



कोल इण्डिया लिमिटेड
COAL INDIA LIMITED

RECRUITMENT OF MANAGEMENT TRAINEES
THROUGH COMPUTER BASED TEST (CBT)

ADVERTISEMENT No. 03/2022

Frequently Asked Questions (FAQs)

Sl. No.	Question	Reply
1.	What is Discipline code in CBT-2022 Advertisement?	For the post of Management Trainee, there are 08 disciplines. Different codes are allotted for each discipline which has been mentioned in the Detailed Advertisement, available on CIL Website.
2.	How do I apply for a post/discipline?	<p>For each post/discipline, there will be an "Apply Online" link. Important instructions will appear which has to be read before accepting the terms & conditions by clicking (✓) I Agree Check-box given below. Then press START Button after which the Registration page will open for online application process.</p> <p>The Steps for filling-up of online application have been explained at Point No. 10 in detailed advertisement available in CIL website only.</p>
3.	How do I register for the online application?	<p>You will have to register by filling-up discipline, name, category (as applicable), PwD category (as applicable), mobile number and valid E-mail Id for the online application process. After registration, User Id and password will be sent to your registered mobile number and Email Id. The other steps are to be completed as per the guidelines given in the detailed advertisement.</p> <p>The Name, E-mail Id, Mobile number and</p>

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		<p><i>other credentials provided at the time of registration cannot be changed or corrected throughout the online application process or at any later stage of recruitment process. Please fill-up your Name and other details correctly as per your educational certificates to avoid any further issue. Any wrong/incorrect entry in the application which is not found substantiated, will lead to cancellation of candidature.</i></p>
4.	<p>What if I do not have an E-mail Id and mobile number?</p>	<p>The candidates must have an active E-mail Id & Mobile number which must remain valid for at least 01 year. All future communications / correspondences with the candidates will take place through E-mail only. Candidates have to ensure the accuracy of their E-mail Id & Mobile number. No change in E-mail Id & Mobile number as already declared in the online application form will be allowed.</p>
5.	<p>What if I forget my log-in Id and password or want to change them in future?</p>	<p>The Name and E-mail Id provided at the time of registration cannot be changed or corrected throughout the recruitment process. If you provide a valid and active E-mail Id at the time of registration, the Application sequence no., User Id & Password will be mailed to that registered E-mail Id only. You may check it in your E-mail for future reference.</p> <p>However, an option of “Forgot Password” is also available.</p>
6.	<p>Can I apply for more than one discipline against one advertisement if I am eligible for multiple disciplines?</p>	<p>No, candidate can apply for one discipline only. If more than one application is received from a candidate, most recent (current) application will be considered as final and all other applications made prior to the last one, shall be treated as null and void.</p>
7.	<p>How do I know that I am eligible for the post/discipline?</p>	<p>You can see the eligibility criteria for all the posts/disciplines from the Detailed advertisement available on CIL website https://www.coalindia.in/</p> <p>However, for ready reference, URL for the same is given below:</p> <p>https://www.coalindia.in/career-cil/jobs-coal-india/cbt-advertisement-no-032022/</p> <p>Candidates who do not possess the requisite qualification or possess qualification which is</p>

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		not in accordance to the Detailed Advertisement No. 03/2022 will not be considered.
8.	Are there any relaxations provided for SC/ST/OBC/PwD/ESM etc. category candidates?	<p>Yes. You can view the respective relaxations from the Detailed Advertisement by clicking on the "(Detailed Advertisement for Recruitment of Management Trainees through Computer Based Test Advertisement No. 03/2022)". However, for ready reference, URL for the same is given below:</p> <p>https://www.coalindia.in/career-cil/jobs-coal-india/cbt-advertisement-no-032022/</p> <p><i>In case there is no vacancy under SC/ST/OBC-NCL/EWS category, the eligible candidates may apply against General (UR) Category, however, no relaxation in age/marks shall be available to them. However, Point No. 05 of Detailed Advertisement No. 03/2022 will be applicable to them in this case.</i></p>
9.	How do I apply for a post/discipline if I am an employee of Coal India?	Departmental candidates (employees of CIL & Subsidiary Companies) can also apply online if they are eligible for the post/discipline. Please note that in the online application form, you have the option to indicate whether you are employee of CIL/Subsidiary of CIL and fill the details accordingly.
10.	How do I pay the application fee?	<p>Candidates belonging to GENERAL (UR) / OBC (Creamy Layer & Non-Creamy Layer) / EWS category are required to pay a Non-Refundable fee of ₹ 1000/- plus GST – ₹ 180/- totalling ₹ 1180/- (Rupees One Thousand One Hundred Eighty Only).</p> <p>Candidates are required to pay a Non-refundable Application fee of ₹ 1180/- (Rupees One Thousand One Hundred Eighty Only) through On-line mode only i.e. Credit Card/Net Banking etc., in the specified Bank Account only.</p> <p>There will be no other mode of payment of application fee. In case a candidate deposits the fee in any wrong account or through any other mode, CIL will not be responsible for the same.</p> <p>Fee once paid will neither be refunded nor</p>

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		<p>adjusted against future recruitments under any circumstances. Candidates are therefore advised to verify their eligibility before applying.</p> <p>For employees of CIL & Subsidiary Companies and for candidates belonging to SC/ST/PwD/ESM, the link for bank payment/application fee section will remain disabled as those candidates are exempted from paying application fee.</p> <p>The related guidelines/instructions, in details have been provided in the detailed advertisement.</p>
11.	<p>Can I save my application while applying for the post/discipline?</p>	<p>Yes, the online application form is divided in different sections. After filling the details in each section, please click on the "Save and Next" button at the end in order to save the information filled and move to the subsequent section. If you are not able to complete the entire form in a single attempt, you can log in again and continue filling from the last saved status and complete rest of the sections.</p> <p>Please note that application cannot be submitted after the last date/time, as mentioned in the detailed advertisement.</p>
12.	<p>What shall I do after submitting the Application Form?</p>	<p>After submitting, candidates can take print out of the application form for future record. Candidates will receive acknowledgement on their registered E-mail Id & Mobile number after successful submission of Online Application Form.</p>
13.	<p>What are the documents that I need to upload along with my online application?</p>	<p>While applying Online, candidate needs to upload the following valid documents:</p> <ul style="list-style-type: none"> i. Copies of the following self-attested documents: - <ul style="list-style-type: none"> a) Digital/Scanned copy of the recent passport size colour photograph (not older than 3 weeks in jpg/jpeg format). b) Scanned copy of signature with Black ink pen (in jpg/jpeg format) c) Scanned copies of the documents (in pdf format), as follows:

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		<ol style="list-style-type: none"> 1. Matriculation / Secondary Board level certificate in support of age. 2. Final / Provisional Degree / Certificate for Graduation and Post-Graduation, as applicable. 3. Apart from the other required documents, the candidates of final year / semester / trimester in the academic year 2021-22 will have to upload self-attested copy of their latest year / semester / trimester mark sheet / marks transcript of relevant minimum educational qualification including the percentage of marks obtained (<i>please calculate percentage from GPA/CGPA/OGPA/CQPI in advance as per university conversion formula</i>) which should match with the conversion in percentage (%) certificate issued by University/Institute. 4. Candidates belonging to OBC (Non-Creamy Layer), SC / ST will have to upload self-attested copy of valid caste certificate in prescribed format. 5. For PwD category, self-attested copy of certificate in the prescribed format of Govt. of India duly issued by the competent authority, has to be uploaded. 6. Candidates belonging to Economically Weaker Sections (EWS) will have to upload self-attested copy of valid Income & Asset certificate issued by the competent authority as per OM No.36039/1/2019-Estt (Res) dated 31.01.19 of DoPT, Ministry of PPG &P, Govt. of India. 7. Discharge / Service Certificate in case of Ex-Servicemen. 8. Certificate issued in the prescribed format by the competent authority in respect of J&K domicile. 9. Candidates presently employed in Government / Semi-Govt. / Public Sector Undertaking / Autonomous

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		<p>body should submit No Objection Certificate (NOC) from the Competent Authority of their present employer as per Point No. 10(vii) of advertisement.</p> <p><i>The details can be seen from Point No. 09 of advertisement.</i></p>
14.	<p>Can I make any changes to the Application Form after submission?</p>	<p>No, you cannot make any changes to the Application Form once submitted. Before final submission of the Form, you will be able to Preview the details filled in the application form and can make modifications if required using the Back/Cancel button at the end of the Section of the application form.</p>
15.	<p>How would I be contacted by Coal India if required?</p>	<p>All communication/correspondences will be made through registered E-mail Id only. You may visit CIL website regularly and check your E-mail or any other information related to this recruitment.</p>
16.	<p>I am final year student / my final year/semester result is not yet declared. Am I eligible to apply?</p>	<p>Candidates who have completed their degree of minimum qualification or appeared / appearing in final year / semester / trimester and will pass out in the academic year 2021-2022 are eligible to apply. The minimum criteria of marks shall also be applicable to the candidates who have appeared / appearing for the exam for completion of their minimum required qualification.</p> <p><i>The details can be seen from Point No. 2 Note (vi) of the advertisement.</i></p>
17.	<p>My father/mother/relative is employee of Coal India Ltd/its Subsidiary company. Can I apply as departmental candidate?</p>	<p>No, only the concerned regular employees of CIL/ Subsidiary company can apply as Departmental candidates.</p>
18.	<p>The average of all semesters is 59.75%, can I apply for MT post as General category candidate?</p>	<p>No, the minimum marks have to be 60% for General UR / OBC(NCL) / EWS and not less than 60%. Even 59.99% marks also not eligible and it should be exactly 60% and above (<i>except for Company Secretary discipline</i>). The rounding off percentage will not be acceptable under any circumstances and 60% marks and above will only be considered. In case of relaxation for other categories of candidates, Detailed Advertisement may be referred.</p>

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19.	Can I apply if my age is 30 Years and 01 day in General category as on 31.05.2022?	No, you are not eligible. The Upper Age Limit is 30 Years as on 31.05.2022 for General (UR) & EWS category candidates. Similar rule will be applicable for reserved categories, after relaxation and as applicable.
20.	My current residential address is temporary and it is likely to be shifted soon, so which address, I should provide?	It is advisable to furnish the correspondence address which will remain valid for minimum one year. Providing temporary addresses can lead to inconvenience for future communication.
21.	I have completed Dual Degree course (B.Tech + M.Tech / B.Tech + MBA), am I eligible to apply?	Yes, A candidate with dual degree is eligible to apply, provided he/she has the minimum required marks of applied discipline/post & passed desired qualification on or before 31.08.2022 .
22.	Is there any restriction on no. of times a candidate can appear/apply for this exam?	No, there is no restriction on appearing for examination even if he/she has appeared in the past recruitment process.
23.	Will CIL refund the Application fee in case my candidature is rejected due to any reason?	No, the Application fee once deposited is neither refundable nor adjustable for future recruitment.
26.	I want to change my choice of center, can I do it?	A candidate is not allowed to change his/her choice of center after the on-line application is submitted. Any city/center allotted by CIL has to be accepted by the candidates.
27.	How I will receive Admit Card?	The Admit Card is to be downloaded by the candidate from the link sent to the candidates on their E-mail Id or take print-out from their Individual Login Portal. Please bring print-out of the Admit Card at the examination center along with valid ID proof (Govt.), in original. The candidate will be informed through SMS/E-mail. Since all the related information will be uploaded on CIL website, candidates are advised to visit the same on frequent basis.
28.	Where should I contact in case of any problem related to on-line application?	In case of any problems faced by the candidates in filling up the online application they may refer the "Help Desk Option" available in the individual login portal. For queries other than the online application form candidates may write to Email Id: supportmrectt.cil@coalindia.in only.

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29.	What is the Scheme of the Online Examination?	The duration of Computer Based Online Test will be for 3 hours (in one sitting) consisting of two papers (Paper-I & Paper-II) of 100 marks each. Paper-I will consist of General Knowledge/Awareness, Reasoning, Numerical Ability and General English and Paper-II will consist of Professional Knowledge (Discipline related) with 100 multiple choice questions (MCQ) in each paper. Each question will carry 1 mark and there is no penalty for wrong answer. No marks will be awarded for un-attempted questions.
30.	How to convert CGPA in %age?	In case of CGPA/GPA, conversion in % should be made as per the concerned University/Institute guidelines. It should match with certificate issued by University/Institute in this regard.
31.	If I am a SC/ST/OBC(NCL) candidate and applied in General(UR) category, can I avail relaxation if I submit caste certificate in future?	No. SC, ST & OBC (Non-Creamy Layer) category candidates desirous of having relaxation need to upload Caste certificate then and there, for availing relaxation.
32.	If I belong to OBC (Creamy Layer), can I avail the relaxation under OBC(NCL) category?	No. The OBC candidates who belong to Creamy Layer are not entitled for relaxation admissible to OBC(NCL) category and such candidates have to indicate their category as General(UR).
33.	If my caste/community appears in the State List of Other Backward Classes, can I avail the relaxation under OBC(NCL) category?	The name of caste and community of the candidate must appear in the "Central List of Other Backward Classes", as provided in Point No. 7 (iv) of the Detailed Advertisement No. 03/2022. Link is http://www.ncbc.nic.in
34.	I have completed my Degree in AMIE, am I eligible to apply?	No.
35.	I am a Departmental candidate and completed my Degree not in regular basis. Am I eligible to apply? Are there any relaxation in marks for the Departmental candidates?	No. Departmental candidates must have completed regular full time course. No, there is no relaxation in marks for the Departmental candidates.

NOTE: *In case of any further clarification / information / inconsistency, candidates are advised to refer Detailed Advertisement No. 03/2022 published on CIL website.*