

## **INTERVIEW RELATED INSTRUCTIONS FOR SHORTLISTED CANDIDATES**

- 1) Candidates are requested to bring the following documents in **ORIGINAL** (along with one set of photocopies duly self-attested) at the time of attending the Interview for verification of their eligibility.
  - i) Photo Identity proof in original - Voter ID Card / PAN Card / Aadhar Card / Passport / Driving License at the Interview venue, failing which the candidate will not be allowed to appear for the interview. Please also bring one self-attested photocopy of ID proof.
  - ii) Proof of Date of Birth - Certificate / Marksheet of Matriculation / 10th / 12th / HSC / School or College Leaving Certificate wherein date of birth is mentioned. In case, date of birth is not mentioned in these certificates, only then birth certificate issued by Competent Authority will be accepted.
  - iii) The name of the candidate and his/her parent's name, filled in the application form, should be same as mentioned in the Matriculation Certificate. In case, there is any discrepancy between the names recorded in the Matriculation Certificate and as recorded in the certificate of required eligible qualification(Graduation / PG Degree / PG Diploma / CA / ICWA etc.) and/or other certificates - an affidavit to be submitted to the effect that both the names belong to same person. For a person who has changed his/her name i.e. added/deleted part/parts of name, officially through Gazette notification, also need to furnish an affidavit that an addition/deletion has been made to part/parts of his/her name.
  - iv)
    - a) All Marksheets / Testimonials from Matriculation / 10th onwards.
    - b) For Appearing Candidates, whose final passing marksheet and final passing certificate are not issued as on the date of interview, shall produce the passing marksheets of all the previous Groups/Trimesters/Semesters/Years etc.
    - c) Final year/Appearing Candidates who were provisionally allowed to appear in Computer based Test should submit their final passing marksheet and final passing certificate of minimum required qualification satisfying the minimum eligibility criteria of marks. However, if the results/certificates is not available with the candidates as on the date of the interview, they will be allowed for interview with an undertaking that they will submit the same immediately after its issuance/publication in any case, by 31<sup>st</sup> August 2017, failing which, the candidature of such candidates will be rejected for the applied post / discipline without any further communication.
    - d) For candidates of Personnel/HR, Sales & Marketing and Community Development discipline, the Specialization in the relevant field and/or Major Specialisation, as specified in the Advertisement, is mandatory and it should be clearly mentioned in the Degree / Certificate / Marksheets or supported by Certificate from the Head of the Institution / Appropriate Authority.
  - v) Candidates are advised to bring duly filled Educational Qualification Details in the prescribed proforma during the Interview.
  - vi) Caste Certificate for candidates belonging to SC/ST/OBC(Non-Creamy Layer) issued by the Competent Authority as per the prescribed proforma. The OBC(Non-Creamy Layer) certificate should be of current financial year i.e. 2017-2018.
  - vii) In case of PWD candidates, certificate of PWD issued by the Competent Medical Board in prescribed proforma specifying the category of disability and percentage thereof.
  - viii) For Candidates who have availed relaxation on the basis of domicile of J&K during the period 01.01.1980 to 31.12.1989 and Ex-serviceman category would be required to provide documentary proof regarding same.
  - ix) Candidates serving in Government / Semi Government / Public Sector Undertakings / Local body / Autonomous bodies are required to produce a **"No Objection Certificate"** in **Original** from their employer at the time of interview failing which, **he/she will not be allowed to appear for the Interview.**
  - x) Kindly ensure that all the Documents / Certificates / Marksheets to be submitted are legible.
- 2) During the interview candidate shall have the liberty to answer in Hindi or English.

- 3) Bio-metric attendance will be taken at the interview centre. For Bio-metric attendance of the candidate, it is advised not to apply any external materials on their hands/foot like mehandi, ink etc.
- 4) Before attending the interview, candidates are advised to satisfy themselves regarding their eligibility as per advertisement. Candidates who upon scrutiny are found to be ineligible or turn up for the interview without required documents/original certificates will neither be interviewed nor will their travel fare be reimbursed.
- 5) CIL reserves the right of postponing or deferring the date(s) of interview for which necessary intimation will be sent to the candidate through Email / SMS only. No claims will be entertained against cancellation charges of ticket or otherwise.
- 6) Only outstation candidates will be reimbursed to and fro **3<sup>rd</sup> AC rail fare** through internet banking transfer/payment from the present address to the interviewing place/city or bus fare restricted to the rail fare by the shortest route on production of photocopy of the tickets or the journey and also a copy of Interview Call Letter. For reimbursement, both the tickets i.e. onwards journey and return are must. No local conveyance will be reimbursed.
- 7) CIL/Subsidiary company employees, who have been allowed to appear for the interview, will be issued attendance letter regarding the same. However, their TA/DA will be paid by their respective subsidiary company.
- 8) Please make necessary arrangements for your travel/stay well in advance, so as to reach the Interview venue on time. No accommodation will be provided from CIL.
- 9) In the event of your final selection, you will be required to undergo Initial Medical Examination by the Company's Medical Board for determining your medical fitness. It is therefore suggested that in your own interest kindly satisfy yourself in fulfilling medical fitness norms before coming for the interview as appointment even on selection will not be made unless you fulfil the prescribed medical standards. Please visit our website for medical norms details.
- 10) In the event of your final selection, candidates will be liable to be posted to serve anywhere in India especially in the Coalfield Areas at the discretion of the company and your attending for interview will be taken as an acceptance of the said condition.
- 11) No representation for any change of date/time of interview will be entertained in any circumstances.
- 12) Any type of canvassing for securing employment will disqualify the candidature of the Candidate.
- 13) Candidates are also advised to visit our website [www.coalindia.in](http://www.coalindia.in) for regular update in this regard.