civil manual, guidelines of CVC, DPE, DoPT, The RTI Act, 2005, The Mines act, 1952, The Sexual Harassment Act, 2013, Concerned state laws, Schemes & programmes of GoI, Multi-disciplinary knowledge, GST, Arbitration, Court/ Conciliation procedures, Case laws, Disciplinary actions, Office procedures, Social security, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise** : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.
2. **Communication skill** : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
3. **Problem solving & analytical ability**: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
4. **Planning & organising**: Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
5. **Result orientation** Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re-engineer the same to obtain the desired outcome.
6. **Customer/ service orientation** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.
7. **Collaboration & Coordination** : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.

Role Profile	
Job Role	General Manager (HRD)
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to Director (Personnel/HR).
Primary Purpose of the Role	To build people capabilities for achieving organizational goals and creating learning culture in the organization.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decision on preparation of annual action plan, budgeting, design and delivery of training, identification of training needs, engagement of external agencies, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Preparing and implementing Annual Training Plan that supports organizational objectives and values. 2. Ensuring that quality training infrastructure and resources are available in the organisation. 3. Undertaking organization wide training need analysis to design the training programmes as per needs and requirements of employees. 4. Introducing new techniques and methodologies in learning like webinars, online forums, e-courses, etc. 5. Preparing employee development plans based on the outcome of performance appraisal, Competency assessment, training need assessment, feedback etc. and implementation of skill development programs to enhance the capability of the organisation. 6. Ensuring training and orientation of the new employee in the organization. 7. Assessing training impact and ensuring effectiveness of the training program to improve the performance of the employees. 8. Ensuring that statutory training requirements are met. 9. Ensuring effective implementation of mentoring scheme. 10. Ensuring that the best training institutes and external trainers/ faculties are empanelled to provide training to the employees. 11. Creating a pool of internal trainers through certification programmes. 12. Cultivating a learning culture in the organisation through various initiatives & best practices. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators

1. Improvement in employee productivity.
2. Timely preparation of training plan.
3. Training budget utilization.
4. Employee satisfaction index.
5. No.of knowledge management practices adopted .
6. No. of mentoring sessions completed.
7. No. of employees sent for trainings outside.
8. No. of training programmes organised.
9. No. of executives covered under mentoring process.
10. Mentors pool development.
11. No. of training institutes empaneled.
12. Training cost.
13. No. of internal trainers developed.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Development, Labour laws/ Regulations, Learning methodologies, Training institutes, Training Need Analysis, Principles of adult learning, Learning curve, Simulations, HR Audit, HR Analytics, Soft skills, Case studies, Curriculum development, Training Interventions, Methodologies of training evaluation, Advanced techniques of training, Knowledge Management processes, Mentoring, Skill Development programme of GoI, The Apprenticeship Act, 1961, VTC rules, Competencies, Assessment Centre and Development Centre, Industrial Relations, Purchase manual, Civil manual, guidelines of CVC, DPE, DoPT, The RTI Act, 2005, Laws of contract, Various schemes & programmes of GoI, Multi-disciplinary knowledge, Disciplinary actions, Office procedures, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply

	<p>Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Business Acumen : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders. 4. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 6. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. 7. Customer/ Service Orientation : Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.

Role Profile	
Job Role	Associate (HRD)
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to GM (HRD)
Primary Purpose of the Role	To cultivate a learning culture in the organization and ensure employee development.
Job Location	Would have to work in CIL HQ/Subsidiary HQ
Decision Making	Would have to decision on training materials, designing courses, evaluating training programmes, training need identification, selection training institutes, faculties & participants, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Implementing the Annual Training Plan. 2. Evaluating the effectiveness of training programmes through feedback. 3. Ensuring availability of resources for training. 4. Evaluating individual and organizational development needs and designing training courses based on the needs of the organisation and the individual. 5. Revising programmes in order to adapt to changes occurring in the work environment from time to time. 6. Preparing individual development plans and follow up for implementation. 7. Ensuring timely nominations of the employees for external trainings, workshops or seminars. 8. Managing the online Training & Development module. 9. Conducting induction programmes, training closure assessment, Skill assessment, etc. 10. Providing pre training & post training onlin esupport to participants. 11. Empanelling internal trainers, external faculties & training providers. 12. Assessing the training projects & coordinating training programme of Management Trainees. 13. Compiling key learnings, training resources, training sessions and maintaining a knowledge repository for further use. 14. Managing libraries, knowledge forums, etc. 15. Organising business quizzes, young maangers quiz, knowledge competitions, best practises competitions, etc. 16. Ensuring functional assistance in ERP implementation. 17. Any other asignment as & when required.

Key Performance Indicators

1. No. of knowledge management practices adopted
2. No. of training programmes organised
3. . No of training days per employee achieved.
4. No. of executives covered under mentoring process.
5. No. of training courses designed.
6. Induction Programmes conducted.
7. Feedback from participation.
8. No. of new training institutes empaneled.
9. Training impact assessment.
10. Training needs identified.
11. No. of internal trainers developed.
12. No. of individual development plans.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Development, Labour laws/ Regulations, Learning methodologies, Training institutes, Training Need Analysis, Principles of adult learning, Learning curve, Simulations, HR Audit, HR Analytics, Soft skills, Case studies, Curriculum development, Training Interventions, Methodologies of training evaluation, Advanced techniques of training, Knowledge Management processes, Mentoring, Skill Development programme of GoI, The Apprenticeship Act, 1961, VTC rules, Competencies, Assessment Centre and Development Centre, Industrial Relations, Purchase manual, Civil manual, guidelines of CVC, DPE, DoPT, The RTI Act, 2005, Laws of contract, Various schemes & programmes of GoI, Multi-disciplinary knowledge, Disciplinary actions, Office procedures, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence,

	<p>Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical expertise : Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Strategic Orientation: Able to come out with concrete plans based on the strategic plan involving all stakeholders. Able to manage risks considering contingency factors for business advantages. 3. Communication skill : Able to convey the message convincingly and energize people so that they act towards the goal passionately. 4. Problem solving & analytical ability: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data. 5. Planning & organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 6. Collaboration and Coordination : Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones. 7. Customer/ service orientation: Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	General Manager (CSR/CD)
Department	Corporate Social Responsibility (CSR)/Community Development(CD)
Organizational Relationships	The incumbent would report to Director (Personnel)
Primary Purpose of the Role	To develop CSR strategies for sustainable growth of the business.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions on Annual Action Plan preparation, CSR budget, CSR projects, CSR implementing agencies, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Preparing and implementing CSR plans & strategies that support company's Vision, Mission & Values. 2. Monitoring implementation of CSR projects. 3. Collaborating with external agencies to undertake CSR projects, in accordance with the provision of CSR policy of the organisation. 4. Conducting impact assessment of CSR projects from time to time. 5. Conducting baseline surveys to identify the felt need of the communities and translating them into CSR projects. 6. Undertaking CSR projects in alignment with initiatives of Government of India such as Swachh Bharat Abhiyan, Make in India, Skill development programmes, Digital India Campaign, etc. 7. Communicating with different stakeholders on the CSR policies, programmes, projects & achievements. 8. Undertaking CSR projects under UN Human Development initiatives. 9. Conducting CSR audits and coordinating with Areas/ Subsidiaries. 10. Participating in national & international events on CSR and publishing sustainability reports. 11. Promoting employees to undertake voluntary efforts/ contributions towards social causes. 12. Using appropriate index/ standards & metrics for measuring progress for gauging improvements through CSR initiatives. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators

1. Adherence to CSR schedule.
2. CSR budget Utilization.
3. Stakeholders Satisfaction Index.
4. No. of promotional activities undertaken.
5. Community engagement Index.
6. No. of new program/initiative developed.
7. No. of baseline / Impact assessment surveys conducted.
8. No of schemes implemented for promoting employee voluntarism.
9. Participation in national/ international CSR events.
10. No. of CSR audits conducted.
11. No. of CSR projects completed.
12. Health, Social & Economic Index improved.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Community Development, CSR policy, Industrial Relations, Impact assessment, CSR Audit, Sustainable development & inclusive growth models, Techniques of sustainable community organisation, Health, Social & Economic development frameworks, Project Management, Sustainability reporting standards, Social dialogue, Techniques of groupwork & community organisation, Microfinancing schemes, Baseline surveys, Purchase manual, Civil manual, guidelines of CVC, DPE, The RTI Act, 2005, UN Human Development initiatives, Make in India, Swachh Bharat mission, Skill development programmes, Digital India Campaign, Schemes & programmes of GoI, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic

	<p>&international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation.Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Business Acumen : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. Customer/ Service Orientation: Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization. 4. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions. 6. Coordination & Collaboration : Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile	
Job Role	Associate (CSR/CD)
Department	Corporate Social Responsibility (CSR)/Community Development(CD)
Organizational Relationships	The incumbent would report to GM (CSR/CD)
Primary Purpose of the Role	To ensure successful completion of all CSR activities as per plan.
Job Location	CIL HQ/Subsidiary HQ/Area
Decision Making	Would have to take decisions on implementing CSR activities, identification of location for CSR projects, surveys, implementing agencies, beneficiaries, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Assisting in preparation of CSR plan and utilizing the CSR budget efficiently. 2. Monitoring & ensuring that all CSR projects are completed within budget & time. 3. Preparing tender documents, estimates, comparative statement, work orders, etc. to award contracts for CSR works. 4. Generating reportson various CSR projects undertaken. 5. Encouraging employees to participate in CSR initiatives through appropriate schemes. 6. Creating awareness about the CSR activites of the company in public and stakeholders for image building. 7. Conducting surveys and assessments to find the need & impact of CSR activites on environment, stakeholders & local community. 8. Establishing relationship with local community, organization or authorities for their support in completing CSR projects. 9. Undertaking CSR projects in alignment with initiatives of Government of India such as Swachh Bharat Abhiyan, Make in India, Skill development programmes, Digital India Campaign, etc. 10. Communicating with different stakeholders on the CSR policies, programmes, projects & achievements. 11. Undertaking CSR projects under UN Human Development initiatives. 12. Conducting CSR audits and coordinating with Areas/ Subsidiaries. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators

1. Adherence to CSR schedule.
2. No. of CSR activities completed.
3. No. of beneficiaries.
4. CSR budget Utilization.
5. Community engagement Index.
6. Stakeholders Satisfaction Index.
7. No. of CSR works awarded.
8. No. of surveys completed.
9. No. of villages covered.
10. Health, Social & Economic Index improved.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Community Development, CSR policy, Industrial Relations, Impact assessment, CSR Audit, Sustainable development & inclusive growth models, Techniques of sustainable community organisation, Health, Social & Economic development frameworks, Project Management, Sustainability reporting standards, Social dialogue, Techniques of groupwork & community organisation, Microfinancing schemes, Baseline surveys, Purchase manual, Civil manual, guidelines of CVC, DPE, The RTI Act, 2005, UN Human Development initiatives, Make in India, Swachh Bharat mission, Skill development programmes, Digital India Campaign, Schemes & programmes of GoI, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise** : Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Communication skill** : Able to convey the message convincingly and energize people so that they act towards the goal passionately.
3. **Planning & organising**: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
4. **Problem solving & analytical ability**: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
5. **Collaboration and Coordination** : Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Team Leadership**: Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
7. **Customer/ service orientation** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	General Manager (Welfare)
Department	Personnel/Industrial Relations
Organizational Relationships	The incumbent would report to Director(Personnel).
Primary Purpose of the Role	To achieve standards in Quality of Life of employees.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to decision on budget utilization, welfare projects, statutory compliances, implementing agencies, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Preparing welfare budget and ensuring its effective utilization. 2. Preparing sports calendar and monitoring various sports & welfare activities against the plan. 3. Identifying potential talents, promoting& developing them and providing oppurtunities to represent at State, national & international levels. 4. Ensuring availability of facilities such as rest rooms, drinking water facilities, canteen, etc. at workplace. 5. Ensuring state of the art infrastructure for employees like playgrounds, gymnasium,housing, club & other recreational facilities. 6. Maintaininig & upkeeping colonies, sanitation, hospitals, roads & other civic infrastructure. 7. Undertaking welfare projects for improving health, education, economic development,etc. 8. Promoting preventive healthcare through yoga, health competitions, awareness programmes on chronic diseases, childcare, personal hygiene, prenatal & post natal care, family budgeting, etc. 9. Encouraging workers education through provisions for library, reading rooms, lectures and educational programs &supporting in education of their wards through scholarships. 10. Liasoning with trade union & welfare board members for implementing the welfare plan of the organisation. 11. Conducting welfare board meetings and ensuring implementation of the decisions. 12. Adopting best practices to provide for welfare of employees. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators

1. Welfare budget utilization.
2. Timely Implementation of welfare committee recommendation.
3. Quality of welfare infrastructure.
4. No. of best practices adopted.
5. No. of sportsperson represented at State/ National/ International level.
6. Timely allocation of education and scholarship funds.
7. Availability of education facilities.
8. Availability of recreational facilities.
9. No. of sports and cultural activities organised.
10. No. of health awareness programmes organised.
11. Employee satisfaction index.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, Labour laws/ Regulations, Welfare schemes, Sports & games, NCWA, Industrial Relations, Corporate Social Responsibility, Purchase manual, Civil manual, Project Management, guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Laws of contract, Concerned state laws, Various schemes & programmes of GoI, Multi-disciplinary knowledge, GST, Arbitration, Court procedures, Office procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global

	<p>business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Team leadership: Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future. 3. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 4. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 5. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. 6. Customer/ Service Orientation: Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization. 7. Collaboration and Coordination: Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile	
Job Role	Associate (Welfare)
Department	Personnel/Industrial Relations
Organizational Relationships	The incumbent would report to GM(Welfare).
Primary Purpose of the Role	To achieve employee satisfaction by implementing welfare policy of the company.
Job Location	CIL HQ/ Subsidiary HQ/ Area
Decision Making	Would have to decision on budget utilization, welfare activities and other policy related matter, statutory compliances, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Utilizing welfare budget efficiently to organise welfare activites. 2. Coordinating with area & units to organise organisation wide sports & cultural events. 3. Identifying talented sportperson and promoting them. 4. Processing various claims of employees like scholarships, subsidies ,etc. under welfare schemes. 5. Providing quality welfare services such as rest rooms, pure drinking water facilities, canteen, etc. 6. Developing state of the art infrastructure for employees like playgrounds, clubs, gymnasium, housing, club & other recreational facilities. 7. Encouraging workers education through provisions for library, reading rooms, lectures and educational programs & scholarships. 8. Implementing best practices. 9. Conducting welfare board meetings and ensuring implementation of the decisions. 10. Promoting preventive healthcare through yoga, health competitions, awareness programmes on chronic diseases, childcare, personal hygiene, prenatal & post natal care, family budgeting, etc. 11. Ensuring functional assistance in ERP implementation. 12. Any other assignment as & when required.

Key Performance Indicators

1. Welfare budget utilization.
2. Timely Implementation of welfare committee recommendation.
3. Reduction in occupational diseases.
4. Timely allocation of education and scholarship funds.
5. Availability of education facilities.
6. Utilization of recreational facilities.
7. No. of sports and cultural activities organised.
8. Greivance settlement rate.
9. Welfare committee meetings.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, Labour laws/ Regulations, Welfare schemes, Sports & games, NCWA, Industrial Relations, Corporate Social Responsibility, Purchase manual, Civil manual, guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Laws of contract, Concerned state laws, Various schemes & programmes of GoI, Multi-disciplinary knowledge, GST, Arbitration, Court procedures, Office procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Communication skill** : Able to convey the message convincingly and energize people so that they act towards the goal passionately.
2. **Problem solving & analytical ability**: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
3. **Technical expertis**: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
4. **Planning & organising**: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
5. **Collaboration and Coordination** : Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Team Leadership**: Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
7. **Customer/ service orientation** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	General Manager (Policy Cell)
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to Director (P&IR).
Primary Purpose of the Role	To develop & implement HR strategies & processes for supporting achievement of organizational goals.
Job Location	CIL HQ
Decision Making	Would have to take decisions regarding review & implementation of policies, adopting best practices, designing schemes, developing teams, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Formulating and implementing HR policies in line with the strategic plan of the organization. 2. Designing/ improve HR subsystems like PMS, Career management, T&D, Succession Planning, Compensation Management, Recruitment, etc. 3. Continuously updating the HR systems in view of changes in the business model, Socio-Economic conditions & changing paradigms in HR. 4. Developing required organizational capabilities and implementing culture building initiatives. 5. Designing and implementing new transformational HR initiatives. 6. Implementing guidelines of DPE, MoC and other departments & govt agencies. 7. Developing and monitoring Human Resource Management System and automating HR processes. 8. Incorporating best HR practices in the organization. 9. Implementing change management strategies & processes to help employees adapt to the changing business needs. 10. Undertaking employees' surveys on various parameters and taking initiatives according to the survey findings. 11. Supporting top management with analysis of trends, analytics, etc. to make data based & informed decisions on HR matters. 12. Communicating the policies, schemes & other initiatives of the management to the employees. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators

1. No. of HR policies reviewed/ implemented.
2. No. of best practices implemented.
3. Employee engagement/ satisfaction/ trust Index.
4. No. of employee surveys conducted.
5. No. of new initiatives implemented.
6. Attrition rate.
7. Health, Social & Economic Index improved.
8. No. of HR processes automated.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, HR policies, HR Interventions, Competencies, Assessment Centre and Development Centre, Succession Planning, Work culture, PMS, Behavioural attributes at workplace, Mentoring, HR Audit, HR analytics, Impact assessment, Soft skills, Project Management, Industrial Relations, National Coal wage Agreements, Cadre Scheme, Labour laws/ Regulations, Reservation policies, Job Analysis, Quality Circles concepts, Corporate Social Responsibility, Central Pay commission, Pay revision structure, guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Multi-disciplinary knowledge, Court procedures, Disciplinary actions, Office procedures, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business

	<p>savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Business Acumen : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. People Development: Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders. 4. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 6. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. 7. Innovation : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute. 8. Customer/ Service Orientation: Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.

Role Profile	
Job Role	Associate (Policy Cell)
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to GM(Policy Cell)
Primary Purpose of the Role	To achieve standards in HR processes through various interventions for increasing the performance and improving effectiveness of the organization.
Job Location	CIL HQ
Decision Making	Would have to take decisions on implementation of policies, new HR initiatives, conducting surveys, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Assisting in the formulation and implementation of organisational policies. 2. Planning, designing & implementing modules in Human Resource Management System. 3. Identifying the best practices in the industry and adopting them to plan HR policies for the organization. 4. Coordinating with executives in the subsidiaries for implementation of various policies and redressing their grievances. 5. Reviewing the existing processes in the organization and implementing innovative & effective organizational practices in line with changing needs & trends. 6. Providing training & facilitating executives in the implementation of the online HR processes. 7. Conducting employees' surveys to find the employee satisfaction index, analyzing the data to improve employee engagement level. 8. Facilitating change management. 9. Generating various reports from HRMS to support decision making. 10. Ensuring functional assistance in ERP implementation. 11. Any other assignment as & when required.

Key Performance Indicators

1. No. of HR policies implemented.
2. No. of orientation programmes organized.
3. Employee engagement/ satisfaction index.
4. No. of employee surveys.
5. Timely completion of PMS.
6. No. of analytical reports generated.
7. No. of best practices implemented.
8. No. of online processes implemented.
9. No. of grievances resolved.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, HR policies, HR Interventions, Competencies, Assessment Centre and Development Centre, Succession Planning, Work culture, PMS, Behavioural attributes at workplace, Mentoring, HR Audit, HR Analytics, Impact assessment, Soft skills, Project Management, Industrial Relations, National Coal Wage Agreements, Cadre Scheme, Labour laws/ Regulations, Reservation policies, Job Analysis, Quality Circles concepts, Corporate Social Responsibility, Central Pay Commission, Pay revision structure, Guidelines of CVC, DPE, MoC, The RTI Act, 2005, Multi-disciplinary knowledge, Disciplinary actions, Office procedures, HRMS, Best practices in domain, Recent developments in domain, etc.

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Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Strategic Orientation:** Able to come out with concrete plans based on the strategic plan involving all stakeholders. Able to manage risks considering contingency factors for business advantages.
2. **Technical expertise :** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
3. **Communication skill :** Able to convey the message convincingly and energize people so that they act towards the goal passionately.
4. **Problem solving & analytical ability:** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
5. **Collaboration and Coordination :** Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Change Orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization
7. **Customer/ service orientation** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder, a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	General Manager (Administration)
Department	Personnel/Human Resources or any other department.
Organizational Relationships	The incumbent would report to Director (Personnel).
Primary Purpose of the Role	To achieve effectiveness at the workplace by providing best support services.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decision on empanement of hotels, housekeeping contracts, VIP visit management, quarter allotment, event management, facility management, etc.
Key Tasks	
<ol style="list-style-type: none"> 1. Preparing budget for the department and monitoring its utilization. 2. Achieving housing satisfaction by adopting fair quarter allotment processes. 3. Monitoring travel arrangements, accommodation and vehicle arrangement etc. for VIPs and other dignitaries. 4. Maintaining relationship& liasoning with central and state govt authorities for taking support during VIP visits, functions, etc. . 5. Undertaking activities for eviction of unauthorisedoccupations, land encroachment & illegal shops or other establishments. 6. Ensuring timely renewal of agreement with outsiders and monitoring compliance of agreement conditions. 7. Ensuring sanitation and cleanliness of the workplace. 8. Ensure availability of furniture, stationery and uniforms as per scheme of the organization. 9. Ensuring quality services are provided in guest houses of the organization to achieve customer satisfaction. 10. Ensuring timely & fair payment to contrators' employees and ensuring social security. 11. Adopting best practices. 12. Liaisoning with holiday homes and empaneled hotels for providing quality services to the employees. 13. Organizing functions/ events of the organization. 14. Upgrading & managing facilities for better utilization. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required. 	

Key Performance Indicators

1. Timely allotment of company quarters.
2. Guest satisfaction index.
3. No. of unauthorised quarters evicted.
4. Housing satisfaction.
5. Timely award of contracts.
6. Cost efficiency.
7. Upgradation of facilities.
8. Budget utilization.
9. Employee satisfaction Index.
10. No. of grievances resolved.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of General Management, Labour laws/ Regulations, Social security, Industrial Relations, Purchase manual, Civil manual, Principles of Administration, Public Premises Eviction Act, Interpersonal effectiveness, Team building, Event Management, guidelines of CVC, DPE, The RTI Act, 2005, Laws of contract, Concerned state laws, Various schemes & programmes of GoI, Multi-disciplinary knowledge, Arbitration, Court procedures, Disciplinary actions, Office procedures, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
3. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
4. **Customer/ Service Orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
5. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.
6. **Team Leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.

Role Profile

Job Role	Associate (Administration)
Department	Personnel/Human Resources or any other dept.
Organizational Relationships	The incumbent would report to GM (Administration).
Primary Purpose of the Role	To support GM (Administration) in providing services to departments.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding quarter allotment, renewing agreements, administration of facilities, procurements etc.

Key Tasks

1. Organising housing committee meetings & ensuring timely quarter allotment to employees.
2. Making timely arrangements for hotel, conveyance & food for delegates during functions, VIP visits and official tours to achieve satisfaction.
3. Ensuring that quality housekeeping services are provided at the workplace, guest houses and other facilities.
4. Processing proposals for procurement of office furniture, stationary & uniforms for eligible employees as per company rules.
5. Preparing tender documents, estimates, statements, work order for procurement purposes.
6. Coordinating with local authorities, State authorities and other departments for making arrangements during VIP visits.
7. Maintaining record of unauthorised quarters, land encroachment and illegal shops and completing processes required under law for eviction.
8. Making and renewing shop/ quarter agreement with outside agencies/ authorised persons.
9. Taking action for recovery of rent from outsiders.
10. Redressing the grievances of employees.
11. Organising events, VIP visits, inspections, etc.
12. Empanelling service providers for providing various services to departments & at facilities.
13. Ensuring functional assistance in ERP implementation.
14. Any other assignment as & when required.

Key Performance Indicators

1. Timely allotment of company quarters.
2. Guest satisfaction index.
3. No. of unauthorized quarters evicted.
4. Timely renewal of agreement.
5. Timely rent recovery.
6. Cost efficiency.
7. No. of grievances redressed.
8. Upgradation of facilities.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of General Management, Labour laws/Regulations, Social security, Industrial Relations, Purchase manual, Civil manual, Principles of Administration, Public Premises Eviction Act, Interpersonal effectiveness, Team building, Event Management, guidelines of CVC, DPE, The RTI Act, 2005, Laws of contract, Concerned state laws, Various schemes & programmes of GoI, Multi-disciplinary knowledge, Arbitration, Court procedures, Disciplinary actions, Office procedures, HRMS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise** : Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Communication skill** : Able to convey the message convincingly and energize people so that they act towards the goal passionately.
3. **Problem solving & analytical ability**: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
4. **Planning & organising**: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
5. **Collaboration and Coordination** : Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Customer/ service orientation**: Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	General Manager (Manpower/Recruitment) / Subsidiary
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to Director (Personnel)
Primary Purpose of the Role	To acquire right talent for the company to meet the short term & long term targets of the organization.
Job Location	Subsidiary HQ
Decision Making	Would have to take decisions related to talent acquisition, compliance of recruitment norms, selection of mode of recruitment, statutory compliances, schedule of recruitment, etc.

Key Tasks	
<ol style="list-style-type: none"> 1. Identifying current and future human resource need for the company, preparing manpower budget and formulating recruitment plan in accordance with the business strategies. 2. Undertaking activities to attract new talent and hire them to achieve short term & long term targets of the company 3. Monitoring the recruitment process to ensure compliance with company rules, govt. guidelines & norms and ensuring availability of statutory manpower. 4. Conducting special recruitment drives to fill backlog vacancies as per Reservation Policy. 5. Ensuring timely completion of employment cases under Project Affected People, VRS and dependent employment scheme of the company. 6. Ensuring timely promotion & transfer of Non- Executive manpower of the company. 7. Handling cases pending before various courts of law. 8. Liaisoning with various govt. authorities, employment agencies, trade unions for smooth functioning of the dept. 9. Developing a pool of experts for interview with advanced interviewing skills. 10. Conducting job analysis of each vacancy to identify the individuals who can fit in the requirement & existing culture of the company and appoint them appropriately. 11. Maintaining relationship with various educational institutes for hiring best talent and undertaking branding initiatives for campus hiring. 12. Adopting best practices, advanced tools & techniques for enhancing the predictability of selection of high performing individuals with right competencies. 13. Facilitating early joining of candidates and establishing contacts with the candidates post selection. 14. Developing goodwill in the job market for the organization by adopting hassle free recruitment processes, extending fair treatment even to candidates not selected. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required. 	

Key Performance Indicators

1. Acheiving MoU targets.
2. Preparation of recruitment plan.
3. No. of recruitment drives.
4. Timely disposal of employment cases.
5. Achieving recruitment targets.
6. Preparation of manpower budget.
7. Hit ratio.
8. Cost of hiring.
9. Attrition rate.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, labour laws/ Regulations, Industrial Relations, National Coal wage Agreements, Recruitment norms of GoI, Reservation policies, Assessment centres, Interviewing skills, Competencies/ skills, Techniques of manpower planning, Job analysis, Guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Concerned state laws, Multi-disciplinary knowledge, Case laws on recruitment, Court procedures, Recruitment & selection procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
5. **Customer/ Service Orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
6. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile

Job Role	Associate (Manpower/Recruitment) / Subsidiary
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to GM (Manpower/Recruitment)
Primary Purpose of the Role	To plan for the manpower requirement and acquire right talent to meet the organizational needs.
Job Location	Subsidiary HQ
Decision Making	Would have to take decision on preparation of manpower budget, screening of candidates, joining formalities, etc.

Key Tasks

1. Preparing manpower budget and recruitment plan of the organisation.
2. Identifying vacancies, selecting mode of recruitment and undertaking activities for selecting/hiring candidates.
3. Ensuring compliance with company rules, govt. guidelines & norms.
4. Identifying the backlog vacancies and conducting recruitment drives to fill the vacancies.
5. Assessing requirement of statutory manpower and ensuring their availability.
6. Attending cases in various courts arising out of disputes related to employment.
7. Ensuring timely disposal of employment cases under Project Affected People scheme, VRS and dependent employment scheme of the company.
8. Ensuring timely promotion & transfer of Non- Executive manpower of the company.
9. Preparing list of sensitive posts & transfer Non- Executives, as per rules of the company.
10. Liaisoning with various govt. authorities, employment agencies, trade unions for smooth functioning of the dept.
11. Facilitating in the joining of selected candidates.
12. Processing files for DPC and other modes of recruitment.
13. Collecting data for conducting job analysis of each vacancy.
14. Undertaking employer branding initiatives.
15. Ensuring functional assistance in ERP implementation.
16. Any other assignment as & when required.

Key Performance Indicators

1. Timely holding of DPC.
2. Achieving recruitment targets.
3. Preparation of recruitment plan.
4. No. of recruitment drives.
5. Timely disposal of employment cases.
6. Preparation of manpower budget.
7. Hit ratio.
8. Cost of hiring.
9. Attrition rate.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, labour laws/ Regulations, Industrial Relations, National Coal wage Agreements, Recruitment norms of GoI, Reservation policies, Assessment centres, Interviewing skills, Competencies/ skills, Techniques of manpower planning, Job analysis, Guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Concerned state laws, Multi-disciplinary knowledge, Case laws on recruitment, Court procedures, Recruitment & selection procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

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Managerial & Behavioral Competencies

1. **Technical expertise** : Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Communication skill** : Able to convey the message convincingly and energize people so that they act towards the goal passionately.
3. **Problem solving & analytical ability**: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
4. **Planning & organising**: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
5. **Collaboration and Coordination** : Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Customer/ service orientation** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	General Manager (Manpower/Recruitment) / CIL
Department	Personnel/Human Resources
Organizational Relationships	The incumbent would report to Director (P&IR)
Primary Purpose of the Role	To acquire right talent for the company to meet the short term & long term targets of the organization.
Job Location	CIL HQ
Decision Making	Would have to take decisions related to talent acquisition, compliance of recruitment norms, selection of mode of recruitment, statutory compliances, schedule of recruitment, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Identifying current and future human resource need for the company and formulating recruitment plan in accordance with the business strategies. 2. Undertaking activities to attract new talent and hire them to achieve short term & long term targets of the company. 3. Ensuring timely training closure & confirmation of trainees. 4. Monitoring the recruitment process to ensure compliance with company rules, govt. guidelines & norms and ensuring availability of statutory manpower. 5. Conducting special recruitment drives to fill backlog vacancies as per Reservation Policy. 6. Handling cases pending before various courts of law. 7. Liaisoning with various govt. authorities, educational institutes and employment agencies. 8. Developing a pool of experts for interview with advanced interviewing skills. 9. Conducting job analysis of each role to identify the individuals who can fit in the requirement & existing culture of the company and appoint them appropriately. 10. Undertaking employer branding initiatives to attract best talent. 11. Adopting best practices, advanced tools & techniques for enhancing the predictability of selection of high performing individuals with right competencies. 12. Facilitating early joining of candidates and establishing contacts with the candidates post selection. 13. Developing goodwill in the job market for the organization by adopting hassle free recruitment processes, extending fair treatment even to candidates not selected, etc. 14. Preparing/ revising syllabus/ question papers for written examinations, interview parameters, selection norms, etc. from time to time as per business requirement. 15. Empaneling service providers and experts. 16. Any other assignment as & when required.

Key Performance Indicators

1. Acheiving MoU targets.
2. Preparation of recruitment plan.
3. No. of recruitment drives.
4. Timely disposal of employment cases.
5. Achieving recruitment targets.
6. Preparation of manpower budget
7. Hit ratio.
8. Cost of hiring.
9. Attrition rate.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, labour laws/ Regulations, Industrial Relations, National Coal wage Agreements, Recruitment norms of GoI, Reservation policies, Assessment centres, Interviewing skills, Competencies/ skills, Techniques of manpower planning, Job analysis, Guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Concerned state laws, Multi-disciplinary knowledge, Case laws on recruitment, Court procedures, Recruitment & selection procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
5. **Customer/ Service Orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
6. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile	
Job Role	Associate (Manpower/Recruitment) / CIL
Department	Personnel / Human Resources
Organizational Relationships	The incumbent would report to GM (Manpower & Recruitment).
Primary Purpose of the Role	To plan for the manpower requirement and acquire right talent to meet the organizational needs.
Job Location	CIL HQ
Decision Making	Would have to take decision on preparation of manpower budget, screening of candidates, joining formalities, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Assisting in preparation of recruitment plan of the organisation. 2. Identifying vacancies, selecting mode of recruitment and undertaking activities for selecting/hiring candidates. 3. Ensuring verification of antecents, certificates & other testimonials of candidates. 4. Coordinating training closure examinations & confirmation of trainees. 5. Ensuring compliance with company rules, govt. guidelines & norms. 6. Identifying the backlog vacancies and conducting recruitment drives to fill the vacancies. 7. Assessing requirement of statutory manpower and ensuring their availability. 8. Attending cases in various courts arising out of disputes related to employment. 9. Liaisoning with various govt. authorities, employment agencies & educational institutes. 10. Facilitating early joining of candidates and establishing contacts with the candidates post selection. 11. Collecting data for conducting job analysis of each vacancy. 12. Undertaking employer branding initiatives. 13. Preparing/ revising syllabus/ question papers for written examinations, interview parameters, selection norms, etc. from time to time as per business requirement. 14. Coordinating written examinations & interviews. 15. Empaneling service providers and experts. 16. Ensuring functional assistance in ERP implementation. 17. Any other assignment as & when required.

Key Performance Indicators

1. Timely holding of DPC.
2. Achieving recruitment targets.
3. Preparation of recruitment plan.
4. No. of recruitment drives.
5. Timely disposal of employment cases.
6. Preparation of manpower budget.
7. Hit ratio.
8. Cost of hiring.
9. Attrition rate.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, labour laws/ Regulations, Industrial Relations, National Coal wage Agreements, Recruitment norms of GoI, Reservation policies, Assessment centres, Interviewing skills, Competencies/ skills, Techniques of manpower planning, Job analysis, Guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Concerned state laws, Multi-disciplinary knowledge, Case laws on recruitment, Court procedures, Recruitment & selection procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise** : Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Communication skill** : Able to convey the message convincingly and energize people so that they act towards the goal passionately.
3. **Problem solving & analytical ability**: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
4. **Planning & organising**: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
5. **Collaboration and Coordination** : Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Customer/ service orientation** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	General Manager (Non Executive Establishment)
Department	Personnel / Human Resources
Organizational Relationships	The incumbent would report to Director (Personnel)
Primary Purpose of the Role	To execute HR strategies for achieving organizational goals.
Job Location	Subsidiary HQ
Decision Making	Would have to take decision on benefits administration, statutory compliance, promotion, transfers, manpower planning, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring timely implementation of wage revisions, pay fixation and administration of other benefits. 2. Ensuring statutory compliances under labour laws. 3. Ensuring timely disposal of compassionate employment/ compensation cases. 4. Ensuring training and development of employees for upgrading their skills. 5. Ensuring proper maintainance & updation of employee records. 6. Implementing employee grievance redressal mechanism and monitoring its effectiveness. 7. Ensuring data updation in NEIS. 8. Ensuring timely promotion, transfer and posting of non-executives. 9. Ensuring workplace discipline and undertake measures to maintain discipline among executives. 10. Ensuring timely settlement of post retirement benefits. 11. Ensuring timely completion of all disciplinary cases against non-executives to avoid hardship. 12. Ensuring timely action on applications/ claims of non-executives relating to resignations, tours, etc. and resolving grievances. 13. Effectively dealing with court cases, parliamentary matters, VIP references, RTI, etc. 14. Ensuring timely confirmation of training period of non-executives. 15. Ensuring effective implementation of Performance Management System for supervisory & non-supervisory employees. 16. Implementing new initiatives for innovation & learning. 17. Ensuring functional assistance in ERP implementation. 18. Any other assignment as & when required.

Key Performance Indicators

1. Timely Holding of DPC Process .
2. Timely rotation of sensitive post employees.
3. Timely settlement of employment/ compensation related cases.
4. Timely settlements of claims and benefits.
5. Timely implementation of wage agreement.
6. Implementation of new initiatives.
7. No. of grievances settled.
8. No. of QC formed.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, labour laws/ Regulations, Industrial Relations, National Coal wage Agreements, Social Security, Negotiation skills, Performance Management system, Reservation policies, Continuous improvement techniques, Knowledge Management, Employee counselling, Standing orders, Guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Schemes & programmes of GoI, Multi-disciplinary knowledge, Arbitration/ conciliation, Court procedures, Disciplinary actions, Case laws, Office procedures, NEIS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **People Development:** Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.
3. **Problem Solving & Analytical Ability:** Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to anticipate problems & take proactive measures. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS].
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Customer/ Service Orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.

Role Profile	
Job Role	Associate (Non Executive Establishment)
Department	Personnel / Human Resources
Organizational Relationships	The incumbent would report to GM (P&IR)/ GM (Non-Executive Establishment)
Primary Purpose of the Role	To implement the Personnel/HR processes effectively for achieving organisational goals.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decision on benefits administration, promotion, statutory compliances, NEIS, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Maintaining and updating employee service records. 2. Administration of various employee benefits schemes. 3. Implementing new initiatives for improving employee productivity. 4. Implementing wage revision structures. 5. Ensuring timely initiation of action for promotion, confirmation, transfer, posting & retirement of Non- Executives. 6. Ensuring verification of certificate , documents & character antecedents of Non-Executives. 7. Processing of disciplinary action cases. 8. Ensuring timely completion of PMS process for supervisory & non-supervisory employees. 9. Processing files for timely disposal of compassionate employment cases. 10. Ensuring timely redressal of employee grievances. 11. Processing & submission of various information to different authorities & dept. 12. Maintaining various statutory forms & records. 13. Ensuring regular updation of data in NEIS. 14. Processing applications/ claims of executives relating to resignations, NOC, tours, etc. 15. Coordinating with Areas & Subsidiaries for timely action on various instructions & guidelines. 16. Ensuring functional assistance in ERP implementation. 17. Any other assignment as & when required.

Key Performance Indicators

1. Timely holding of DPC.
2. Timely promotion & transfer.
3. Timely updation of employee data.
4. Maintenance of employee records & registers.
5. Timely settlement of employment cases.
6. Timely settlements of claims and benefits.
7. No. of grievances resolved.
8. Timely completion of PMS process.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Human Resource Management, Labour laws/ Regulations, Industrial Relations, National Coal wage Agreements, Social Security, Negotiation skills, Performance Management system, Reservation policies, Continuous improvement techniques, Knowledge Management, Employee counselling, Standing orders, Guidelines of CVC, DPE, The RTI Act, 2005, The Mines act, 1952, Schemes & programmes of GoI, Multi-disciplinary knowledge, Arbitration/ conciliation, Court procedures, Disciplinary actions, Case laws, Office procedures, NEIS, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Communication skill** : Able to convey the message convincingly and energize people so that they act towards the goal passionately.
2. **Problem solving & analytical ability**: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
3. **Technical expertise** : Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
4. **Planning & organising**: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
5. **Collaboration and Coordination** : Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
6. **Team Leadership**: Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
7. **Customer/ service orientation**: Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER MEDICAL DISCIPLINE

DISCIPLINE- Medical Discipline

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	CMS	Medical	CIL HQ/ Subsidiary HQ/ Central Hospital	Board level Functional Director	345-347
2	Principle (Nursing School)	Medical	Nursing school office	Director	348-350
3	Area Medical Officer	Medical	Area Hospital	Area GM	351-354
4	Dispensary Incharge	Medical	Dispensaries	GM	355-357
5	HOD (Concerned specialization)	Medical	Hospital	CMS	358-360

Role Profile	
Job Role	CMS
Department	Medical
Organizational Relationships	The incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To achieve excellence in health care in the company.
Job Location	CIL HQ/ Subsidiary HQ/ Central hospital.
Decision Making	Would have to take decisions regarding upgradation of medical facilities, planning and implementation of various medical policies and schemes, introduction of latest technologies, CSR activities, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Developing best systems and practices and setting a benchmark in medical field. 2. Devising new schemes & policies so as to provide medical benefits to employees & their dependants. 3. Planning for continuous upgradation of all hospitals & dispensaries including preventive, curative and rehabilitative services. 4. Introducing IT interventions, quality infrastructure, etc. and ensuring that state of the art medical facilities are available to the beneficiaries. Liasoning and coordinating with various state authorities to implement various govt. national health programmes. 5. Supervising procurement & distribution of medicines, consumables & various medical equipment. 6. Planning & ensuring implementation of planned CSR/ welfare activities related to medical field. 7. Creating awareness in the public on the various aspects of health and to equip people in taking preventive health steps, through awareness campaigns. 8. Achieving ISO, NABL, OHSAS, SA 8000 accreditations for medical services. 9. Ensuring a robust disaster management system in the hospital to meet emergencies. 10. Constituting medical boards for various purposes under different rules and controlling their functioning. 11. Taking measures for empanement of hospitals for medical service to employees & retirees. 12. Administering MAR, CPRMSE & CPRMSNE. 13. Achieving targets of PME & maintaining health records. 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators

1. Percentage patient satisfaction.
2. No. of hospitals upgraded.
3. No. of CMEs conducted.
4. Medicine usage percentage.
5. External certifications and recognition obtained.
6. No. of CSR beneficiaries.
7. No. of best practices adopted.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Medicine/ other specializations in medical science, various govt schemes related to healthcare, Hospital Administration, Disaster Management System, Biomedical Waste Management System, Occupational Disease, IT initiatives in medical, Finance Manual, GFR ,ISO, NABL, OHSAS, SA 8000Standards, 5S, TQM, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, safety procedures, The Mines Act,1952, Mine regulation, concerned state laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **People Development:** Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.
3. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
5. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
6. **Innovation :** Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.
7. **Customer/ Service Orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.

Role Profile	
Job Role	Principal(Nursing School)
Department	Medical
Organizational Relationships	Reports to Director.
Primary Purpose of the Role	To ensure supply of paramedical staff.
Job Location	Nursing school office
Decision Making	Would have to take decisions regarding recruitment of faculties,admission of students, examination schedules, designing course structure, development of infrastructure and other facilities.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring smooth functioning of nursing school and hostel. 2. Issuing notification of vacancies on time. 3. Ensuring development of faculty and students. 4. Undertaking measures for continuously upgrading teaching programs and process enhancements. 5. Securing accreditations and maintaining the standards. 6. Establishing network with hospitals and healthcare services for training and placement of students. 7. Supervising student's welfare, health and security services. 8. Ensuring that proper guidance and counselling is provided to students. 9. Ensuring that examinations are conducted on time. 10. Preparing budgetary proposals. 11. Developing/ upgrading infrastructure of the institute. 12. Ensuring functional assistance in ERP implementation. 13. Acquiring advanced training resources.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Introduction of latest teaching techniques and methods. 2. Students turnover 3. Percentage placement. 4. Availability of latest infrastructure. 5. No. of best practices adopted. 6. Initiatives for system improvement. 7. No. of external certifications and recognition received.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of General administration, Domain knowledge, various govt schemes related to healthcare, Hospital Administration, Occupational Disease, ISO 9001/2008, SA 8000 standards, IT initiatives, guidelines of CVC, DPE, Faculty development techniques, Rules & regulations of Nursing council of India, Multi-disciplinary knowledge Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment),etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **People Development:** Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.

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| | <ol style="list-style-type: none">5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.6. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.7. Innovation : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute. |
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Role Profile

Job Role	Area Medical Officer
Department	Medical
Organizational Relationships	Reports to Area GM
Primary Purpose of the Role	To implement healthcare framework in the area.
Job Location	Area hospital
Decision Making	In upgradation of hospitals, procurement of equipments, medicines requirements, implementation of various healthcare programmes, patient referrals, etc.

Key Tasks

1. Undertaking activities for supervision, administration and upgradation of hospitals & dispensaries including preventive, curative and rehabilitative services.
2. Coordinating with govt. authorities to provide medical services and with pollution control board for proper disbursement of biomedical waste generated.
3. Liaisoning with community leaders and various social welfare agencies in the area and involving them to the best advantage in the promotion of health programmes in the area.
4. Preparing operational plans and ensuring effective implementation of national health and family planning programmes in the area including education, motivation and delivery of services and after care and ensuring maximum coverage of the target population.
5. Ensuring adequate supplies of vaccines, medicines, instruments, other items required from time to time and their proper storage and usage.
6. Supervising procurement & distribution of medicines, consumables & various medical equipment.
7. Supervising work periodically in dispensaries and area hospitals to give them the necessary guidance and direction.
8. Achieving PME targets of the area.
9. Planning & ensuring implementation of planned CSR/ welfare activities related to medical.
10. Monitoring the referrals of employees & their dependents as per laid down guidelines.
11. Achieving ISO, NABL, OHSAS, SA 8000 accreditations for medical services in the area.
12. Ensuring regular update of inventory and stock register of all the stores and equipment supplied and its correct accounting.
13. Ensuring preparedness to meet emergencies and outbreak of epidemic in the area.
14. Ensuring functional assistance in ERP implementation.
15. Any other assignment as & when required.

Key Performance Indicators

1. Health indicators improved.
2. Percentage reduction in healthcare cost per employee.
3. Percentage patient satisfaction.
4. No. of hospitals upgraded.
5. No. of CMEs conducted.
6. Medicine usage percentage.
7. External certifications and recognition obtained.
8. No. of CSR beneficiaries.
9. No. of best practices adopted.
10. Percentage of PME achieved.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Medicine/ other specializations in medical science, various govt schemes related to healthcare, Hospital Administration, Disaster Management System, Biomedical Waste Management System, Occupational Disease, IT initiatives in medical, Finance Manual, GFR ,ISO, NABL, OHSAS, SA 8000Standards, 5S, TQM, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, safety procedures, The Mines Act, 1952, Mine regulation, concerned state laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Change orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes

Job Specification

required in the organization.

4. **People Development** : Able to coach and mentor the subordinates in order to help them perform better. Able to evaluate performance, provide feedback and training to overcome the gaps and encourage the subordinates to reach their full potential.

Able to provide workplace that fosters the development of others.

5. **Customer/ Service Orientation** : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

6. **Problem Solving & Analytical ability** : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Dispensary in-charge
Department	Medical
Organizational Relationships	Reports to GM
Primary Purpose of the Role	To provide medical care facilities in the unit.
Job Location	Dispensaries
Decision Making	Would have to take decisions related to upgradation of dispensaries, medicines requirements, implementation of various healthcare programmes, training of staff, planning CSR camps, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Attending medical emergencies in mine. 2. Examining & treating patients, screening cases needing specialized medical attention and refer them to higher centres. 3. Ensuring PME of employees & IME of contractual workers. 4. Making suitable arrangements for laboratory services for proper diagnosis of doubtful cases and provide guidance to the technicians & staff. 5. Implementing various national health & family welfare programs in the unit. 6. Taking active part in formulation of development plans of the dispensary. 7. Ensuring adequate supplies of vaccines, consumables medicines, instruments, miscellaneous items required from time to time and their proper storage & usage. 8. Ensuring cleanliness inside and outside the premises and also proper maintenance of equipment. 9. Ensuring preparedness to meet exigencies and outbreak of epidemic in his/her area. 10. Conducting CSR and medical awareness camps, competitions, etc. 11. Ensuring maintenance of the prescribed records and submission of reports and returns. 12. Educating people on disease prevention measures and health maintenance. 13. Ensuring functional assistance in ERP implementation. 14. Ensuring availability of ambulance services in the unit.

Key Performance Indicators

1. Health indicators improved.
2. Percentage reduction in healthcare cost per employee.
3. Percentage patient satisfaction. Medicine usage percentage.
4. External certifications and recognition obtained.
5. No. of CSR beneficiaries.
6. No. of best practices adopted.
7. Percentage of PME/ IME achieved

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Medicine/ other specializations in medical science, various govt schemes related to healthcare, Hospital Administration, Disaster Management System, Biomedical Waste Management System, Occupational Disease, IT initiatives in medical, Finance Manual, GFR ,ISO, NABL, OHSAS, SA 8000Standards, 5S, TQM, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, safety procedures, The Mines Act, 1952, Mine regulation, concerned state laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

- 1. Communication skill :** Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
- 2. Problem solving & analytical ability:** Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
- 3. Technical expertise :** Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.
- 4. Planning & organising:** Able to see the 'Big Picture' of the work in the organizational context. Able to concretize the work in the context of the organizational strategies. Able to see clearly the short term goals keeping in pace with the time. Able to understand the 'whole' and factors that leads to it and unite the interdependent parts. Able to group activities, prioritize and focus on critical activities that have maximum impact on the end goal. Able to use techniques like CPM, PERT, etc.
- 5. Customer/ service orientation:** Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.

Role Profile	
Job Role	HOD (Concerned specialization)
Department	Medical
Organizational Relationships	Reports to CMS
Primary Purpose of the Role	To provide proper treatment and quality medical services to patients.
Job Location	Hospital
Decision Making	Would have to take decisions regarding treatment & referral of patients, requirement of instruments, Planning & implementation of CSR camps.

Key Tasks
<ol style="list-style-type: none"> 1. Examining, diagnosing, treating patients, prescribing medications and performing surgeries, whenever reqd. 2. Ensuring availability of equipment & consumables and their maintenance. 3. Referring patients to higher centres as & when reqd. 4. Planning and conducting camps under CSR. 5. Organizing health awareness programmes for different segments of employees and wards. 6. Providing opportunities to subordinates for skill upgradation and professional advancement. 7. Achieving IME/ PME targets. 8. Upgrading equipments/ techniques & procedures in the respective specialization. 9. Undertaking studies & understanding patterns for implementing strategies for improvement in healthcare in the respective files. 10. Building health awareness amongst employees on critical illness, hygiene, diet, lifestyle, etc. 11. Collaborating with other specializations for effective health services. 12. Developing diagnostic & healthcare capabilities in respective specialization. 13. Developing subordinates medical officers & paramedical staff with current knowledge & techniques. 14. Implementing use of IT interventions in healthcare systems. 15. During mass fatalities & epidemics, alerting disaster management team for quick response and proper & smooth management of patients as well as redressal of public grievances. 16. Inspecting mortuary for its smooth functioning, maintaining log books of mortuary. 17. Preparing, testing and implementing disaster plan. 18. Ensuring functional assistance in ERP implementation. 19. Any other assignment as & when required.

Key Performance Indicators

1. No. of CMEs attended.
2. Treatment success rate of respective specialization.
3. Availability of medicine and consumables.
4. Medicine usage percentage.
5. Initiatives for system improvement.
6. No. of medical equipment and machines upgraded.
7. Percentage patient satisfaction.
8. No. of best practices adopted.
9. Achievement of PME targets.
10. Equipment maintenance.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Medicine/ other specializations in medical science, various govt schemes related to healthcare, Hospital Administration, Disaster Management System, Vaccination, Biomedical Waste Management System, Occupational Disease, IT initiatives in medical, Finance Manual, GFR ,ISO, NABL, OHSAS, SA 8000Standards, 5S, TQM, Civil manual, Purchase manual, guidelines of CVC, DPE, Arbitration, safety procedures, The Mines Act, 1952, Mine regulation, concerned state laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Change orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
4. **People Development :** Able to coach and mentor the subordinates in order to help them perform better. Able to evaluate performance, provide feedback and training to overcome the gaps and encourage the subordinates to reach their full potential.
Able to provide workplace that fosters the development of others.
5. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data

**CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS
IDENTIFIED UNDER RAJBASHA DISCIPLINE**

DISCIPLINE- Rajbhasha Discipline

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	HOD (Rajbhasha)	Rajbhasha	CIL HQ/ Subsidiary HQ	Concerned Functional Director	362-364
2	Associate (Rajbhasha)	Rajbhasha	CIL HQ/ Subsidiary HQ	GM (P&IR)/ (Personnel)	365-367

Role Profile	
Job Role	HOD (Rajbhasha)
Department	Rajbhasha
Organizational Relationships	The incumbent would report to the concerned Functional Director
Primary Purpose of the Role	To promote use of official language across the organization.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding promotional activities, publishing magazines, trainings, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Taking measures to promote use of Hindi in the organisation. 2. Ensuring use of hindi in office correspondences by way of translation, training, bi-lingual formats and templates. 3. Ensuring timely publication of in-house magazines, creating visuals, preparing stationaries, creating advertisements and other promotional materials in Hindi. 4. Ensuring compliance with government directives on official language, parliamentary and standing committee deliberations. 5. Preparing official documents such as letters, minutes, notices, memos, reports, presentations, proposal, office orders, indents etc. in Hindi. 6. Organising meetings, awareness programs and other events like Rajbhasha pakhwada, Hindi workshops etc. 7. Providing support in office automation. 8. Liasoning with govt, officials, departments & committees on offocial language. 9. Submitting reports on official language implementation & maintaining proper records. 10. Adopting innovative practices for propogation of use of Rajbhasha. 11. Segmenting employees on their capabilities of using Rajbhasha & adopting customized interventions. 12. Adopting communication strategies to bring attitudinal change towards Rajbhasha. 13. Establishing & maintaining library sections on Rajbhasha. 14. Providing support in use of Rajbhasha with easiness by way of providing ready-to-use templates, reference kits, charts, etc. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. Budget utilization.
2. Timely publication of magazines.
3. Percentage translation of material.
4. No. of documents issued in Hindi
5. No. of workshops conducted.
6. Percentage of employees trained on Rajbhasha.
7. Percentage of non- hindi employees trained on Rajbhasha.

Knowledge Domain

Technical knowledge & skill: Knowledge of Rajbhasha, Rajbhasha Adhiniyam 1976, Unicode, relevant laws, guidelines of CVC, The RTI Act, 2005, Schemes & programmes of GoI, Multi-disciplinary, Communication skills, Presentation skills, Language skills (English, Hindi & other relevant local language), Event Management, Creative writing, Graphic Designing tools, Computer skills, Office procedures, Best practices in domain, Recent developments in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Communication skill:** Able to inspire and motivate people so that they

<p style="text-align: center;">Managerial & Behavioral Competencies</p>	<p>make extra efforts to act on the message to generate extraordinary outcome beyond expected level.</p> <ol style="list-style-type: none"> 3. Team leadership: Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future. 4. Collaboration and Coordination: Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects. 5. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data
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Role Profile	
Job Role	Associate (Rajbhasha)
Department	Rajbhasha
Organizational Relationships	The incumbent would report to GM (P&IR)/GM(Personnel)
Primary Purpose of the Role	To promote use of official language across the organization.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions regarding promotional activities,publishing magazines, trainings, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Taking measures to promote use of Hindi in the organisation. 2. Ensuring use of hindi in office correspondences by way of translation, training, bi-lingual formats and templates. 3. Ensuring timely publication of in-house magazines, creating visuals, preparing stationaries, creating advertisements and other promotional materials in Hindi. 4. Ensuring compliance with government directives on official language, parliamentary and standing committee deliberations. 5. Preparing official documents such as letters, minutes, notices, memos, reports, presentations, proposal, office orders, indents etc. in Hindi. 6. Organising meetings, awareness programs and other events like Rajbhasha pakhwada, Hindi workshops etc. 7. Providing support in office automation. 8. Liasoning with govt, officials, departments & committees on offocial language. 9. Submitting reports on official language implementation & maintaining proper records. 10. Adopting innovative practices for propogation of use of Rajbhasha. 11. Segmenting employees on their capabilities of using Rajbhasha & adopting customized interventions. 12. Adopting communication strategies to bring attitudinal change towards Rajbhasha. 13. Establishing & maintaining library sections on Rajbhasha. 14. Providing support in use of Rajbhasha with easiness by way of providing ready-to-use templates, reference kits, charts, etc. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. Budget utilization.
2. Timely publication of magazines.
3. Percentage translation of material.
4. No. of documents issued in Hindi
5. No. of workshops conducted.
6. Percentage of employees trained on Rajbhasha.
7. Percentage of non- hindi employees trained on Rajbhasha.

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Rajbhasha, Rajbhasha Ashiniyam 1976, Unicode, relevant laws, guidelines of CVC, The RTI Act, 2005, Schemes & programmes of GoI, Multi-disciplinary, Communication skills, Presentation skills, Language skills (English, Hindi & other relevant local language), Event Management, Creative writing, Graphic Designing tools, Computer skills, Office procedures, Best practices in domain, Recent developments in the domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.

**Managerial
& Behavioral
Competencies**

3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
4. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.
5. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER LEGAL DISCIPLINE

DISCIPLINE- Legal Discipline

S. No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	GM (Legal)	Legal	CIL HQ/ Subsidiary HQ	Board level Functional Director	369-372
2	Associate (Legal)	Legal	CIL HQ/ Subsidiary HQ	General Manager (Legal)	373-375

Role Profile

Job Role	GM (Legal)
Department	Legal
Organizational Relationships	The incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To safeguard the interest of the organization in various legal matters and provide legal support in various business decisions.
Job Location	CIL HQ/ Subsidiary HQ.
Decision Making	Would have to take decision on empanement/engaging of advocates/senior advocates, arranging to provide legal support to client departments in various proceedings before courts of law, tribunals, arbitration, providing legal opinions and building strategy for contesting/defending legal proceedings.

Key Tasks

1. Defending company cases in courts, at arbitration and other judicial & quasi-judicial hearings.
2. Final vetting of drafts of all important pleadings.
3. Providing in-house legal opinion on various queries arising out of contracts, employment cases, company rules, policies, or business transactions involving the company.
4. Providing in-house legal advisory as and when sought.
5. Coordinating with empaneled advocates and law firms, for smooth carriage of proceedings of cases at courts /tribunals/arbitration.
6. Arranging to seek legal opinion from advocate/ senior advocates/ law firms/ legal consultants
7. Providing legal assistance to other departments in drafting agreements and tender documents and any modifications thereof.
8. Providing legal vetting of documents
9. Undertaking legal awareness activities to educate employees on compliances and legal requirements.
10. Understanding the changes in legal system & trends in judicial pronouncements and suggesting required changes in the company's policies & procedures.
11. Analyzing legal cases, identification of areas of improvements and suggesting changes to client departments on request.
12. Providing interpretation of laws and judicial pronouncements as and when requested.
13. Processing of professional bills of lawyers.
14. Devising department's internal policy or Standard Operating Procedure on various activities of Legal Department for its proper functioning.
15. Ensuring communication of judgments, orders, arbitral awards of matters involving the company to the concerned department.
16. Empanelment of advocates/ law firms for Supreme Court of India/various High courts/ courts below High Courts and tribunals.
17. Ensuring continual training in knowledge domain of subordinates.
18. Ensuring functional assistance in ERP implementation.
19. Any other assignment as & when required corresponding to the knowledge domain and competency of legal department.

Key Performance Indicators

1. No. of legal awareness programmes conducted.
2. Number of legal opinions rendered in house.
3. Number of external legal opinions obtained
4. Vetting of documents done in-house completion ratio.
5. Vetting of documents through outside lawyers completion ratio.
6. No. of judgements/ orders communicated.

Job Specification

Knowledge Domain

Technical knowledge: Knowledge of Laws, Legal system, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Multi-disciplinary knowledge, Recent developments in domain, Corporate governance & regulatory frameworks, Best practices in domain, Court proceedings, Case laws, Best practices in domain, Recent developments in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic Orientation:** Able to come out with concrete plans based on strategic plan for proper litigation management including engaging lawyers commensurating their area of expertise and proficiency in each case.
2. **Problem Solving & Analytical Skill:** Able to take proactive measures to identify potential areas of legal problems and suggesting t measures to address them by taking into consideration all stakeholders to concerned department. Able to solve problems using out of the box thinking. Able to use data analysis tools and techniques; collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.
3. **Communication skills:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. Able to lucidly communicate legal complexities and concepts to client departments for achieving business goals.
4. **Decision Making:** Able to take decisions on complex issues by employing legal strategies for defending the interest of the company and ensuring smooth litigation management.
5. **Result Orientation:** Able to bring in new processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Customer orientation:** Able to ensure better liasion and coordination between client departments and lawyers.

Role Profile

Job Role	Associate (Legal)
Department	Legal
Organizational Relationships	The incumbent would report to General Manager(Legal)
Primary Purpose of the Role	To ensure that the organization adheres to the legal compliances so as to avoid any risks.
Job Location	CIL HQ/ Subsidiary HQ.
Decision Making	Would have to take decisions on preparing comments, legal vetting, preparing replies, giving opinions, etc.

Key Tasks

1. Preparing legal letters, agreements, parawise comments, writ, etc.
2. Monitoring compliance of laws and regulations for all operations in the organization.
3. Studying contracts and legal documents to make sure that they are in accordance to rules & regulations of the organization & govt. guidelines.
4. Attending and handling legal cases of the company.
5. Ensuring documentation and record keeping of all the legal documents.
6. Liasoning and coordinating with legal consultants/ agencies/ empaneled lawyers to handle legal cases and dispute resolutions.
7. Organising programmes for legal literacy in the organisation.
8. Scrutinizing proposals, documents. agreements, etc legal vetting
9. Coordinating legal audits and implementing recommendations.
10. Monitoring implementation of judgements & orders of courts.
11. Assisting in empanement of advocates.
12. Ensuring functional assistance in ERP implementation.
13. Any other assignment as & when required.

Key Performance Indicators

1. No. of legal awareness programmes conducted.
2. No. of litigation closed.
3. Ratio of cases won by the company.
4. Ratio of expenditure on litigations.
5. No. of cases settled through alternative mechanisms.
6. No. of legal audits completed.
7. Vetting of documents completion ratio.
8. No. of judgements/ orders implemented.

Job Specification

Knowledge Domain

Technical knowledge: Knowledge of Laws, Legal system, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Multi-disciplinary knowledge, Recent developments in domain, Corporate governance & regulatory frameworks, Best practices in domain, Court proceedings, Case laws, Best practices in domain, Recent developments in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Communication skills:** Able to convey the message convincingly and energize people so that they act towards the goal passionately.
3. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
4. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Collaboration and Coordination:** Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to

mitigate the same for timely achievements of milestones.

6. **Problem Solving & Analytical ability** : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

**CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS
IDENTIFIED UNDER SECRETARIAT DISCIPLINE**

DISCIPLINE- Secretariat Discipline

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	Executive Secretary	Sec.	CIL HQ/ Subsidiary HQ	Concerned CMD/Director	377-379

Role Profile	
Job Role	Executive Secretary
Department	Secretariat
Organizational Relationships	The incumbent would report to concerned CMD/ Director
Primary Purpose of the Role	To efficiently manage the office of the Chief Executives.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decision regarding scheduling meetings, reply to emails, visitor management, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Planning and scheduling meetings and appointments. 2. Prioritize and follow up important issues and concerns to Chief Executives. 3. Managing the day to day work of Secretariat. 4. Organizing and maintaining files and records of the office. 5. Managing office correspondence & communication. 6. Coordinating with areas and other establishments. 7. Visitor, travel and guest management. 8. Managing telephone calls, emails and preparing presentations, reports, etc. 9. Managing events. 10. Monitoring VIP references, VIP visits & visits of various committees & dignitaries. 11. Liasoning with govt. officials & other key stakeholders. 12. Scheduling important events, visits, etc. of the Chief Executives. 13. Managing stationaries & office supplies. 14. Coordinating with other dept. for effectively managing guest houses & office facilities. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. No. of meetings successfully organized.
2. Guest Management.
3. No. of events organized.
4. Customer satisfaction.
5. Timely compliance of action discussed.
6. Timely report submission.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of the discipline concerned, Office procedures, office Management, File Management System, Interpersonal skills, Report writing, The RTI Act, 2005, E-communication skills, Business Communication, Communication skills, Presentation skills, Multi-disciplinary knowledge, Office etiquettes, Time Management, Soft skills, Computer skills, Language skills, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.

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| | <ol style="list-style-type: none">3. Change orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.4. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.5. Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.6. Team leadership : Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.7. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data. |
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CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER SECURITY DISCIPLINE

DISCIPLINE- Security Discipline

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	HOD/GM (Security)	Security	CIL HQ/ Subsidiary HQ	Director (Personnel)	381-383
2	Area Security Officer	Security	Area/Project	AGM	384-386

Role Profile	
Job Role	HOD/GM (Security)
Department	Security
Organizational Relationships	The incumbent would report to Director(Personnel).
Primary Purpose of the Role	To provide security to the assets & resources of the organisation.
Job Location	CIL HQ/ Subsidiary HQ.
Decision Making	Would have to take decisions on security contracts, deployment of security officer and security surveillance measures, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Monitoring security system of the company. 2. Developing Standard Operating Procedures. 3. Implementing systems to prevent theft and illegal activities. 4. Ensuring availability of security personnel & equipment. 5. Organizing security surveys to identify the risk, threats and vulnerability. 6. Ensuring training of security personnel. 7. Monitoring security alerts, emerging patterns & trends and communicate to appropriate authority. 8. Ensuring compliance and enforcement of all relevant laws related to security services. 9. Maintaining relationship with Law & order authorities, district administration & other govt agencies. 10. Liaisoning with local communities & key persons. 11. Adopting latest technology to enhance the security system of the company. 12. Engaging with third party security arrangements. 13. Collecting security intelligence information & taking advance actions. 14. Monitoring performance of security agencies deployed in the company & ensuring compliance by them. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. No. of theft cases.
2. Security breaches/Short coming rates.
3. Reduction in loss of coal/material due to theft.
4. Patrolling effectiveness.
5. Land encroachment loss index
6. Timely prepration of security risk assemmnt reports.
7. Emergency Responsive Index.
8. Timely lodging of FIR.
9. No. of automation implemented for security.
10. No. of security personnel trained.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Investigations procedures, Public Premises Eviction act, Evidence Act, Departmental proceedings, SOPs in police dept, Security systems, Crime Purchase manual, Information seeking skill, Security intelligence, Basic knowledge of laws, Finance manual, GFR, Guidelines of CVC, DPE, Arbitration, Labour laws, Risk management, Disaster Management, concerned State laws, Multi-disciplinary knowledge, Court procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **Business Acumen:** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Problem Solving & Analytical Ability:** Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to anticipate problems & take proactive measures. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS].
7. **Collaboration and Coordination:** Able to institutionalize empowering systems and processes whereby people in the organization develop collaboration and coordination capabilities to execute complex tasks and implement projects.

Role Profile	
Job Role	Area Security Officer
Department	Security
Organizational Relationships	The incumbent would report to Area General Manager.
Primary Purpose of the Role	To ensure safety of employees and protection of company assets and property.
Job Location	Area/Project
Decision Making	Would have to take deciosn of deployment of security guard, contract managemnt and security arrangement matters.

Key Tasks
<ol style="list-style-type: none"> 1. Protecting company’s land from unauthorised encroachment and evicting unauthorised occupants through process of law. 2. Ensuring effective mechanism to control and reduce loss of assests & resources by theft, damage, etc. 3. Organizing security surveys to understand the risk, threats and vulnarability. 4. Supervision and training of security personnel. 5. Providing security services in case of emergency. 6. Ensuring compliance and enforcement of all relevant laws related to company and security services. 7. Supervising the premises regularly to identify issues in housekeeping and security, etc. and initiate immediate corrective and preventive actions. 8. Coordinating with police and state authorities in case of any theft or security breaches. 9. Monitoring perfomance of security agencies deployed in the compamy & ensuring compliance by them.

10. Implementing latest technology to enhance the security system of the company.
11. Maintaining relationship with Law & order authorities, district administration & other govt agencies.
12. Liaisoning with local communities & key persons.
13. Filing FIR against all incidents of security breach & defending cases of management before court./
14. Collecting intelligence information & taking proactive steps for averting any security risks.
15. Providing security services on visit of VIPs, dignitaries & ensuring law & order during situations like strikes, accidents, events, etc.
16. Networking with adjacent areas, police authorities, intelligence officials for sharing of information on security.
17. Ensuring functional assistance in ERP implementation.
18. Any other assignment as & when required.

Key Performance Indicators

1. No. of theft cases prevented.
2. No. of illegal connection and construction removed.
3. Reduction in loss of coal/material due to theft.
4. Patrolling effectiveness
5. Land encroachment loss index
6. Timely preparation of security risk assessment reports.
7. Emergency Responsive Index.
8. Timely lodging of FIR.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of the discipline concerned, Office procedures, File Management System, Interpersonal skills, Report writing, The RTI Act, 2005, E-communication skills, Business Communication, Communication skills, Presentation skills, Multi-disciplinary knowledge, Office etiquettes, Time Management, Soft skills, Computer skills, Language skills, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management

	<p>measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services. 4. Team leadership : Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization. 5. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data. 6. Collaboration and Coordination: Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER PUBLIC RELATIONS DISCIPLINE

DISCIPLINE- Public Relations Discipline

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	HOD/GM (Public Relations & Corporate Communication)	Public Relation	CIL HQ/ Subsidiary HQ	Chairman CIL/ Board level Functional Director	388-390
2	Associate (Public Relations & Corporate Communication)	Public Relation	CIL HQ/ Subsidiary HQ	HOD (Public Relations & Corporate Communication)	391-393

Role Profile	
Job Role	HOD/GM (Public Relations & Corporate Communication)
Department	Public Relation
Organizational Relationships	The incumbent would report to Chairman CIL/Board level Functional Director.
Primary Purpose of the Role	To build the image of the company and create goodwill amongst stakeholders.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions related to publicity strategies, campaigns, organizing press conference, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Planning, developing and implementing corporate brand building strategies. 2. Liasoning with media & significant others. 3. Strategizing customized communication with different stakeholders to create goodwill. 4. Leveraging various social media platforms for communication and advertising various initiatives & corporate events organised by the company. 5. Designing and publishing press releases, leaflets, in-house journals, magazines, etc. 6. Organizing & managing events, press conferences, interviews, etc. 7. Communicating Vision & Mission of the company across all stakeholders. 8. Facilitating change management through various communication strategies. 9. Managing sponsorships & networking with organizations key to the success. 10. Addressing bad press & negative grapevine communication through proper counter strategies. 11. Managing flow of information during strikes, accidents & other emergencies for maintaining harmony. 12. Scanning social media sharing about the company & top functionaries and adopting appropriate measures for positive image building. 13. Implementing innovative initiatives for improving the climate within the organization through better communication among internal stakeholders and to build pride among employees. 14. Participating in exhibitions, seminars & workshops, conferences for giving visibility to the company. 15. Observing auspicious days of national/ international importance & giving coverage to programmes. 16. Ensuring functional assistance in ERP implementation. 17. Any other assignment as & when required.

Key Performance Indicators

1. No. of events organised.
2. Customer/ Stakeholder Satisfaction Index.
3. No. of press releases, magazines published.
4. No. of best practices adopted.
5. No. of new initiatives taken.
6. Extent of media coverage received.
7. Participation in national/ international events.

Job Specification

Knowledge Domain

Technical knowledge & skill: Journalism/ Mass communication, Corporate communication, Social Media platforms, Interpersonal skills, Presentation skills, Creative writing, Graphic Designing tools, Legislative Framework & Code of Conduct of Journalism, Legislative Framework of Social Media, Information seeking skills, Networking skills, Advertising techniques, The RTI Act, 2005, Schemes & programmes of GoI, Stakeholder analysis, Media analysis, Event Management, Multi-disciplinary knowledge, Best practices in domain, Recent developments in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Communication Skill** : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
2. **Strategic Orientation** : Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
3. **Decision Making**: Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques. Involves stakeholders while taking decisions.
4. **Technical Expertise**: Able to remain current with knowledge and use of latest technology. Updates oneself with the skills required for the latest technology.
5. **Customer/ Service Orientation**: Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
6. **Change Orientation**: Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.

Role Profile	
Job Role	Associate (Public Relations & Corporate Communication)
Department	Public Relation
Organizational Relationships	The incumbent would report to HOD (Public Relations & Corporate Communication).
Primary Purpose of the Role	To support in implementation of initiatives for corporate branding.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions related to publicity strategies, campaigns, organizing press conference, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Implementing corporate brand building initiatives. 2. Communicating with different stakeholders for developing goodwill. 3. Leveraging various social media platforms for communication and advertising various initiatives & corporate events organised by the company. 4. Designing and publishing press releases, leaflets, in-house journals, magazines, etc. 5. Organizing & managing events, press conferences, interviews, etc. 6. Implementing innovative practices for communicating Vision & Mission of the company across all stakeholders. 7. Facilitating change management through various communication strategies. 8. Dealing with sponsorships & networking with organizations key to the success. 9. Implementing counter strategies for addressing bad press & negative grapevine communication. 10. Ensuring flow of information during strikes, accidents & other emergencies. 11. Scanning social media sharing about the company & top functionaries and adopting appropriate measures for positive image building. 12. Implementing innovative initiatives for improving the climate within the organization through better communication among internal stakeholders. 13. Ensuring functional assistance in ERP implementation. 14. Any other assignment as & when required.

Key Performance Indicators

1. No. of events organised.
2. Customer/ Stakeholder Satisfaction Index.
3. No. of press releases, magazines published.
4. No. of best practices adopted.
5. No. of new initiatives taken.
6. Extent of media coverage received.
7. Participation in national/ international events.

Job Specification

Knowledge Domain

Technical knowledge & skill: Journalism/ Mass communication, Corporate communication, Social Media platforms, Interpersonal skills, Presentation skills, Creative writing, Graphic Designing tools, Legislative Framework & Code of Conduct of Journalism, Legislative Framework of Social Media, Information seeking skills, Networking skills, Advertising techniques, The RTI Act, 2005, Schemes & programmes of GoI, Stakeholder analysis, Media analysis, Event Management, Multi-disciplinary knowledge, Best practices in domain, Recent developments in the domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Communication Skill** : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results.
2. **Technical Expertise** : Able to remain current with knowledge and use of latest technology. Updates oneself with the skills required for the latest technology.
3. **Decision Making** : Able to come out with alternatives and possible solutions based on root- cause analysis and similar techniques.Involves stakeholders while taking decisions.
4. **Collaboration and Coordination** :Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
5. **Customer/ Service Orientation** : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
6. **Team Leadership**:Able to design and implement empowering systems and processes to develop organisational capabilities.Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER MARKETING & SALES DISCIPLINE

DISCIPLINE- Marketing & Sales (M&S)

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	Regional Sales Manager	M&S	Regional Sales Office	Director (Marketing)	395-397
2	Marketing and Sales Desk officer	M&S	Regional Sales Office	Regional Sales Manager	398-400
3	HOD Siding	Mining/M&S	Subsidiary HQ	AGM	401-403
4	Siding Incharge	Mining/M&S	Project/Area	Sub-area Manager/Project Officer/AGM	404-406
5	General Manager (M&S)	M&S	CIL HQ/Subsidiary HQ	CGM (M&S)/ Board level Director	407-410
6	Area Sales Officer	M&S	Project/Area	Sub-area Manager/Project Officer/AGM	411-413
7	Associate (M&S)	M&S	CIL HQ/Subsidiary HQ/Area	GM (M&S)/ ASO	414-416
8	HOD/GM (Quality Control)	M&S	Subsidiary HQ	Director (Technical)	417-419
9	Associate (QC)	M&S	Subsidiary HQ/Area	HOD/GM (QC)	420-422

Role Profile	
Job Role	Regional Sales Manager
Department	Marketing and Sales
Organizational Relationships	The Incumbent would report to Director Marketing.
Primary Purpose of the Role	To manage the operations of the region to ensure sales and marketing activity are carried out as per the strategy and policies of the organization.
Job Location	Regional Sales Office
Decision Making	Would have to take decisions on day to operations, dispatch and realization, payments made, monitoring and customer satisfaction activity

Key Tasks
<ol style="list-style-type: none"> 1. Undertaking activities to ensure sales realization. 2. Monitoring FSA by verifying quantity dispatched is as per dispatch target under FSA. 3. Controlling the costs associated with travel, conveyance and other activities of the RSO. 4. Ensuring payments are made to consumers as per agreement and in a time bound manner. 5. Liaisoning with ministry, consumers and railway board as well as other government authorities to resolve issues. 6. Seeking feedback from consumers and proposing corrective measures. 7. Conducting regular meetings with consumers to resolve their grievances. 8. Ensuring that all processes are executed as per SOPs of the company. 9. Monitoring coal stock and other associated work. 10. Ensuring growth & development of employees. 11. Ensuring functional assistance in ERP implementation. 12. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Timely payments as per FSA. 2. Percentage realization of current year. 3. Quantity of coal dispatch as against the targets 4. No. of customer meetings conducted. 5. No. of consumer issues resolved. 6. No. of employees sent for training.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Marketing & Sales, Logistic and Supply Chain Systems, Fuel supply agreements, E-auction, Basic functioning of Railways, Electricity boards and MOC, Coal grades and quality, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines Act, 1952, Laws of contract, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
Managerial & Behavioral Competencies	<p>Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.</p> <p>Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.</p> <p>Change orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the</p>

environment and explore the new, taking into consideration changes required in the organization.

Customer/ Service Orientation: Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder, a part of the team and receive inputs to tailor make the product/services.

Problem Solving & Analytical ability: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Coordination & Collaboration: Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.

Role Profile	
Job Role	Marketing and Sales Desk Officer
Department	Marketing and Sales
Organizational Relationships	The Incumbent would report to Regional Sales Manager.
Primary Purpose of the Role	To support Regional sales manager in effectively discharging M&S functions.
Job Location	Regional Sales Office
Decision Making	Would have to take decision on customer satisfaction activity, effective Liaoning and logistics arrangements.

Key Tasks
<ol style="list-style-type: none"> 1. Undertaking activities to ensure dispatch target are achieved. 2. Ensuring payments are made to parties as per agreement and in a time bound manner. 3. Liaisoning with ministry, electricity and railway board as well as other government authorities to resolve issues. 4. Ensuring timely raising of bills. 5. Conducting meeting with customers to resolve their issues and achieve customer satisfaction. 6. Monitoring coal stock and ensuring that it is above the tolerance level. 7. Managing logistics arrangements including travel arrangements, hotel and vehicle arrangement etc. for employees, guest and other dignitaries. 8. Ensuring proper documentation, maintenance of records, preparing and submitting reports. 9. Ensuring functional assistance in ERP implementation. 10. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Number of MoU parameters achieved. 2. Percentage realization of current year. 3. Off take targets. 4. Ensuring payment as per FSA. 5. No of customer issues resolved. 6. Timely submission of reports. 7. Timely raising of bills. 8. No. of meetings with customers. 9. Customer satisfaction index. 10. Realization period.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Marketing & Sales, Logistic and Supply Chain Systems, E-auction, basic functioning of Railways, electricity boards and MOC, Coal grades and quality, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines Act, 1952, Laws of Contract,, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

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| | <ol style="list-style-type: none">4. Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.5. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data. |
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Role Profile	
Job Role	HOD (SIDING)
Department	MINING/M&S
Organizational Relationships	The Incumbent would report to AGM.
Primary Purpose of the Role	To develop and manage siding infrastructure of the company for smooth dispatch of coal to consumers and achieving the sales targets of the company.
Job Location	Subsidiary HQ
Decision Making	Would have to take decisions on track management, siding cost control activities, liaisons with consumers, FSA provisions and monitoring of siding capacity.

Key Tasks
<ol style="list-style-type: none"> 1. Achieving dispatch targets of the company. 2. Ensuring that grade of dispatched coal is as per MoU targets. 3. Ensuring adherence to dispatch schedule to avoid demurrage. 4. Monitoring siding loading capacity as per the annual plan. 5. Undertaking measures to control derailment of wagons to improve loading performance. 6. Ensuring penalties, legal cases and other charges associated with siding management are avoided to control operation cost. 7. Coordinating with HQ to decide requirement of rakes for dispatching available coal. 8. Ensuring FSA provision is leveraged for maximizing revenue generation for the company. 9. Ensuring timely processing of customer dues. 10. Automating the processes to achieve efficiency. 11. Conducting meetings with railways to resolve issues related to dispatch. 12. Settling disputes related to grade, quantity, etc. on time to achieve customer satisfaction. 13. Maintaining evacuation capacity of the siding for loading as per plan. 14. Ensuring timely issuance of LoA. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Percentage quantity of coal dispatched as per agreements. 2. No. of times demurrage levied due to delay in dispatch of coal. 3. Grade slippage.

4. Under loading charge per tonne of coal dispatch
5. Bonus earned against coal quality dispatched.
6. No of times penalty imposed for prorated short supply of coal.
7. No. of planned activities completed within time
8. Timely processing of railways/contractors/customers claims/refund.
9. No. of disputes resolved with customers.
10. Customer satisfaction index.

Job Specification

Knowledge Domain	<p>Technical knowledge & skills: Knowledge of Marketing & Sales, Supply Chain Systems, Fuel Supply agreements, E-auction, Basic functioning of Railways, electricity boards and MOC, coal grades and quality, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines Act, 1952, Laws of contract, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge Best practices in domain, Recent developments in domain, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, , Energy policy of Central Govt., ,Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable

	<p>and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.</p> <ol style="list-style-type: none">3. Customer/ Service Orientation: Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder, a part of the team and receive inputs to tailor make the product/services.4. Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.5. Problem Solving & Analytical ability: Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.6. Coordination & collaboration :Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
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Role Profile	
Job Role	Siding Incharge
Department	Mining/M&S
Organizational Relationships	The Incumbent would report to Sub Area Manager/Project Officer/Area General Manager
Primary Purpose of the Role	To ensure dispatch of assured quantity & quality of coal to meet consumer requirement.
Job Location	Project/Area
Decision Making	Would have to take decision on track management, siding cost control activities, liaisoning with consumers, FSA provisions, coal stock management, loading management and monitoring of siding capacity.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring dispatch of coal as per the annual action plan. 2. Ensuring assured quality, quantity & size of coal is dispatched to the consumer to achieve customer satisfaction 3. Minimizing operational costs by controlling penalties and other charges associated with coal dispatch. 4. Maintaining evacuation capacity of the siding for loading as per plan. 5. Ensuring reduction in stock of coal. 6. Ensuring upkeep of tracks, approach roads and weighbridges. 7. Ensuring compliance to all legal, govt. and company guidelines. 8. Ensuring proper and timely loading of coal to avoid demurrage. 9. Ensuring proper recording of all data related to dispatch. 10. Ensuring functional assistance in ERP implementation. 11. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Percentage quantity of dispatch lost 2. Processing of railways/contractors/customers claims/refund 3. Timely renewal of track 4. Achievement of daily wagon loading target. 5. Off take Target achievement. 6. Coal stock reduction. 7. Maintenance of siding stock/Coal safety stock 8. Timely renewal of all loading and transportation agreements/contracts. 9. Demurrage free dispatch.

10. Percentage reduction in average time to load a rake
 11. No. of times penalty imposed for prorated short supply (FSA).

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Marketing & Sales, Supply Chain Systems, Fuel Supply Agreements, e-auction, basic functioning of Railways, electricity boards and MOC, coal grades and quality, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines Act, 1952, Laws of Contract, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise : Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted. 2. Communication skill : Able to receive and convey the message accurately in an easily understandable manner. Able to use different techniques of communication and create a personal interest in a way that, with the received message, people take initiatives and achieve desired results. 3. Problem solving & analytical ability: Able to identify problems, use problem solving tools and techniques to solve the problems and prevent the chances of reoccurrence. Able to use data analysis tools and

	<p>techniques; Collate data and convert them into useful information. Able to see meaning in the existing data and interpret them for organizational use.</p> <ol style="list-style-type: none"><li data-bbox="502 315 1508 459">4. Result orientation Able to understand the processes involved in achieving results at various stages. Able to set clear standards of performance, identify non value adding processes and re- engineer the same to obtain the desired outcome.<li data-bbox="502 465 1508 609">5. Customer/ service orientation Able to identify key customers/ stakeholder and take initiative to provide them with value added services. Takes feedback from the customers/ stakeholder and understands the customer/ stakeholder requirements and demands.<li data-bbox="502 616 1508 759">6. Collaboration & Coordination : Able to collaborate and mobilize resources aligning with the elements of work required for accomplishing the goal. Able to identify the key persons who can deliver respective parts of the job and if required, is able to chip in and perform the job.
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Role Profile	
Job Role	GM (Marketing & Sales)
Department	Marketing & Sales
Organizational Relationships	The Incumbent would report to CGM (M&S)/ Board level Director
Primary Purpose of the Role	To develop short term & long term marketing strategies for the company for achieving sales targets, customer satisfaction and goodwill.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions on auction/sale of coal, sales strategies, customer identification, siding cost control activities, FSA provisions, coal stock management, loading management, monitoring of siding capacity, etc.

Key Tasks

1. Achieving MoU targets of the company with respect to sales and dispatch.
2. Ensuring that the coal dispatched meet grade, quantity and quality specifications of the consumers.
3. Introducing unique marketing techniques/ interventions to expand the business of the company.
4. Identifying new areas of business & potential customers and reach out to them to generate business.
5. Understanding consumer needs and market demand and formulating long term & short term sales & marketing plans and strategies.
6. Ensuring timely award of all contracts for coal transportation from source to siding.
7. Collaborating with railway authorities to improve infrastructure facilities for timely supply of coal to consumers.
8. Implementing new initiatives for system improvement to save costs reduce wastage, improving efficiency, etc.
9. Ensuring all the grievances & queries of consumers are resolved to achieve customer satisfaction and benchmarking customer service standards.
10. Implementing MoC / CIL coal sales policies and govt. guidelines communicated from time to time.
11. Monitoring & implementing SLC/CLOA decisions.
12. Formulating FSA/ MoU in respect of all power & non-power units and ensuring its implementation
13. Conducting consumer conclaves and periodical meetings with railways, consumers & linkage committees.
14. Ensuring reconciliation with all consumers in terms of FSA in respect of financial issues.
15. Coordinating with other dept.& areas in all matters pertaining to taxation/levies/surcharge.
16. Ensuring functional assistance in ERP implementation.
17. Any other assignment as & when required.

Key Performance Indicators

1. Percentage achievement in sales & dispatch targets.
2. Timely agreements with consumers & railways.
3. Timely preparation of Annual Action Plan.
4. No. of FSAs implemented.
5. Customer satisfaction index.
6. No. of consumer conclaves organized.
7. No. of best practices developed.
8. No. of trainings organized for employees.
9. No. of MoU parameters achieved.
10. No. of new techniques introduced.
11. Market development initiatives.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Sales and Marketing, Warehouse management, Logistic and Supply Chain Management, FSA, CLOA, Inventory analysis & control, Cost benefit analysis, Customer Relationship Management, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act,1952, Laws of contract, Concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations
2. **Communication Skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
3. **Change Orientation:** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
4. **Result Orientation:** Able to build a performance driven culture by

recognizing and rewarding people those who contribute at various levels
Able to institutionalize a culture of result orientation by putting in place systems and processes that are suitable from time to time.

5. **Business Accumen:** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
6. **Customer/ service Orientation:** Able to deliver on the promises made to the customer resulting into customer delight. Able to make the customer, a part of the team and receive inputs to tailor make the product/services.
7. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
8. **People Development:** Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.

Role Profile	
Job Role	Area Sales officer
Department	M&S
Organizational Relationships	The Incumbent would report to Sub Area Manager/Project Officer/Area General Manager.
Primary Purpose of the Role	To ensure dispatch of coal and to achieve sales targets of the Project/ Area.
Job Location	Project/Area
Decision Making	Would have to take decisions on track management, siding cost control activities, liaisoning with consumers, FSA provisions, coal stock management, loading management , monitoring of siding capacity, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Monitoring overall dispatch / off take of coal to ensure assured quality & quantity of coal is made available to consumers. 2. Controlling under loading/overloading of IR rakes & demurrages and ensuring it in line with IR rules. 3. Coordinating with railways for periodical calibration of railway weighbridges & ensuring proper weighing of rakes loaded at sidings. 4. Monitoring upkeep of all rail sidings, weighbridges & CHPs & redressing complaints w.r.t. rail weighbridges. 5. Liaisoning with consumers, railways and govt. authorities. 6. Implementing all policies related to coal supplies. 7. Supervising road sales and e-auction operations as per FSA. 8. Implementing new initiatives for system improvement. 9. Ensuring that all processes are executed as per SOPs of the company. 10. Ensuring timely issuance of delivery orders. 11. Coordinating with Finance department for timely processing of sales bills and ensuring sales realization. 12. Managing coal stock. 13. Facilitating sampling of coal. 14. Handling legal cases arising out of road sales/e-auctions. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. No. of FSAs implemented
2. Percentage increase in loading efficiency.
3. Timely resolution of disputes with consumers.
4. No. of FSAs implemented.
5. Customer satisfaction index.
6. No. of MoU parameters achieved.
7. No. of new techniques implemented.
8. No. of penalties imposed.
9. Percentage reduction in demurrage cost.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Sales and Marketing, Warehouse management, Logistic and Supply Chain Management, Customer Relationship Management, FSA, CLOA, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act,1952, Laws of contract, Concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Communication skills:** Able to convey the message convincingly and energize people so that they act towards the goal passionately.
3. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis
4. **Change orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
5. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
6. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
7. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
8. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Associate (Sales and Marketing)
Department	Marketing and Sales.
Organizational Relationships	The incumbent would report to General Manager (M&S)/ ASO.
Primary Purpose of the Role	To assist in managing M&S operations to ensure in achievement of sales targets.
Job Location	CIL HQ/ Subsidiary HQ/ Area
Decision Making	Would have to take decision in dealing with customers, payments, report preparation and submission.

Key Tasks
<ol style="list-style-type: none"> 1. Supervising coal supplies by all modes of coal transport i.e. rail, road, e-auction. 2. Ensuring payments are made to parties as per agreement and in a time bound manner. 3. Preparing tender documents, estimates, work orders, etc. 4. Compiling and maintaining all data, records & generating reports. 5. Taking offers from area for road sales/ e- auction. 6. Ensuring timely issuance of LOAs for road dispatch. 7. Submitting monthly indents to railways including day to day sanction of IR rakes for e-auction/ PUs/IPPs. 8. Ensuring that all activities required for renewal of accreditations are completed on time. 9. Coordinating with railways and other departments for efficient functioning of the dept. 10. Organizing consumer's conclave and other meetings. 11. Ensuring timely processing of railway/customer's claim/refund and sales/coal bills. 12. Resolving complaints related to road sale, e-auction etc. 13. Issuing auction notice to service providers on time. 14. Providing data related to dispatch & sales for updating it on website. 15. Verifying documents, accepting /processing applications from linked consumers/ e auction buyers and timely release of delivery orders. 16. Ensuring functional assistance in ERP implementation. 17. Any other assignment as & when required.

Key Performance Indicators

1. Percentage achievement in sales & dispatch targets.
2. Timely resolution of disputes with consumers.
3. Customer satisfaction index.
4. No. of best practices developed.
5. No. of MoU parameters achieved.
6. No. of new techniques implemented.
7. Timely processing of bills.
8. Accuracy of reports generated.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Sales and Marketing, Warehouse management, Logistic and Supply Chain Mangement, Customer Relationship Management, FSA, SLC/ CLOA, Inventory analysis & control, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act,1952, Laws of Contract, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Coordination & collaboration:** Able to build collaborative partnerships with stakeholders and leverages relationship to meet organizational objectives. Able to foresee potential pitfalls and devise alternative plans to mitigate the same for timely achievements of milestones.
4. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	HOD /General Manager (Quality control)
Department	Marketing and Sales
Organizational Relationships	The Incumbent would report to Director Technical
Primary Purpose of the Role	To implement policies of company on quality standards and to build brand image for quality.
Job Location	Subsidiary HQ
Decision Making	Would have to take decisions on adherence to quality specification, grade declaration, sales realization and on matters related to customer management.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring that coal supplied is as per the declared grade & quality. 2. Identifying and implementing processes to continuously improve quality of coal. 3. Ensuring adherence to quality specification as per Annual Action Plan. 4. Ensuring timely and accurate declaration of coal grade. 5. Conducting meetings with consumers to improve quality of services and resolve consumer issues. 6. Standardizing and strengthening testing practices. 7. Ensuring all processes is executed as per SOPs of the company. 8. Adopting best practices in coal testing. 9. Ensuring availability of laboratory equipment. 10. Ensuring that the sample undergoes appropriate levels of testing and examination to ensure compliance with quality standards. 11. Ensuring timely renewal of accreditations/certifications. 12. Undertaking activities to enhance the sales realization of the company. 13. Resolving disputes & complaints related to coal grade slippage, quantity & quality. 14. Organizing training for upgrading skills of the employees. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. Percentage coal dispatched as per committed quality.
2. Complaint redressal rate.
3. Timely availability of lab equipment.
4. Deduction per tonne of coal.
5. No. of MoU parameters achieved.
6. No. of trainings organized for employees
7. No. of best practices developed.
8. Timely declaration of coal grade.
9. Timely renewal of accreditations.
10. No. of planned activities completed within time

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Sales and Marketing, Warehouse management, Logistic and Supply Chain Management, Cost Benefit Analysis, Inventory analysis & control, Accreditation systems, Coal Sampling, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements,, Coal laboratory equipment, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act,1952, Laws of Contract, Concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

**Managerial
& Behavioral
Competencies**

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation.
Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities.
Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
7. **Customer/ Service Orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.

Role Profile	
Job Role	Associate (Quality Control)
Department	Marketing and Sales
Organizational Relationships	The Incumbent would report to HOD/GM Quality Control.
Primary Purpose of the Role	To provide support in monitoring coal quality management of the company to ensure that quality specification are met.
Job Location	Subsidiary HQ/ Area
Decision Making	Would have to take decision on matters related to coal quality specification, report preparation and submission, grade declaration etc.

Key Tasks

1. Ensuring sizing & grading of coal as per quality specification laid down in Annual Action Plan.
2. Undertaking activities to ensure coal grade declaration process is carried out accurately and in a time bound manner.
3. Preparing tender documents, estimates, work orders, etc.
4. Compiling and maintaining all data, records & generating reports.
5. Resolving complaints of consumers related to quality of coal.
6. Conducting meetings with consumers.
7. Ensuring timely maintenance & calibration of lab tools & equipment as per standards.
8. Ensuring functional assistance in ERP implementation.
9. Any other assignment as & when required.

Key Performance Indicators

1. Percentage coal dispatched as per committed quality.
2. Timely maintenance of lab equipment.
3. No. of samples confirming to declared grade.
4. Timely declaration of coal grade
5. Timely resolution of grievances/ disputes.
6. Timely renewal of accreditations.
7. No. of planned activities completed within time
8. No. of best practices developed.
9. No. of trainings organized for employees.
10. No. of MoU parameters achieved.
11. Customer satisfaction index.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Sales and Marketing, Warehouse management, Logistic and Supply Chain Informations Systems, Inventory analysis & control, Coal grades & quality parameters, Coal pricing, Accreditation systems, Fuel Supply Agreements, Coal Sampling, Coal laboratory equipment, Purchase manual, Finance manual, GFR, guidelines of CVC, DPE, Arbitration, The Mines act,1952, Laws of contract, concerned State laws, Quality assurance & control techniques, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, Organizational structure, Performance parameters, MOU parameters, Decision making process, Policies and procedures, Rules & regulations, Company manuals, Physical, Social and Financial performance, Human Resource processes, Communication system, Cost structure, Capital structure, Delegation of Power, E-tendering process, Contract Management system, Rehabilitation and Resettlement, Land Acquisition, CSR, Corporate Governance, Cross functional knowledge, Environment Management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, intelligence, Best practices, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

	<ol style="list-style-type: none">4. Result orientation: Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.5. Team leadership : Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.6. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
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CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED UNDER VIGILANCE DISCIPLINE

DISCIPLINE- VIGILANCE

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	General Manager (Vigilance)	Vigilance	CIL HQ/ Subsidiary HQ	CVO	424-426
2	Associate (Vigilance)	Vigilance	CIL HQ/ Subsidiary HQ	CVO/ General Manager (Vig.)	427-429

Role Profile	
Job Role	General Manager (Vigilance)
Department	Vigilance
Organizational Relationships	The Incumbent would report to Chief Vigilance Officer.
Primary Purpose of the Role	To promote ethical behaviour in the organization and building transparency in administration.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions on improvement of systems and procedures, implementing preventive measures, disciplinary actions, investigation of complaints, punitive measures, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Promoting ethical activities in the company for inculcating values and ethical behavior among employees. 2. Improving systems & procedures to bring transparency in administration. 3. Taking initiatives for leveraging technology for improving vigilance administration. 4. Undertaking proactive measures for preventing malpractices. 5. Undertaking preventive vigilance activities to reduce number of vigilance cases in the company. 6. Undertaking vigilance awareness activities to educate employees on the procedures of dealing with various matters. 7. Maintaining proper surveillance on conduct of officers of doubtful integrity and officers who are on the Agreed list. 8. Monitoring corruption, malpractices and misconduct on the part of employees and taking initiating disciplinary actions 9. Proactively undertaking vigilance audit time to time to unearth loss of revenue/ resources arising out of corrupt practices. 10. Ensuring monitoring and reviewing of sensitive positions in the company and taking action for their periodic rotation.

11. Ensuring participation of employees in filling annual property return and scrutiny of return to ensure adherence to CDA rules.
12. Ensuring timely completion of departmental enquiries & finalizing actions.
13. Proactively understanding grievances and seek feedback of stakeholders (Employees, customers, public, etc.) and investigating the related processes for improvement.
14. Ensure timely preparation and release of vigilance clearances for various purposes.
15. Coordinating with CVC, CBI and other organizations and providing assistance to them in investigating cases entrusted to them.
16. Leveraging social media for propagating the values & ethical dimensions of the company.
17. Rewarding & recognizing ethical behavior, integrity champions through appropriate programmes & policies.
18. Ensuring functional assistance in ERP implementation.
19. Any other assignment as & when required.

Key Performance Indicators

1. No. of initiatives implemented.
2. No. of systems/ processes improved.
3. No. of process automations implemented.
4. Number of Vigilance Audits completed.
5. No. of Vigilance enquiries completed.
6. Timeliness in filling of property return.
7. Timely issue of Vigilance Clearances.
8. No. of training programs on vigilance awareness.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Purchase Manual, CVC manual, Finance manual, GFR, Guidelines of CVC, DPE, The Lokpal Act, Prevention of Corruption Act, Arbitration, Vigilance procedures, Procedure of investigations, IPC, The RTI Act, 2005, Labour laws, ISO Standards, Mining operations, concerned State laws, Multi-disciplinary knowledge, Disciplinary proceeding, Case laws, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

	<p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 3. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 4. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. 5. Problem Solving & Analytical Ability : Able to develop and implement innovative problem solving mechanisms through systems and processes and build capabilities among the employees to solve problems at their respective levels. Able to anticipate problems & take proactive measures. Able to generate multiple scenarios for the organization from the way it has existed in the past. Able to arrive at innovative solutions from the existing database management system [MIS]. 6. Technical Expertise: Able to realign the processes and systems in line with the professional advancement. Creating an environment where new knowledge can flourish and adopted.

Role Profile	
Job Role	Associate (Vigilance)
Department	Vigilance.
Organizational Relationships	The incumbent would report to CVO/ General Manager (Vigilance).
Primary Purpose of the Role	To promote integrity, probity and efficiency of administration.
Job Location	CIL HQ/ Subsidiary HQ
Decision Making	Would have to take decisions on investigation of complaints, examination of system and procedure, disciplinary and complaints cases, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Organizing preventive vigilance activities to promote ethical behavior in the company. 2. Ensuring timely completion of departmental enquiries. 3. Defending vigilance cases as prosecuting officer in Vigilance enquiries. 4. Conducting vigilance investigations on complaints. 5. Maintaining record of sensitive posts and monitoring periodic transfers. 6. Organizing vigilance awareness activities. 7. Leveraging technology for improving vigilance administration. 8. Ensure timely preparation and release of clearances. 9. Ensure timely availability of information and reports for making decisions. 10. Scrutinizing property returns and reports prescribed under the Conduct Rules and taking follow-up action where necessary. 11. Proactively undertaking vigilance audit time to time to unearth loss of revenue/ resources arising out of corrupt practices. 12. Examining appeals & taking action for disposal of appeals. 13. Developing cases & modules for training programmes. 14. Publishing magazines, caselets etc. and compilations on vigilance matters. 15. Ensuring functional assistance in ERP implementation. 16. Any other assignment as & when required.

Key Performance Indicators

1. Timely disposal of vigilance cases
2. Timely analysis of various statement of defense.
3. Number of audits completed.
4. No. of systems/ processes improved/ automated.
5. Timeliness in filling of property return.
6. Timely issue of Vigilance Clearance
7. No. of training programs on vigilance awareness.
8. Publication of vigilance booklet.
9. New initiative implemented.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Purchase Manual, CVC manual, Finance manual, GFR, Guidelines of CVC, DPE, The Lokpal Act, Prevention of Corruption Act, Arbitration, Vigilance procedures, Procedure of investigations, IPC, The RTI Act, 2005, Labour laws, ISO Standards, Mining operations, concerned State laws, Multi-disciplinary knowledge, Disciplinary proceeding, Case laws, Court procedures, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, Rehabilitation and Resettlement, Land Acquisition, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, Social and Financial performance, Human Resource processes, Contract management system, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt, Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, etc.

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related

**Managerial
& Behavioral
Competencies**

plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.

3. **Customer/ Service Orientation** : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

4. **Innovation** : Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.

5. **Problem Solving & Analytical ability** : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

6. **Change Orientation**:Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.

CIL EXECUTIVE ROLE PROFILE FOR UNIQUE POSITIONS IDENTIFIED FOR CMPDIL

DISCIPLINE- ALL

S.No.	Unique Position identified in discipline	Dept.	Job location	Organizational Relationship (reporting)	Page No.
1	Regional Director	Mining	CMPDI Regional Institute	Functional Director	432-434
2	HOD (Exploration/ Geology)	Exploration	Regional Institute / CMPDI HQ	Regional Director	435-437
3	In-charge (Geophysics)	Exploration	Regional Institute / CMPDI HQ	HOD (Exploration)	438-440
4	In-charge (Hydrogeology)	Exploration	Regional Institute / CMPDI HQ	HOD (Exploration)	441-442
5	In-charge (Drilling/UG)	Exploration	Regional Institute / CMPDI HQ	HOD (Exploration)	443-445
6	Incharge (Env Lab)	Environment	Regional Institute / CMPDI HQ	HOD (Environment)	446-448
7	HOD (Mining-UG)	Mining	Regional Institute / CMPDI HQ	Regional Director	449-451
8	HOD (Mining-OC)	Mining	Regional Institute / CMPDI HQ	Regional Director	452-454
9	HOD (E&M)	E&M	Regional Institute / CMPDI HQ	Regional Director	455-457
10	HOD (CBM Cell & Lab)	Coal Bed Methane	CMPDI HQ	Director (Tech), CMPDI	458-460
11	HOD (Business Development)	BDD	CMPDI HQ	CMD, CMPDI	461-463
12	HOD (MSD)	Management System Division	CMPDI HQ	Director (Tech), CMPDI	464-465
13	HOD (Mine Electronics)	Mine Electronics	CMPDI HQ	Director (Tech), CMPDI	466-468
14	HOD (S&T)	Science & Technology	CMPDI HQ	Director (Tech), CMPDI	469-470
15	Incharge (Blasting Cell)	S&T	CMPDI HQ	HOD (S&T)	471-473
16	HOD (PAD)	Project Appraisal Division	CMPDI HQ	Director (Tech), CMPDI	474-476

17	HOD (CMP)	Coal & Mineral Preparation	CMPDI HQ	Director (Tech), CMPDI	477-479
18	In Charge (CP Lab)	Coal & Mineral Preparation	Regional Institute / CMPDI HQ	HOD (CMP)	480-481
19	In Charge (MT Lab)	Underground Mining Division	CMPDI HQ	HOD (UMD)	482-483
20	HOD (Coal Technology & Lab)	Coal Technology & Lab	CMPDI HQ	Director (Tech), CMPDI	484-486
21	Incharge (Petrography Lab)	Coal Technology & Lab	CMPDI HQ	HOD (CT & Lab)	487-488
22	Incharge (Chemical Lab)	Coal Technology & Lab	Regional Institute / CMPDI HQ	HOD (CT & Lab)	489-490
23	Incharge (Coal Technology)	Coal Technology & Lab	CMPDI HQ	HOD (CT & Lab)	491-492
24	HOD (Geomatics)	Geomatics	CMPDI HQ	Director (Tech), CMPDI	493-494
25	Incharge (Remote Sensing)	Geomatics	CMPDI HQ	HOD (Geomatics)	495-496
26	Incharge (Survey & Drawing)	Geomatics	CMPDI HQ	HOD (Geomatics)	497-498

Role Profile	
Job Role	Regional Director
Department	Mining
Organizational Relationships	The incumbent would report to Board level Functional Director.
Primary Purpose of the Role	To drive profitable operation of Regional Institute and to develop capabilities for the Institute.
Job Location	CMPDI Regional Institute
Decision Making	Would have to take decisions regarding project planning, exploration, resource utilization, preparation of Project Report & Geological Report, EIA/EMP, Availability of equipment & machine, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Achieving MoU targets. 2. Ensuring on-time delivery of services to customers with quality. 3. Planning for expansion/ development of projects, EMP/EIA/MCP, for continuity of business operations in coal mining companies. 4. Preparing Annual Action Plan for exploration and monitoring the activities to ensure that drilling targets are achieved, with due regard to safety & environment. 5. Conducting studies & surveys of regional geological data to assess the mineral potential of the area. 6. Conducting check measurements for OBR and coal by latest technology, as required from time to time. 7. Capital Expenditure 8. Liasoning with all stakeholders, Gov. departments, etc. for carrying out exploration activities. 9. Ensuring availability of equipment & machines for operation. 10. Use of IT enabled services / latest technology for productivity improvement. 11. Providing guidance to mining companies on project planning. 12. Liasoning with mining companies to drive business for the Institute. 13. Timely procurement/ arrangement of material for RI's various operations and CSR. 14. Maintain harmonious IR with all stakeholders. 15. Supervising outsourced works and award of contracts. 16. Providing state-of-the-art infrastructure & resources for undertaking R&D. 17. Developing capabilities for drilling, exploration, R&D, etc. 18. Building a brand name for the Institute by achieving customer satisfaction. 19. Adopting industry best practices & benchmarking RIs operations against it. 20. Ensuring functional assistance in ERP implementation. 21. Any other assignment as & when required.

Key Performance Indicators

1. MoU accomplishment.
2. Capacity additions achieved.
3. Revenue generated/ profitability.
4. Milestone achieved.
5. Cost savings.
6. No. of R&D activities.
7. Customer Satisfaction.
8. No. of new initiatives implemented.
9. CAPEX utilization %.
10. No. of CSR activities conducted.
11. IR for harmonious working atmosphere.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Exploration, Mine Planning and related activities, Statutory obligations, Geology, Risk Management, Disaster Management, Laws applicable to mines, Project Management, ISO standards, Guidelines of CVC, DGMS, Relevant statute provisions related to Quality Assurance & Control techniques, Data Analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in exploration, mining, environment, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Performance parameters, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Fuel Supply Agreements, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Diversification opportunities, Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment),etc.

Managerial & Behavioral Competencies

1. **Customer/ Service Orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
2. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
3. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.

Role Profile	
Job Role	HOD (Exploration/ Geology)
Department	Exploration
Organizational Relationships	The incumbent would report to Director/ Regional Director.
Primary Purpose of the Role	To enhance exploration capability of the company.
Job Location	Regional Institute / CMPDI HQ
Decision Making	Would have to take decisions related to locations for drilling, drilling cost, diesel consumption, etc

Key Tasks
<ol style="list-style-type: none"> 1. Implementing exploration programme as per Annual Action Plan. 2. Adopting best drilling practices in consultation with RIs to improve safety, productivity and profitability of the camps. 3. Monitoring outsourced & departmental drilling activities in RIs/ camps/ subsidiaries to ensure adherence to norms and manage costs associated with drilling. 4. Ensuring availability and capacity utilization of drilling equipment. 5. Ensuring timely award of contracts for drilling. 6. Identifying locations for drilling. 7. Monitoring Geophysical, Hydrogeology, CBM and ICRIS related work. 8. Encouraging Research and Development to improve the efficiency of drilling operations. 9. Performing appraisal of promotional drilling by GSI and MECL. 10. Use of IT enabled services for productivity improvement. 11. Ensuring technical assistance in PR preparation. 12. Appraising and interpreting geological reports. 13. Organising review meetings with customers for project completion. 14. Taking initiatives for system improvement and introduction of latest technology. 15. Providing opportunities to subordinates for learning & development. 16. Providing technical guidance for drilling, grouting, etc. and coordinating exploration activities and liasoning with other depts. 17. Any other assignment as & when required.

Key Performance Indicators

1. MoU target accomplishment.
2. Cost efficiency.
3. Capacity utilization.
4. Number of Geological Reports appraised.
5. Norms adherence.
6. Capacity addition.
7. No. of assignments completed.

Job Specification

Knowledge Domain

Technical Knowledge & skill : Knowledge of Exploration, Hydrogeology, Geophysics, Mine Planning and related activities, Basin Analysis, Petrographic analysis, Chemical analysis of coal, Geological Information System, Clean Coal Technology, Mining technology, Coal Bed Methane, Geostatistical application, Geological data processing and modeling with computer application, Laboratory analysis, Statutory obligations, Risk Management, Disaster Management, Project Management, Guidelines of CVC, Quality assurance & control techniques, Data analytics, DGMS guidelines, Multi disciplinary knowledge, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Gov., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Customer/ Service Orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.

2. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation.
Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
3. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
7. **Innovation :** Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

Role Profile	
Job Role	In-charge (Geophysics)
Department	Exploration
Organizational Relationships	The incumbent would report to HOD (Exploration).
Primary Purpose of the Role	To provide critical support for exploration work.
Job Location	CMPDI Regional Institues/ CMPDI HQ.
Decision Making	Would have to take decisions related to Geophysical surveys, analysing reports, repair & maintenance, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Conducting surface & sub-surface Geophysical surveys to determine availability of coal in the area. 2. Collecting geological information to support exploration and identification of resources. 3. Preparing and interpreting Geophysical Reports. 4. Conducting review meeting with internal & external customers regarding progress of projects. 5. Ensuring compliance to the norms related to Geophysical work. 6. Providing technical assistance to other department to execute tasks. 7. Ensuring data acquisition, processing and documentation of Geophysical surveys. 8. Ensuring repair & maintenance of geophysical instruments. 9. Implementing new initiatives and develop methodologies related to Geophysical work. 10. Use of IT solutions for productivity enhancement. 11. Ensuring functional assistance in ERP implementation. 12. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of Geo-physical Surveys conducted. 2. Timely preparation of reports. 3. Accuracy of reports. 4. Norms adherence.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill : Knowledge of Geophysics, Geophysical logging, Electrical Prospecting, Electromagnetic prospecting, Geophysical software application, Standard Operating Procedures, Code of Safe Practices, DGMS guidelines, Statutory obligations, Risk Management, Disaster Management, Project Management, Guidelines of CVC, Quality assurance & control techniques, Data analytics, Multi disciplinary knowledge, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Change orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization. 4. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services. 5. Team leadership : Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

	<p>6. Innovation : Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.</p> <p>7. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.</p>
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Role Profile	
Job Role	In-charge (Hydrogeology)
Department	Exploration
Organizational Relationships	The incumbent would report to HOD (Exploration)
Primary Purpose of the Role	To plan and execute hydrogeological activities.
Job Location	CMPDI Regional Institutes/CMPDI HQ.
Decision Making	Would have to take decisions related to Hydrogeological studies,surveys, analysing reports, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Performing ground water level monitoring activities for determining water chemistry. 2. Performing Hydrogeological studies for determining Environment Impact Assessment/ Environment Monitoring Parameters, Mine water inflow estimation, etc. 3. Preparing Hydrogeological reports, reports for Central Ground Water Authority-CGWA for obtaining environment clearance, etc. 4. Conducting Hydrogeological investigations for providing water supply to different camps and Areas. 5. Performing interpretation, modelling & documentation of investigations. 6. Providing support to different mines in mine inflow prediction/Slope Stability etc. 7. Ensuring adherence to norms. 8. Ensuring functional assistance in ERP implementation 9. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of hydrogeological investigations. 2. Timely preparation of reports. 3. Norms adherence. 4. Accuracy of reports. 5. No. of reports generated.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Hydrogeology, Geology and Mining methods, Standard Operating Procedures, ISO standards, DGMS guidelines, Statutory obligations, Risk Management, Disaster Management, Guidelines of CVC, Quality assurance & control techniques, Data analytics, Multi disciplinary knowledge, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Change orientation: Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization. 4. Team leadership : Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization. 5. Innovation : Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement. 6. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	In-charge (Drilling)
Department	Exploration
Organizational Relationships	The incumbent would report HOD (Exploration)
Primary Purpose of the Role	To achieve drilling targets and enhance capabilities.
Job Location	CMPDI Regional Institutes.
Decision Making	Would have to take decisions related to identification of drill sites, availability of drill equipment, repair & maintenance, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Planning and monitoring drilling activities of camp. 2. Achievement of relevant MoU target. 3. Monitoring drilling cost and diesel consumption to achieve profitability. 4. Ensuring repair & maintenance of drills, pumps, etc. 5. Provide necessary support to subordinates in smooth functioning of drilling machineries. 6. Procurement of consumables related to drilling activities of camp to ensure MoU achievement. 7. Maintaining data & reports related to drilling. 8. Ensuring compliance of safety measures. 9. Scrutinizing and vetting/ approving geological reports. 10. Compiling, processing and updating exploration & mine data. 11. Verification of the locations for drilling. 12. Issuing Joint measurement certificate. 13. Verifying Core sample. 14. Preparing site inspection report. 15. Verifying drilling metreage of outsourced activities. 16. Ensuring functional assistance in ERP implementation 17. Any other assignment as & when required.

Key Performance Indicators

1. Metreage achievement.
2. Diesel consumption.
3. Cost efficiency.
4. Drilling equipment utilization.
5. Profitability in drilling.
6. Equipment maintenance cost.

Job Specification

Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Exploration, Hydrogeology, Geophysics, Mine Planning and related activities, Statutory obligations, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Guidelines of CVC, DGMS, Quality assurance & control techniques, Multi disciplinary knowledge, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, Cross functional knowledge, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder

delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

4. **Result orientation:** Able to bring improvement in business processes that can create and add value to the outcome. Values synergy and bring out excellent outcome with collaboration and handholding.
5. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role profile	
Job Role	Incharge (Env Lab)
Department	Environment
Organizational Relationships	The incumbent would report to HOD (Environment)
Primary Purpose of the Role	To efficiently equip & manage laboratories.
Job Location	CMPDI Regional Institutes/ CMPDI HQ.
Decision Making	Would have to take decisions on collection of samples, conducting audits, studies, implementing guidelines, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Carrying out analysis of Air/Water/ Noise/ Soil sample of mines and preparing reports. 2. Performing environment audits and giving recommendations. 3. Provide guidance to Undertake activities to control Dust/Fly Ash. 4. Scrutiny of R&D Proposals. 5. Undertaking activities to maintain NABL, OSHAS and CPCB accreditation of the Lab. 6. Performing acid mine drainage studies. 7. Optimizing performance of the laboratory. 8. Modernizing the laboratory with latest equipment/instruments, techniques & test. 9. Designing dust suppression system, STP and ETP as per specifications. 10. Ensuring functional assistance in ERP implementation 11. Use of IT based solution for productivity improvement.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of samples analyzed. 2. Norms Adherence 3. Timely submission of Test results of samples to various authorities including statutory. 4. No. of audits. 5. No of STP and ETP working. 6. No. of accreditations obtained.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of ASCII Manual for preparation of EIA/EMP, Environment and Forest Acts, Fly Ash Notification and QCI Guidelines, Guidelines of CPCB, NABL and OSHA for Lab. Management, Land reclamation, Latest techniques, ISO standards, Guidelines of MoEF&CC, DGMS, CVC, Risk Management, Project Management, Quality assurance & control techniques, Data analytics, Multi disciplinary knowledge, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, Cross-functional knowledge, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
4. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.

	<p>5. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.</p>
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Role Profile	
Job Role	HOD (Mining-UG)
Department	Mining
Organizational Relationships	The incumbent would report to Director/Regional Director.
Primary Purpose of the Role	To execute annual plan and prepare Project Reports for expansion and development of UG mines.
Job Location	CMPDI Regional Institutes/ CMPDI HQ.
Decision Making	Would have to take decision in mine planning for optimum P&D.

Key Tasks
<ol style="list-style-type: none"> 1. Achieving MoU targets. 2. Planning and designing of mines & its sub-systems. 3. Preparing and evaluating Project Report, Revised Project Report, Expansion Reports, Master plans, Mine Closure Plan, etc. 4. Conducting strata control studies, subsistence prediction studies and ensuring accurate testing of physic- mechanical properties of rocks for mine planning. 5. Conducting performance analysis of UG equipment. 6. Undertaking cement and resins capsule testing. 7. Preparation of Master plan of coalfield & Global bid document as and when required. 8. Performing technical vetting of Mines Report. 9. Standardizing price list for mining equipment. 10. Performing Research & Development activities. 11. Performing capacity assessment of UG Mines and growth analysis. 12. Designing of vertical transport system, inclines etc. 13. Utilizing IT enabled solution and proprietary software for performance enhancement 14. Ensuring functional assistance in ERP implementation. 15. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of Project Reports etc. prepared. 2. Vetting / Scrutiny of Reports. 3. No of studies conducted. 4. MoU target achieved. 5. Customer satisfaction

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, ISO standards, Guidelines of CVC, DGMS, Quality assurance & control techniques, Multi-disciplinary knowledge, **knowledge of proprietary software**, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, Cross-functional knowledge, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.

	<p>6. Innovation : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.</p> <p>6. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.</p>
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Role Profile	
Job Role	HOD (Mining)-OC
Department	Mining
Organizational Relationships	The incumbent would report to Director/Regional Director.
Primary Purpose of the Role	To execute annual plan and prepare reports for expansion & development of OC mines.
Job Location	CMPDI Regional Institutes/ CMPDI HQ.
Decision Making	Would have to take decision in OC mine planning for optimum P&D.

Key Tasks
<ol style="list-style-type: none"> 1. Planning and designing mining plan for OC mines, Preparation of PR/ERP/UCE/MCP. 2. Evaluating & appraising Project Report/Schemes/Expansion reports for opencast mines with adherence to different norms. 3. Ensuring valuation of Coal blocks. 4. Preparation of Master plan of coalfield & rolling plan , as and when required. 5. Preparation of MDO document. 6. Achieving MoU targets. 7. HEMM related assignments like analysis of performance of HEMM. 8. Monitoring consumption of diesel, explosives, electricity. 9. Undertaking scientific studies of mining methods. 10. Monitoring and assessing of mine capacity. 11. Conducting performance analysis of OC equipment. 12. Ensuring timely award of contracts. 13. Performing technical vetting of Mines Report. 14. Utilizing IT enabled solutions and proprietary software for performance enhancement. 15. Ensuring functional assistance in ERP implementation 16. Any other assignment as & when required.

Key Performance Indicators

1. Milestones achieved.
2. Preparation of Project Reports etc.
3. Vetting / Scrutiny of Reports.
4. No of studies conducted.
5. MoU Target achieved.
6. Customer satisfaction

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Finance Manual, GFR, ISO standards, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, Concerned State laws, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, knowledge of proprietary software, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, Cross functional knowledge, CSR Policy, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation.
Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities.

	<p>Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.</p> <ol style="list-style-type: none">4. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.6. Innovation : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.7. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
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Role Profile	
Job Role	HOD (E&M)
Department	E &M
Organizational Relationships	The incumbent would report to Director/Regional Director
Primary Purpose of the Role	To provide support to subsidiary in capacity utilization of E&M equipment.
Job Location	CMPDI Regional Institutes/ CMPDI HQ.
Decision Making	Would have to take decision in conducting energy audits, complines, availabilty of equipment, provide input for PR/EPR/UCE in consultation with HOD – UG and OC, Maintenance of drilling camps etc.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring completion of all tasks as per AAP. 2. Conducting project appraisals to ensure compliance of specifications related to E&M. 3. Designing CHP/RLS/Material handling equipment, substations, workshops, power plants for the subsidiaries as per standards. 4. Appraising reports of E&M parts of Project report & cost updation in respect of CHP, Electrical Pumps etc.) 5. Conducting diesel & electrical energy audits, performing vetting of energy audit and benchmarking reports. 6. Conducting NDT for HEMM & CHP in collaboration with CBM cell for diagnosing any issues. 7. Scrutinizing drawing of electrical & mechanical systems. 8. Ensuring availability of Vehicles. 9. Undertake colony/ office maintenance and camp maintenance. 10. Ensuring proper inspection of E & M equipment before dispatch of subsidiaries. 11. Preparing tender documents, cost estimates, statement for electrical works. 12. Conducting Illumination surveys. 13. Undertaking green energy Initiatives. 14. Use of IT enabled solutions and proprietary software for productivity enhancement. 15. Ensuring functional assistance in ERP implementation 16. Any other assignment as & when required.

Key Performance Indicators

1. Revenue earned
2. Cost efficiency
3. No of PR appraised.
4. No. of audits conducted.
5. MoU targets achieved
6. Norms adherence.
7. Timely award of works
8. Customer satisfaction.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Electronics & instrumentation, Utility operation, Designing tools & techniques, HEMMs, Tariffs, Plant and Machinery, Codes & specifications, Finance Manual, GFR, ISO Standards, 5S, Kaizen, TQM, Civil manual, Purchase manual, Guidelines of CVC, DPE, Arbitration, The Electricity Act, Safety procedures, The Mines Act, 1952, Mine regulation, Laws of contract, Labour laws, Concerned state laws, Quality assurance & control techniques, Data analytics, Risk assessment & management, Multidisciplinary knowledge, etc

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Business Acumen:** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.

3. **Customer/ Service Orientation** : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
4. **Communication skills**: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision making**: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions.
6. **Change orientation**: Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
7. **Innovation**: Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

Role Profile	
Job Role	HOD (CBM Cell & Lab)
Department	Coal Bed Methane
Organizational Relationships	Report to Director (Technical), CMPDI.
Primary Purpose of the Role	To develop Coal based non-conventional energy resources like CBM/CMM/VAM/UCG and shale gas.
Job Location	CMPDI HQ.
Decision Making	Would have to take decision in preparing data dossiers, conducting studies in mines, compliances, etc

Key Tasks
<ol style="list-style-type: none"> 1. Preparing data dossier for prospective CBM/CMM/UCG/ Shale gas blocks. 2. Ensuring completion of outside consultancy assignments as given by MoP/DGH and state govt. 3. Conducting desorption/ adsorption studies for methane content and mine air surveys for gas composition. 4. Monitoring pilot projects. 5. Coordinating works related to international organizations like USEPA & GMI 6. Ensuring timely generation of CBM/CMM Shale gas specific data and assessment. 7. Performing works related to MoC in field of development of CMM and UCG. 8. Pursuing S&T & R&D projects in field of CBM/CMM/VAM and shale gas related projects. 9. Resolving technical or functional issues within department or with interfacing department. 10. Ensuring functional assistance in ERP implementation 11. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Cost efficiency. 2. No. of surveys completed. 3. Assessment of CBM data. 4. Norms adherence. 5. Customer satisfaction 6. MoU target achieved

<p style="text-align: center;">Knowledge Domain</p>	<p>Technical knowledge & skill: Knowledge of Electrical and Mechanical engineering, Designing tools & techniques, CBM/CMM/UCG exploration , Guidelines, updates in the field of CBM/CMM/UCG exploration, HEMMs, Application software such as Auto-cad, Codes & specifications, Finance Manual, GFR, ISO Standards, 5S, Kaizen, TQM, Civil manual, Purchase manual, Guidelines of CVC, , The Electricity Act, Safety procedures, The Mines Act, 1952, Mine regulation, Laws of contract, Quality assurance & control techniques, Data analytics, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p style="text-align: center;">Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations. 2. Business Acumen: Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services. 4. Communication skills: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 6. Change orientation: Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.

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| | <p>7. Innovation: Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.</p> |
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Role Profile	
Job Role	HOD (BUSINESS DEVELOPMENT)
Department	BDD
Organizational Relationships	The Incumbent would report to CMD, CMPDI.
Primary Purpose of the Role	Acquiring the consultancy assignments from clients for CMPDI and maximize the turnover of CMPDI.
Job Location	CMPDI HQ.
Decision Making	Would have to take decision a regarding contract finalization, approval of PRs, consultancy assignments, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Undertaking research & market scanning for acquiring consultancy assignments 2. Negotiating with prospective clients on offers and finalizing contracts. 3. Interacting with the clients on any commercial issue, if required, during execution of the contract. 4. Building a brand name for the Institute by achieving customer satisfaction. 5. Submitting draft stage report / final report to the client, forwarded by lead division. 6. Raising bills (in case of outside clients only) on receipt of intimation from the lead division regarding completion / achievement of any milestone activity related to Payment Terms. 7. Payment follow-up with the outside CIL clients. 8. Submitting of offer to the clients after obtaining approval from Competent Authority) 9. Progress monitoring during execution of the job. 10. Submitting status report of consultancy job to higher authority for their appraisal 11. Monitoring of execution of consultancy work. 12. Ensuring functional assistance in ERP implementation 13. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. New Customers Acquisition / New Business Development 2. No. of Consultancy jobs obtained. 3. Catering to Customers Queries at Business Development Stage. 4. Timely billing & payment. 5. No. of issues resolved. 6. MoU achievement

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Exploration, Mine Planning and related activities, Statutory obligations, Geology, Risk Management, Disaster Management, Laws applicable to mines, Project Management, ISO standards, Guidelines of CVC, DGMS, Quality Assurance & Control techniques, Data Analytics, Multi-disciplinary knowledge, Best practices in domain, Recent developments in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation.
Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities.
Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for

decision making. Able to design and develop checks and balances to determine right decisions.

6. **Change orientation** : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
7. **Innovation** : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.
8. **Customer/ Service Orientation** : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	HOD (MSD)
Department	Management System Division (MSD)
Organizational Relationships	Report to Director (Technical), CMPDI.
Primary Purpose of the Role	Certification of the customers for the various ISO/SA, etc standards
Job Location	CMPDI HQ.
Decision Making	To take decisions regarding level of compliances, quality standards, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Consultancy for documentation, support and guidance for implementation and maintenance of ISO 9001, ISO 14001, OHSAS 18001, SA 8000, ISO/IEC 27001, ISO 50001, ISO 17025 and other management system technique and other industry specific accreditations. 2. Ensuring functional assistance in ERP implementation 3. Any other assignment as & when required.

Key Performance Indicators
1. No. of Management System Related Tasks / Activities completed successfully.

Job Specification	
Knowledge Domain	<p>Technical knowledge & skill: Knowledge of ISO 9001, ISO 14001, OHSAS 18001, SA 8000, ISO/IEC 27001, ISO 50001, ISO 17025 BIS standards, IAF, Management system technique, Audit of Management System, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p>

	<p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.. 2. Business Acumen : Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly. 3. Team leadership: Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future. 4. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 6. Change orientation : Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization. 7. Innovation : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute. 9. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	HOD (Mine Electronics)
Department	Mine Electronics (ME)
Organizational Relationships	Report to Director (Technical), CMPDI.
Primary Purpose of the Role	To introduce latest Electronics & Telecommunication technology for improving production and safety in mines.
Job Location	CMPDI HQ.
Decision Making	Would have to take decisions regarding selection of technology, PR appraisals, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Undertaking Research and Development of determining suitable mining electronics technology for open cast & underground Mines. 2. Preparing telecom chapter for all Mining PRs. 3. Ensuring repair and testing of control cards of HEMMs/Methanometer 4. Preparing scheme and tender specification for environmental tele-monitoring system in U/G mines 5. Preparing project report for E&T related works of CHP and Washery. 6. Installing mine environmental monitoring system for UG mines. 7. Ensuring functional assistance in ERP implementation 8. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Timely repair of HEMM Cards. 2. No. of jobs completed on time. 3. No. of Project Reports prepared.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Electronics & telecommunication engineering, Instrumentation, Data management, designing tools & techniques, codes & specifications, Finance Manual, GFR, ISO, Purchase manual, guidelines of CVC, DPE, The Mines act, 1952, Mine regulation, laws of contract, Quality assurance & control techniques, Data analytics, Multi-disciplinary knowledge, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
2. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
3. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to

champion changes by involving change agents within and outside the organization.

7. **Innovation** : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

Role Profile	
Job Role	HOD (S&T)
Department	Science & Technology
Organizational Relationships	Report to Director (Technical), CMPDIL.
Primary Purpose of the Role	To foster a culture of innovation, research & continuous improvement for providing a technology driven work environment.
Job Location	CMPDI HQ.
Decision Making	Would have to take decisions regarding approval of R&D proposals, progress of projects, funds disbursement, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Identifying thrust areas for research activities for the company. 2. Collaborating with Centers of Excellence for research projects. 3. Promoting innovation among employees. 4. Conceiving & undertaking pilot projects. 5. Processing of research proposal for approval. 6. Identifying issues which can be solved through technological solutions. 7. Preparing detailed agenda for various technical committees. 8. Coordinating and monitoring implementation of the projects. 9. Conducting site visits for providing necessary guidance in executing project. 10. Disbursing fund to various implementing agencies on the basis of physical progress in the project. 11. Preparing Annual Budget. 12. Validating research projects for approval. 13. Requisition of fund from MoC and CIL. 14. Evaluating completed research projects and disseminating research findings. 15. Ensuring functional assistance in ERP implementation 16. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of research projects validated. 2. Engineering days consumption. 3. Timely disbursement of Fund to Implementing Agencies 4. Budget Control 5. No. of issues resolved through technology.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Mining Engineering, Geology, Project Management, guidelines of CVC, DPE, Quality assurance & control techniques, data analytics, Multi-disciplinary knowledge, recent development in technology, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation.
Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **Business Acumen :** Able to sense and seize business opportunities and take advantage of the same. Able to lead the competition by bringing in appropriate mechanisms that can sense market scenario, understand financial impact and positioning accordingly.
3. **People Development:** Able to institutionalize systems and process through which continuous learning is facilitated. Able to develop and retain talent and build future leaders.
4. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
5. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
6. **Innovation :** Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

Role Profile	
Job Role	Incharge (Blasting Cell)
Department	S&T
Organizational Relationships	Report to HOD (S&T), CMPDI.
Primary Purpose of the Role	To improve the blasting performance in mines.
Job Location	CMPDI.
Decision Making	Would have to take decision regarding studies to be conducted, use of technology, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Undertaking performance evaluation of explosives & accessories used in mining. 2. Conducting tests for new explosives and accessories for mines. 3. Conducting random sampling & testing of explosives and preparing report of controlled blasting for obtaining requisite DGMS permission 4. Determining benchmark powder factor for mines. 5. Undertaking R&D projects related to blasting for improving blasting efficiency. 6. Conducting Controlled Blasting and Vibration Study 7. Conducting fragmentation studies. 8. Providing consulting services to outside agencies for the use of SME & SMS. 9. Optimizing blast parameters for open cast and underground mines for improvement in fragmentation vis-à-vis PF determination. 10. Ensuring functional assistance in ERP implementation 11. Any other assignment as & when required.

Key Performance Indicators

1. Determination of Powder Factor
2. No. of new products tested
3. No. of R&D activities.
4. No. of Random testing.
5. No. of techniques developed.
6. No. of studies conducted.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Blasting techniques, Related studies, Risk Management, Disaster Management, Laws applicable to mines, Project Management, ISO standards, National & international benchmarks in blasting, guidelines of CVC, DPE, Quality assurance & control techniques, DGMS guidelines on blasting, Data analytics, Multi-disciplinary knowledge, Recent development in blasting techniques, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.

3. **Change orientation:** Able to understand change requirements and support others in their change initiatives. Able to periodically scan the environment and explore the new, taking into consideration changes required in the organization.
4. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
5. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	HOD (PAD)
Department	Project Appraisal Division
Organizational Relationships	The Incumbent would report to Director (Technical), CMPDIL.
Primary Purpose of the Role	To support in expansion/ development of mines through appraisal of PRs of mining projects.
Job Location	CMPDIL HQ.
Decision Making	Would have to take decisions regarding compliances, norms adherence, approval of PRs, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Monitoring of preparation of PRs/EPR/UCE. 2. Updating status of implementation of on-going projects costing more than Rs.500 crs. in quarterly project review meeting. 3. Updating e-compendium of PR preparation and approval norms. 4. Coordinating with RIs, UMD division and Exploration division for the UNFC classification of CIL blocks. 5. Ensuring functional assistance in ERP implementation 6. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Milestones achieved. 2. Timely submission of ATR on ongoing projects 3. No. of draft PR / RPR / other reports appraised.

Job Specification

Knowledge Domain

Technical knowledge & skill: Mining Engineering, Blasting techniques, Related studies, Mining Economics, New technologies, Operation Research, Logistic Management, IT in Mining, Productivity parameters, Risk Management, Disaster Management, Laws applicable to mines, Project Management, ISO standards, guidelines of CVC, DGMS, Quality assurance & control techniques, data analytics, Multi-disciplinary knowledge, Best practices in Mining, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, Global mindset (Global business savvy, cosmopolitan outlook, passion for diversity, diplomatic, cultural sensitivity, cross-cultural compatibility, sensitized to the global political, economic & social environment), etc.

Managerial & Behavioral Competencies

1. **Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation.
Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations..
2. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities.
Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
3. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
4. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions.
5. **Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.

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| | <p>6. Customer/ Service Orientation: Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.</p> |
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Role Profile	
Job Role	HOD (CMP)
Department	Coal & Mineral Preparation
Organizational Relationships	Report to Director (Technical), CMPDIL.
Primary Purpose of the Role	To provide support for establishment & development of Coal Washeries and promoting R&D in Coal Beneficiation.
Job Location	CMPDIL HQ.
Decision Making	Would have to take decisions regarding compliances, norms adherence, information sourcing, data sharing, evaluation of tenders, finalisation of contracts,etc.

Key Tasks
<ol style="list-style-type: none"> 1. Preparing Coal Washery Project Reports. 2. MoU completion. 3. Preparation of Coal Washery conceptual report, feasibility report and chapter on washery mine for PR. 4. Ensuring timely award of contracts. 5. Achieving milestones. 6. Conducting project/ task review meetings with various stakeholders. 7. Preparation of revised cost estimate. 8. Ensuring functional assistance in ERP implementation 9. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of reports prepared. 2. Timely preparation of reports. 3. No. of solutions accepted. 4. MoU achieved. 5. Customer satisfaction. 6. Norms adherence. 7. Milestones achieved.

Job Specification

Knowledge Domain	<p>Technical knowledge & skills: Knowledge of Coal & Mineral Preparation technology, Coal Beneficiation technologies, Chemical Engineering, Coal washing technology, Clean coal technologies, Best practices in Coal Beneficiation, New technology, Standard Price List, Norms, ISO Standards, Data analytics, Multi-disciplinary knowledge, etc.</p> <p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.</p>
Managerial & Behavioral Competencies	<ol style="list-style-type: none"> 1. Strategic orientation: Able to formulate functional strategies in line with Vision, Mission and values of the organisation. Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.. 2. Communication skill: Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level. 3. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making.Able to design and develop checks and balances to determine right decisions. 4. Planning & OrganisingAble to demonstrate the links with the achieved goals in line with the organizational strategy/plan. Able to come out with alternative plans to meet the contingency requirements of the business. Able to build capabilities in members to improve and sustain similar performance in future. Able to develop mechanisms and systems through which execution excellence is institutionalized in the organization. 5. Innovation : Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

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| | <p>6. Customer/ Service Orientation: Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.</p> |
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Role Profile	
Job Role	Incharge (CP Lab)
Department	Coal & Mineral Preparation
Organizational Relationships	The Incumbent would report to HOD (CMP), CMPDIL.
Primary Purpose of the Role	To achieve excellence in laboratory testing.
Job Location	CMPDIL Regional Institutes/ CMPDIL HQ.
Decision Making	Would have to take decisions regarding identifying location for collecting samples, selection of tests, preparing reports, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Preparation of coal samples and conducting coal sample testing 2. Performing Size Analysis, Washability Analysis, Proximity Analysis, Ultimate analysis of coal sample to determine its properties. 3. Analyzing & reporting Various physical properties of Coal in adherence to standards. 4. Preparing test reports. 5. Optimizing performance of the laboratory. 6. Modernizing the laboratory with latest techniques & test. 7. Ensuring functional assistance in ERP implementation 8. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of Sample analyzed. 2. No. of tests performed successfully. 3. Timely preparation of test reports. 4. No. of capabilities enhanced in lab.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Exploration/ Chemistry, Size analysis of coal samples, Washability analysis, Proximity analysis, Ultimate analysis, Project Management, Quality assurance & control techniques, Data analytics, Multi disciplinary knowledge, Best practices in domain, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
4. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
5. **Customer/ Service Orientation:** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
6. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.

Role Profile	
Job Role	Incharge (MT Lab)
Department	Underground Mining Division (UMD)
Organizational Relationships	Report to HOD (UMD), CMPDI.
Primary Purpose of the Role	To support in UG Mine planning.
Job Location	CMPDIL HQ.
Decision Making	Would have to take decisions regarding selection of tests, studies, updating infrastructure of lab, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Analyzing Physio-mechanical properties of coal and rocks and preparing reports. 2. Ensuring smooth functioning of Laboratory. 3. Conducting subsidence prediction and management studies. 4. Conducting tests, Rock Mass rating to determine physio-mechanical properties of Rock and Coal. 5. Performing capability study. 6. Optimizing performance of the laboratory. 7. Modernizing the laboratory with latest techniques & test. 8. Undertaking Cement & Resin Capsule testing. 9. Ensuring functional assistance in ERP implementation 10. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of jobs completed. 2. No. of Test Report submitted. 3. MoU target achieved.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Exploration/ Chemistry, Mine Planning and related activities, New technology, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Quality assurance & control techniques, Data analytics, DGMS guidelines, Multi disciplinary knowledge, Best practices, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, Cross functional knowledge, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
4. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
5. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	HOD (Coal Technology & Lab)
Department	Coal Technology & Lab
Organizational Relationships	The Incumbent would report to Director (Technical), CMPDIL.
Primary Purpose of the Role	To promote R&D related to coal utilization.
Job Location	CMPDI HQ.
Decision Making	Would have to take decisions regarding requirement of R&D, development of infrastructure, quality of tests, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Monitoring of Chemical lab, Petrography lab and Coal Technology (CT) labs. 2. Ensuring coal characterization through various petrographic and chemical studies of coal cores from exploration blocks 3. Scrutinizing coal utilization research projects proposals and project completion reports. 4. Providing technical expertise to CIL, MoC and other internal & external agencies. 5. Promoting & encouraging R & D works related to coal utilization. 6. Assuring quality data input for Geological Report preparation to achieve customer satisfaction. 7. Ensuring that petrographic studies are being taken up systematically on all coal cores from exploration blocks. 8. Conducting projects/ task review meetings with various stakeholders. 9. Timely execution of analysis so that test result is ready before the GR due date. 11. Optimizing performance of the laboratory. 12. Modernizing the laboratory with latest techniques & test. 13. Ensuring functional assistance in ERP implementation 10. Any other assignment as & when required.

Key Performance Indicators

1. Milestones achieved.
2. Quality of test results.
3. No. of reports scrutinized.
4. MoU targets completed
5. No. of interface assignments completed.
6. Customer satisfaction.
7. No. of new initiatives implemented.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Geology, Mine Planning and related activities, Statutory obligations, Risk Management, New technology, Project Management, Quality assurance & control techniques, Data analytics, Multi disciplinary knowledge, Best practices, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative

ideas & solutions from the available data and is also able to derive conclusions even with limited data.

4. **Team leadership:** Able to design and implement empowering systems and processes to develop organisational capabilities. Able to build leadership capabilities among team members to sustain outstanding performance and prepare them to take up key roles in future.
5. **Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
6. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.

Role Profile	
Job Role	Incharge (Petrography Lab)
Department	Coal Technology & Lab
Organizational Relationships	Report to HOD (CT & Lab), CMPDI.
Primary Purpose of the Role	To perform coal characterization through petrographic studies.
Job Location	CMPDI HQ.
Decision Making	Would have to take decisions regarding selection of tests, studies to be performed, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Analyzing coal samples through petrographic studies and scanning electron microscope studies, to generate quality data input for Geological Report preparation. 2. Allotting coal cores to contractors/ CFRL and monitoring the work. 3. Conducting lithological studies, proximate analysis, ultimate analysis & other tests. 4. Validating results of various analyses and preparing test reports. 5. Preparing NABL accreditation scheme and ICCOP accreditation programmes. 6. Ensuring availability of equipment and repair and maintenance of existing machines. 7. Undertaking R & D project on utilization of available coal resources through integrated coal characterization and beneficiation methods. 8. Ensuring preventive & other maintenance of equipment for capacity enhancement. 9. Optimizing performance of the laboratory. 10. Modernizing the laboratory with latest techniques & test. 11. Ensuring functional assistance in ERP implementation 12. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Quality of Petrographic Analysis. 2. Targets achieved. 3. Norms Adherence 4. No. of R&D Project. 5. No. of studies done.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Geology, Mine Planning and related activities, Risk Management, Latest techniques, Quality assurance & control techniques, Data analytics, Multi disciplinary knowledge, Best practices, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ Service Orientation :** Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.
4. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
5. **Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Incharge (Chemical Lab)
Department	Coal Technology & Lab
Organizational Relationships	The Incumbent would report to HOD (CT & Lab), CMPDI.
Primary Purpose of the Role	To undertake coal characterization through chemical studies.
Job Location	CMPDI Regional Institutes/ CMPDI HQ.
Decision Making	Would have to take decisions regarding sample collection, type of tests, preparation of test reports, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Undertaking coal characterization by various chemical tests to generate quality data input for Geological Report preparation. 2. Determining moisture content, Ash content, Ultimate Analysis, FC, Gross Calorific Value of virgin coal blocks by performing various lab tests. 3. Optimizing performance of the laboratory. 4. Modernizing the laboratory with latest techniques & test. 5. Ensuring functional assistance in ERP implementation 6. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. No. of tests performed. 2. Timely preparation test reports.

Job Specification	
Knowledge Domain	<p>Technical knowledge & skill: Knowledge of Geology, Chemistry, Latest techniques, Quality assurance & control techniques, Data analytics, Multi disciplinary knowledge, Best practices in domain, etc.</p> <p>Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process,</p>

	<p>Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 4. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services. 5. Team leadership : Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization. 6. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Incharge (Coal Technology)
Department	Coal Technology & Lab
Organizational Relationships	Report to HOD (CT & Lab), CMPDI.
Primary Purpose of the Role	To promote R&D activities for improvement in utilization of available coal resources
Job Location	CMPDI HQ.
Decision Making	Would have to support in decision making with facts, data and information.

Key Tasks
<ol style="list-style-type: none"> 1. Ensuring completion of interfacing assignment with R&D Projects of other departments at CMPDI. 2. Monitoring R&D related to coal utilization. 3. Scrutinizing Coal utilization research project proposal, draft project completion report, and project completion report. 4. Resolving queries and other issues related to coal utilization with other agencies like CIL, MOC, Niti Ayog, etc. 5. Ensuring functional assistance in ERP implementation 6. Any assignment as and when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Completion of jobs on time. 2. Customer satisfaction. 3. No. of assignments completed.

Job Specification	
Knowledge Domain	Technical knowledge & skill: Knowledge of Exploration, Hydrogeology, Geophysics, Mine Planning and related activities, Latest techniques, Laws applicable to mines, Project Management, standards, Best practices, Quality assurance & control techniques, Data analytics, DGMS guidelines, Multi disciplinary knowledge, etc.

	<p>Organizational knowledge: Company’s Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, Organizational structure, Performance parameters, E-tendering process, Cross functional knowledge, CSR Policy, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.</p> <p>Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company’s business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.</p>
<p>Managerial & Behavioral Competencies</p>	<ol style="list-style-type: none"> 1. Technical expertise: Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation. 2. Planning & Organising: Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis. 3. Team leadership : Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization. 4. Problem Solving & Analytical ability : Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data. 5. Decision making: Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions. 6. Customer/ Service Orientation : Able to deliver on the promises made to the customer/ stakeholder resulting into customer/ stakeholder delight. Able to make the customer/ stakeholder , a part of the team and receive inputs to tailor make the product/services.

Role Profile	
Job Role	HOD (Geomatics)
Department	Geomatics
Organizational Relationships	The Incumbent would report to Director (Technical), CMPDI.
Primary Purpose of the Role	To conduct geological mapping of mines through remote sensing & GPS systems.
Job Location	CMPDIL HQ.
Decision Making	Would have to take decisions regarding selection of technology, resource availability, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Conducting GPS surveys for determining information about geography of the area. 2. Maintaining Geographical Information System (GIS) to access data about the feasibility of operating in the area. 3. Monitoring of land reclamation of OC mines based on satellite data. 4. Co-ordinating with Ministry of Coal and CIL . 5. Organizing project task review meeting with internal and external customer. 6. Conducting mapping for determining land use & vegetation cover of coal fields wrt environment monitoring parameters. 7. Conducting OBR check and Coal check management through use of latest technology like drones, TLS, ETS, etc. 8. Ensuring functional assistance in ERP implementation 9. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. MoU achievement 2. Accuracy in OBR measurement. 3. No. of surveys. 4. No. of jobs completed. 5. Growth in Revenue generation. 6. Customer satisfaction.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Geology, Mine Planning and related activities, Statutory obligations, Risk Management, latest techniques, Disaster Management, Laws applicable to mines, Project Management, Quality assurance & control techniques, Data analytics, DGMS guidelines, Multi disciplinary knowledge, Best practices, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

- 1. Strategic orientation:** Able to formulate functional strategies in line with Vision, Mission and values of the organisation.
Able to anticipate changes, take advance actions and build organizational capabilities for sustainable and profitable operations.
- 2. Customer/ Service Orientation :** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
- 3. Communication skill:** Able to inspire and motivate people so that they make extra efforts to act on the message to generate extraordinary outcome beyond expected level.
- 4. Decision making:** Able to take right decisions on complex issues even with limited information and also to develop organizational capability for decision making. Able to design and develop checks and balances to determine right decisions.
- 5. Change orientation :** Able to advocate changes from time to time to meet the business challenges and organizational sustainability. Able to champion changes by involving change agents within and outside the organization.
- 6. Innovation :** Able to design programmes through which innovative work practices are identified, encouraged and adopted across the organization. Able to involve expert agencies to undertake projects that can lead to innovation. Able to implement mechanisms in the organization wherein employees can experiment, learn and contribute.

Role Profile	
Job Role	Incharge (Remote Sensing)
Department	Geomatics
Organizational Relationships	The Incumbent would report to HOD (Geomatics).
Primary Purpose of the Role	To monitor land reclamation and determine land use & vegetation Cover through remote sensing data.
Job Location	CMPDI HQ.
Decision Making	Would have to take decisions regarding selection of sites, preparing maps, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Monitoring of land Reclamation based on satellite data. 2. Geo-referencing of leasehold area. 3. Preparing thematic maps for land use, hydro-geomorphic, geological, urban sprawls. 4. Conducting site selection studies for infrastructure projects based on satellite data. 5. Utilizing digital Photogrammetry applications. 6. Monitoring of Coal Mine fire based on thermal Infrared satellite data and development of mine fire information. 7. Determining land Use/ cover mapping of core and buffer zone for EMP. 8. Conducting settlement mapping based on high resolution satellite data. 9. Subsidence monitoring using SAR interferometry. 10. Conducting Reservoir Siltation Studies 11. Ensuring functional assistance in ERP implementation 12. Any assignment as and when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Accuracy of mapping. 2. No. of maps developed. 3. No. of surveys conducted. 4. No. of studies conducted.

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Exploration, Mine Planning and related activities, Statutory obligations, Risk Management, Disaster Management, Laws applicable to mines, Project Management, Quality assurance & control techniques, Data analytics, DGMS guidelines, Multi disciplinary knowledge, Best practices, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Organizational structure, Performance parameters, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Outsourcing opportunities, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Customer/ Service Orientation :** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.
4. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
5. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
6. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.

Role Profile	
Job Role	Incharge (Survey & Drawing)
Department	Geomatics
Organizational Relationships	The Incumbent would report to HOD (Geomatics), CMPDI.
Primary Purpose of the Role	To conduct surveys and OBR check measurement
Job Location	CMPDI HQ.
Decision Making	Would have to take decisions on availability of survey tools, repair & maintenance, use of latest technology, etc.

Key Tasks
<ol style="list-style-type: none"> 1. Conducting survey for OBR Check measurement using Terrestrial Laser Scanner (TLS) & Electronic Total Station (ETS) and drone mounted system. 2. Ensuring measurement of OB Dumps. 3. Ensuring repair & maintenance of surveying tools. 4. Surveying borehole in exploration/geological block and preparing plans, feature survey, and contouring, survey related to Geo-physical Jobs. 5. Conducting DGPS (Differential Globe Positioning System) Survey of forest boundary and lease boundary. 6. Conducting topographical surveys. 7. Demarcation of blocks & lease boundaries using DGPS. 8. Conducting correlation survey using Gyroscope in underground coal mines and other applications. 9. Promoting application of UAV (Drone) in survey and remote sensing (future projects). 10. Ensuring functional assistance in ERP implementation 11. Any other assignment as & when required.

Key Performance Indicators
<ol style="list-style-type: none"> 1. Accuracy of OB Measurement. 2. Cost efficiency. 3. No. of surveys conducted 4. Revenue Generated

Job Specification

Knowledge Domain

Technical knowledge & skill: Knowledge of Mining, Geomatics, Mine Planning and related activities, Statutory obligations, New technology, Best practices, Disaster Management, Laws applicable to mines, Quality assurance & control techniques, Data analytics, DGMS guidelines, Multi disciplinary knowledge, etc.

Organizational knowledge: Company's Vision, Mission, Corporate Plan, Strategies, MOU parameters, Policies and procedures, Rules & regulations, E-tendering process, CSR Policy, Delegation of Power, Company manuals, Decision making process, Physical, social and financial performance, Human Resource processes, Contract Management, Communication system, Cost structure, Cross functional knowledge, Environment management measures etc.

Business knowledge: Knowledge of business of the company, Customers & Stakeholders, Social, Economic, Political & Legal environment of company's business, Coal grades & quality parameters, Coal pricing, Productivity, Market intelligence, Competitors intelligence, Mining Economics, Financial intelligence, Business intelligence, Energy policy of Central Govt., Business challenges (Domestic & international), Sustainability, National /International energy sector, Renewable energy, etc.

Managerial & Behavioral Competencies

1. **Technical expertise:** Able to solve operational problems innovatively using appropriate knowledge. Makes effort to bring in latest technology into one's area of operation.
2. **Planning & Organising:** Able to devise tools and mechanisms by which long term plan of the organization is translated into work related plans. Able to take trade off decisions to derive a plan that is workable and bringing cost benefit advantages. Able to review and monitor the progress and adapt necessary changes to ensure goals are achieved efficiently. Able to mobilize and optimize the use of resources keeping in mind the cost benefit analysis.
3. **Team leadership :** Able to define team goals, inspire subordinates to achieve them and bring about high results. Able to reach out and achieve exceptional results involving related stakeholders in the organization.
4. **Innovation :** Able to design and implement innovative work practices using new methods and benchmarking the same. Able to leverage the technology & techniques and embrace them for continuous improvement.
5. **Problem Solving & Analytical ability :** Able to take proactive measures to identify potential areas of problems and initiate measures to address them by taking into consideration all stakeholders. Able to derive insights and creative ideas & solutions from the available data and is also able to derive conclusions even with limited data.
6. **Customer/ Service Orientation :** Able to establish systems and processes through which customer/ service orientation becomes a culture in the organization and institutionalize stakeholder/ customer orientation as way of conducting the business of the organization.