



South Eastern Coalfields Limited  
(A Subsidiary Company of Coal India Ltd)  
(A Miniratna Company)

**RECRUITMENT OF MEDICAL EXECUTIVES**  
**Rectt.Advt. No. 1/2021**

South Eastern Coalfields Limited (SECL), a Subsidiary of Coal India Limited – a Schedule B “MINIRATNA” Public Sector Undertaking under Ministry of Coal, Government of India. It operates across two states in India (Chhattisgarh & Madhya Pradesh).

SECL/CIL is looking for dedicated and enterprising Medical Executives to work in Subsidiary Companies/Coalfield Areas Hospitals/Dispensaries. If you are ready to accept the challenge and meet our requisite criteria, this is your best opportunity to join SECL/CIL.

Sl. No.	Name of the Post & Grade	Number of Post	Scale of Pay (Rs.)
1	a. Sr. Medical Specialist (E4)	52	Rs. 70,000 – 2,00,000
	b. Medical Specialist (E3)		Rs. 60,000 – 1,80,000
2	Sr. Medical Officer (E3)	32	Rs. 60,000 – 1,80,000
3	Sr. Medical Officer (Dental) (E3)	02	Rs. 60,000 – 1,80,000

\* Candidates will be entitled for leave encashment, medical facilities, etc. as per the rules of the company.

**General Role Profile:**

1. The Candidate is required to attend medical emergencies in mine/projects/ establishments/hospitals.
2. The Candidates should be able to examine & treat patients, screen cases needing specialized medical attention and refer them to higher centers.
3. The Candidate should ensure/make PME (Periodical Medical Examination) of employees & Initial Medical Examination of contractual workers.
4. The Candidate should be able to make suitable arrangements for laboratory services for proper diagnosis of doubtful cases and provide guidance to the technicians & staff.
5. The Candidate should be able to implement various national health & family welfare programs in the unit.
6. The Candidate should take active part in formulation of development plans of the dispensary.
7. The Candidates should ensure adequate supplies of vaccines, consumables medicines, instruments, miscellaneous items required from time to time and their proper storage & usage.
8. The Candidate should ensure cleanliness inside and outside the premises and also proper maintenance of equipment.
9. The Candidate should ensure preparedness to meet exigencies and outbreak of epidemic in his/her area.
10. The Candidates should be able to conduct CSR and medical awareness camps, competitions, etc.
11. The Candidate should ensure maintenance of the prescribed records and submission of reports and returns.
12. The Candidate should be able to educate people on disease prevention measures and health maintenance.
13. The Candidate should ensure functional assistance in ERP implementation.

14. The Candidate should ensure availability of ambulance services in the unit.
15. The Candidate should ensure preparedness to meet emergencies and outbreak of epidemic/pandemic such as Covid-9 in the Project/Colliery/Area/Headquarter.
16. **Sr. Medical Officer (Dental – E3):** The Candidate should be able to provide medical assistance as well as attainment of required dental solutions for the employees working in the establishment and nearby stakeholders.
17. **Sr. Medical Specialist (E4)/Medical Specialist(E3):** The Candidate should be able to provide different medical assistance as well as attainment of required specialty solutions of the specialty in which he/she has been recruited for the employees working in the establishment and nearby stakeholders.

**Eligibility Criteria:**

**Qualification & Experience for post No. 1 (a):**

For General Surgery, General Medicine & Pulmonary Medicine – minimum qualification is MBBS from recognized Institute/College approved by Medical Council of India with recognized Post Graduate Degree/DNB with minimum 3 years post qualification experience.

For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.

**Qualification for post No. 1 (b):**

For General Surgery, General Medicine & Pulmonary Medicine – minimum qualification is MBBS from recognized Institute/College approved by Medical Council of India with recognized Post Graduate Degree/DNB.

For other Specialists, in addition to the above, Post Graduate Diploma is also considered as one of the minimum eligible qualifications.

**Qualification for post No. 2:**

MBBS from recognized Institute/College approved by Medical Council of India.

**Qualification for post No. 3:**

BDS from recognized Institute/College approved by Medical Council of India with 1 year post qualification experience from a Hospital/Clinic.

**Note:** 1. Candidates who have obtained required eligible qualification from Foreign University/Institute, will also be considered provided they submit the certificate of passing qualifying examination from MCI.

2. For eligibility, the candidate should have obtained Registration Number from Medical Council of India/State Medical Council against their qualification.

**Age Limit (as on the date of notification):**

Upper Age limit for Unreserved (UR) in case of

- Sr. Medical Specialist (E4 Grade) is 42 years for General/UR.
- Sr. Medical Officer (including Dental)/ Medical Specialist in E3 Grade) is 35 years for General/UR.

Vacancies at South Eastern Coalfields Limited:



There are total 86 (Eighty Six) vacancies in E4 & E3 Grade (Sr. Medical Specialist, Medical Specialist & Sr. Medical Officer including Dentist). The Speciality-wise Category-wise break-up of vacancies is indicated below:

Name of the Post & Grade	Speciality	UR	EWS	OBC(NCL)	SC	ST	Total
Sr. Medical Specialist (E4 Grade)/ Medical Specialist (E3 Grade)	Surgeon	3	1	2	1	0	7
	General Physician	3	1	2	2	1	9
	G&O	2	1	2	1	0	6
	Anaesthetist	1	1	1	1	0	4
	Orthopedician	3	1	2	1	1	8
	Pediatrician	1	0	0	0	1	2
	Physiatrist	1	0	0	0	0	1
	Pathalogist& Microbiologist	1	0	1	0	0	2
	Pulmologist/ Chest Specialist	1	0	1	1	0	3
	Ophthalmologist	1	1	1	0	1	4
	ENT	1	0	1	1	0	3
	Radiologist	1	0	1	1	0	3
<b>Total</b>		<b>19</b>	<b>6</b>	<b>14</b>	<b>9</b>	<b>4</b>	<b>52</b>
Sr. Medical Officer/ GDMO (E3 Grade)		12	3	9	5	3	32
Sr. Medical Officer (Dental) (E3 Grade)		1	0	1	0	0	02
<b>Total</b>		<b>32</b>	<b>9</b>	<b>24</b>	<b>14</b>	<b>7</b>	<b>86</b>

\*Reservation is applicable for Persons with Disability (minimum 40% Disability) as per Government of India norms against the identified posts.

For reservation under PwD Act-2016:- Type of disability identified for Medical Executives with Benchmark disabilities as per Coal India notification available in the CIL Website.

HH	OH	PwD Total
1	1	2

#### Reservation & Relaxation:

- Reservations and relaxations for SC/ST/OBC(Non-Creamy Layer)/EWS/PWD (Degree of Disability 40% or above) candidates are applicable as per Presidential directives/guidelines of Govt. of India for the purpose.
- The upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC(non-Creamy Layer) and 15 years for PWD- SC/ST candidates subject to the condition that maximum age of the applicant as on the date of notification shall not exceed 56 years.
- The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The OBC certificate in respect of Creamy Layer status is valid only for that Financial Year in which the certificate is issued as per the DopT guidelines dated 31.03.2016.
- To avail such relaxation in upper age limit, an applicant has to submit valid certificate as required.

- v. For EWS category, the crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post.
- vi. Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.
- vii. Age relaxation of 5 years applicable for candidates who are the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.

#### **How to Apply:**

Interested candidates would be advised to present themselves to the interview location with all the documents needed in original plus 2 copies along with the duly filed Application form as provided with the advertisement.

At the interview locations, the applications along with the original documents of the candidates will be screened. Any candidates whose application is incomplete or any discrepancy found w.r.t. eligibility criteria then such candidate will not be considered for personal interview.

The sample application form for the post of Medical Executive is enclosed herewith. The candidates will be required to send the duly filled in application form as an **advance copy** in the format prescribed along with self attested copy of the testimonials through speed post to Dy.GeneralManager(P/EE), Executive Establishment Department, South Eastern Coalfields Limited, Seepat Road, Bilaspur – 495006 (Chhattisgarh), which should reach within the stipulated time i.e. **30.04.2021 (By 5.00 PM)**. The application of the candidates not received within the stipulated date, will not be entertained.

If more than one application is received from a candidate, most recent (current) application will be considered as final.

Documents to be submitted is as mentioned in the application format.

#### **Interview Centres:**

**SOUTH EASTERN COALFIELDS LIMITED, BILASPUR (CHHATTISGARH)**

#### **General Terms/Conditions:**

- i. The Administrative action/decision to fill the vacancies are vested with cadre controlling authority i.e. Chairman, CIL as per the cadre scheme and same will be followed.
- ii. Candidates dismissed from service by the previous employer including CIL by way of disciplinary action will not be eligible for appointment.
- iii. Character and antecedent verification of the appointees will be done post appointment and in case if there is any discrepancy or concealment of information is found the appointment will stand null and void abinito.
- iv. No application fee will be charged from the candidates.
- v. No TA/DA is admissible for attending interviews. However, TA would be admissible at the time of initial medical examination and joining equivalent to AC 3 Tier (3<sup>rd</sup> AC) by the shortest route for self.

#### **For Employees of CIL/Subsidiary Companies:**

There is no age bar, however, they will have to fulfill all other advertised norms.

#### **Mode of Selection:**

The mode of selection will be based on personal interview as laid down in the "Policy for decentralized recruitment of Medical Executives at CIL/Subsidiary Level" as available in SECL/CIL website.



## Other Terms and Conditions:

1. Only Indian Nationals are eligible to apply.
2. Candidates may be posted anywhere in Subsidiary Companies especially in coalfield areas. The selected Non-Specialist Medical Executives will be initially posted in Dispensaries for a minimum period of three years before their posting to main Hospitals as per the requirements of the Company.
3. For all the posts – Age, Qualification & Experience would be **as on date of notification**.
4. Candidates must have completed one-year compulsory internship.
5. Applicants with PG qualification shall submit their Registration Certificate from MCI/State Medical Council in which their PG qualification is mentioned.
6. Unless the applicants produce valid Registration Certificate from MCI/State Medical Council/ result/ passing certificate/ relevant documents in original, they will not be allowed to appear in the interview.
7. In case of CGPA/ Grade/ Gradepoint is awarded instead of marks, a certificate from the Registrar of the University/ Head of Institute/ Competent Authority is to be submitted specifying exact equivalent percentage and marks.
8. In support of age, candidates will have to submit self attested copy of Matriculation/ Secondary level/ Senior Secondary level certificate/ Mark sheet along with application.
9. In support of educational qualifications, percentage of marks & experience, candidates will have to submit self-attested copy of the relevant mark-sheet/ certificates along with application.
10. Candidates belonging to OBC (Non-Creamy Layer)/SC/ST/EWS will have to submit self-attested copy of valid caste certificate. For PWD category, certificate in the prescribed format of Govt. of India duly issued by the competent authority, has to be submitted along with application.
11. If the EWS/SC/ST/OBC certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in English.
12. Canvassing in any form or bringing outside influence will disqualify the candidature.
13. In case of variation of Name/ Surname / Name spelling mentioned in the Application with that of educational/professional qualification certificates/caste certificate, the applicant should submit an affidavit from first class judicial Magistrate to this effect.
14. Candidates working in Govt./Semi Govt./Public Sector Undertaking/Autonomous Body should submit "No Object Certificate" from the present employer at the time of interview, failing which they will not be interviewed. Candidates shall produce all original certificates/ documents before interview failing which they will not be interviewed.
15. Medical Examination: Selected candidates will be required to undergo Initial Medical Examination (IME) before the duly constituted Medical Committee as per the Medical Attendance Rules of the Company at the notified venue and date. After being declared medically fit only, offer of appointment will be issued to the candidates after observing all the administrative formalities. Candidates are advised to refer to the details available on our website under the heading "**Career with SECL/CIL**" to understand the prescribed medical norms. The decision of the Medical Committee will be final and binding.
16. Candidates called for interview may answer either in English or in Hindi.
17. All correspondence with the candidates will be done through email id and they are advised to check their emails regularly. The company will not be responsible for any loss of email.
18. Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
19. Applicants must superscribe on the envelope the Post and Grade applied.
20. CIL is offering DNB courses and Medical Executives can avail study leave, as per the approved policy for pursuing higher courses.
21. CIL Board reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of "Policy for decentralized recruitment of Medical Executives at CIL/Subsidiary level" at its discretion for the reasons to be recorded in writing. However, D(P&IR), CIL can amend the implementation methodology of the said Policy as per approval of Chairman, CIL.

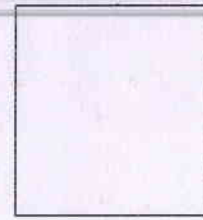
22. Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the recruitment process without any further notice and without assigning any reason thereof.
23. Any amendment/ modification relating to this recruitment will be notified on CIL website only. Legal jurisdiction will be at Kolkata only. For any queries, please contact us at **07752-246336 / 9425531744 / 9425531720 /9425531981** (on all working days from 10.00 am to 5.00 pm) and email id: [gme.secl@coalindia.on](mailto:gme.secl@coalindia.on) / [cmssecl.hq@gmail.com](mailto:cmssecl.hq@gmail.com).

*UFA*  
07/04/21

*Sujata*  
Dy. General Manager(P/EE)  
South Eastern Coalfields Limited  
Bilaspur, Chhattisgarh



South Eastern Coalfields Limited  
Application for Medical Executives  
(A Miniratna Company)



Signature

- Post applied for: \* Sr. Medical Officer (E3 Grade)
- \* Medical Specialist (E3 Grade)
- \* Sr. Medical Specialist (E4 Grade)
- \* Sr. Medical Officer – Dental (E3 Grade)

**Personal Details**

1	Candidate's Name (as per Matriculation/ Secondary Board Certificate)	
2	Father's/Husband's Name	
3	a) Date of Birth (In Figures) b) Date of Birth (In Words)	
4	Age as on cut-off-date (Date of notification)	Years..... Months..... Days .....
5	PAN No./AADHAR No.	
6	Gender: (Male/Female/Transgender)	
7	Email Id.	
8	Mobile Number	
9	Nationality	
10	Marital Status (Single/Married/Widow/Divorcee)	
11	If Married, Occupation of Spouse)	
12	Religion:	
13	Caste Category:	General/OBC(NC)/SC/ST.EWS
14	Caste Certificate No.:	
15	Date of issue of Caste Certificate(DD/MM/YYYY)	
16	Caste certificate issuing authority	
17 (A)	For Medical Specialist & Sr. Medical Officer, are you a Person with Disability of a) OH(OA/OL), Dw, b) SLD c) MD involving a to b? If Yes, tick the category of disability	Yes/No. Percentage of Disability: a. OH(OA) OH(OL) Dw, b. SLD c. MD
(B)	For Sr. Medical Officer(Dental), are you a Person with Disability of a. HH b. OL, Dw, c. SLD d. MD involving a to c? If yes, tick the category of disability	a. HH b. OL Dw c. SLD d. MD involving a to c
18	Date of issue of PWD Certificate (DD/MM/YYYY)	



19	PWD issuing authority	
20	Address for correspondence	..... ..... Pincode: .....
21	Permanent Address	..... ..... Pincode: .....
22	Whether a domicile of J&K during the period 01-Jan-80 to 31-Dec-89?	Yes / No
23	Whether an Ex-Serviceman? If yes, mentioned the last Rank held and the number of years served in the Rank.	Yes/No

<b>24 Qualification 1 (PG Degree/DNB/PG Diploma Details) –Sr. Medical Specialist/ Medical Specialist</b>
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Name of Qualification:	
Qualification Specialization:	
Name of University/Board:	
Name of Institute/College:	
Month and Year of Admission:	
Month and Year of Passing:	
Marks Obtained:                      Out of:	
Percentage of Marks:	
Number of attempts:	

<b>Other Qualification Details, if any:</b>	
Degree:	
Specialization:	
Name of University/Board:	
Name of Institute/College:	
Year of Passing:	

<b>Qualification 2 Details (Sr. Medical Officer – E3 Grade):</b>	
Name of Degree:	
Name of University/Board:	
Name of Institute/College:	
Month and Year of Admission:	
Month and Year of Passing:	
Marks Obtained:                      Out of:	
Percentage of Marks:	
Number of attempts:	

<b>Qualification 3 Details {Sr. Medical Officer (Dental) – E3 Grade}:</b>	
Name of Degree:	
Name of University/Board:	
Name of Institute/College:	
Month and Year of Admission:	
Month and Year of Passing:	
Marks Obtained:                      Out of:	
Percentage of Marks:	
Number of attempts:	

[Note: Proof for number of attempts for MBBS/PG Degree/PG Diploma/DNB/BDS to be attached with the application form]



**25. Post Qualification Experience (in Chronological order):**

Sl. No	Current Designation	Name of Organization	Govt./ Semi Govt./ PSU/ Autonomous Body/ Hospital/ Others if any specify	Permanent or Temporary	Period		Total Period	Reasons for leaving	Notice Period required
					From (dd/mm/y)	To (dd/mm/y)			

**26. CIL employee Details**

Are you an employee of CIL or its Subsidiary Companies	Yes / No ?
EIS Number :	
Designation/ Grade:	
Name of the Subsidiary	

**27. Criminal Case Details**

Have you ever been arrested, prosecuted, convicted by a Court of Law?	Yes / No ?
If Yes, Case No. & Date :	
Name of Court :	
Status of Case :	
Section(s) of IPC under which arrested/ prosecuted/ convicted	

**28.** Whether you have been dismissed from service by the previous employer including CIL by way of disciplinary action? Yes/No

\* In case CGPA/grade/grade point are awarded instead of marks, a certificate from the Registrar of the University/Head of Institute/Competent authority is to be attached specifying exact equivalent percentage and marks

\*\* If any candidate has obtained required eligible qualification from a Foreign University/Institute, copy of certificate of passing qualifying examination from MCI is to be attached along with application.

<b>29</b>	Medical Degree/ PG Degree/ PG Diploma/ DNB/ BDS/ Other qualification Registration Certificate No.: (Issued by MCI/ State Council) Date of Issue:	
<b>30</b>	Period and Date of Completion of one year Compulsory Rotational Training/ Internship: Name & Place of Institute / Hospital:	

I, hereby declare that the information as furnished above is correct to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

Date:

.....  
Signature of the Candidate

1. Please PASTE photo with signature on the first page of Application Form
2. The candidate is required to fill up all the columns. Application will be rejected if any column is left blank, not filled or incomplete. No further correspondence will be entertained.
3. Ensure that the mobile No. and Email ID are correct and valid for atleast next one year.
4. If the percentage of marks / any other data filled by the candidate is found incorrect, the company reserves the right to reject the application.
5. Self-attested photocopies of the all the applicable certificates to be attached.

**LIST OF DOCUMENTS (PHOTOCOPY) TO ATTACH:**

1	Recent Passport size photograph (not more than 3 weeks old)
2	Date of Birth Proof (As per Matriculation/Secondary Level/ Senior Secondary Level Certificate/ Mark Sheet)
3	MBBS Degree/BDS Certificate and also Post Graduate Degree/DNB/Post Graduate Diploma Certificate along with Mark Sheets of all the years.
4	Valid Registration Certificate from MCI/ State Medical Council
5	Compulsory Rotatory Training / Internship
6	Caste Certificate in respect of reserved categories in prescribed proforma (OBC Non Creamy Layer, SC/ST/EWS)
7	PWD Certificate in case of Persons with Disability in prescribed format
8	Service certificate in case of Ex-Servicemen
9	Declaration for recognized Non Creamy Layer in respect of OBC(NCL) candidates in prescribed format
10	Certificate in the format issued by the Competent Authority in respect of J&K domicile
11	In case CGPA/Grade/Grade point are awarded instead of marks, a certificate from the Registrar of the University/ Head of Institute/ Competent Authority is to be submitted specifying exact equivalent percentage and marks.
12	Experience certificate – Date of joining and date of completion should be clearly mentioned
13	Candidates working in Govt./Semi-Govt./Public Sector Undertaking/Autonomous Body should submit “ <b>No Objection Certificate</b> ” from the present employer <b>at the time of interview.</b>
14	Proof for number of attempts for MBBS/PG Degree/PG Diploma/DNB/BDS