

Ref. No. BCCL/IA/CS Trainee/2024-25/166

Date: 19.02.2025

Notification for engagement of a professional exam passed Trainee (Practical Training of Company Secretary) for duration of 21 Months

Bharat Coking Coal Limited, (BCCL) is a wholly owned subsidiary of Coal India Limited, under the Ministry of Coal, Government of India and Mini Ratna Company since 2014. BCCL is a major contributor towards fulfilling energy requirement of the nation. BCCL produced 41.10 Million Tonnes (MT) of coal with 13.59% of growth over the previous year and dispatched 39.27 MT coal in FY 2023-24 with 10.52 % growths over the previous financial year with a Net Sale of the company Rs. 13,216.17 Cr. with PAT of Rs.1564.46 Cr. in 2023-24. The authorized share capital of BCCL is Rs. 5100.00 Cr. and the Paid-up share capital of company is Rs. 4657.00 Cr. as on 31.3.2024.

In pursuit to professional excellence and to strengthen the cooperation and understanding with the professional institutions like ICSI (Institutes of Company Secretaries of India) BCCL is looking forward to engage 1 (One) Trainee for practical training for duration of 21 months, for the students who have passed professional program and completed the Executive Development Programme from Institute of Company Secretaries of India (ICSI) as per the applicable guidelines of the Institute.

The terms and Conditions for such engagement shall be as follows:

A. Duration of Training:

Following the curriculum requirements of ICSI the duration of practical training of such Trainee who has completed Professional program from ICSI shall be 21 Months from the day of its engagement. The engagement shall be termed as Practical Training and the student engaged shall be termed as Trainee and under no circumstances such engagement shall lead towards any claim of employment during the entire duration of training or even after the completion of such training.

B. Monthly Stipend:

The Trainee shall be paid at a rate of a lump sum of Rs. 22000/- per month following the attendance, as Stipend that is inclusive of all kind of expenses and reimbursements.

C. Crucial Date:

The various eligibilities fulfilment shall be assessed and cross checked with respect to the date of 01st March 2025, if otherwise not specified specifically and separately.

D. Eligibilities:

D1: Qualification: The applying candidate must have completed and passed professional program and the required period of Executive Development Programme from Institute of Company Secretaries of India as on the crucial date. Candidates who have already completed their Management Training need not to apply.

D2: Upper Age Limit: Since there is only "One" opportunity hence the same is Un Reserved and the applying candidate should have not born before 02nd March 1997" that is corresponding to the fact that the age of the candidate should not exceed to 28 years on the Crucial date i.e. 01st March 2025.

D3: Reservation: The number of opportunity for Trainee is "01" and the same is Un Reserved.

E. How to apply:

- i. Interested candidates meeting the above requirements may apply ONLINE and upload scanned copy of following certificates in BCCL Online application portal in career page of BCCL website (www.bcclweb.in):-
- ii. All the fields in the form needs to be filled up.
- iii. Recent passport size color photograph.
- iv. Scanned image of candidate's signature (in dark blue or black ink).
- v. Proof of Date of Birth (Birth Certificate (or) SSLC/Matriculation Mark Sheet).
- vi. Copy of AADHAR Card.

- vii. Copy of PAN card
- viii. Mark sheet for passing professional program (all groups), Executive program (all groups), 12th and 10th in chronological order)
- ix. Category Certificate (in case of candidates belonging to SC/ST/OBC- NCL categories) (optional).
- x. Certificate of 30 days EDP Completion.
- xi. In support of educational qualification(s) and mandatory training (s) all documents are to be arranged in chronological order from point (v to x) in a single pdf file and to be uploaded.
- xii. Candidates are requested to ensure that only legible self-attested documents are uploaded.
- xiii. Scrutiny of applications for short listing of candidates will be solely based on documents/certificates uploaded by the candidates at the time of registration/submission of application though online mode.
- xiv. Before registering/applying online, the candidates should ensure that they have a valid email ID, which should remain valid till the selection of trainee process is completed.
- xv. After submitting the application though online mode, a Registration-Cum- Application Form will be generated. Candidates are required to take a print out of the same and should submit along with copies of other uploaded documents at the time of certificate verification.
- xvi. No manual/paper applications will be entertained directly.

Documents	File Type	File size not exceeding
Passport size photo (3.5 cm width x 4.5 cm height)	JPEG	50 KB
Good quality image of candidate's signature (in dark blue or black ink) (3.5 cm width x 1.5 cm height)	JPEG	50 KB

Proof of Date of Birth (Birth Certificate (or) SSLC/Matriculation/HSC Mark Sheet)	PDF	Single file upto 5 MB
Copy of Aadhar Card		
Copy of PAN card		
Mark sheet for passing professional program (all groups), Executive program (all groups), 12th and 10th		
Copy of category Certificate (applicable to SC/ST/ OBC-NCL categories only)		
Certificate of 30 days EDP Completion		

F. Method of Selection:

The merit will be drawn by arranging the passing percentage all group together of Professional program of ICSI in descending manner by keeping the highest scorer at the top of the merit. Tie of marks shall be resolved firstly by preferring the candidate who passed earlier in the professional program and secondly, if the tie still remains unresolved, by the candidate with higher age will be given the preference.

The scrutiny of original documents for establishing the fulfilment of eligibilities by the applicants shall be scheduled for first candidates falling in the merit list, the day of scrutiny shall be notified separately through email. The first candidate falling under merit who fulfils the stipulated eligibilities, shall be offered the opportunity for pursuing the 21 month training in BCCL under the guidance of the Company Secretary of BCCL. The candidature of such candidates shall be cancelled who fail to present themselves for attending the scheduled scrutiny or other notified events as may be required or he fails the eligibility criteria or any other reasons as decided by the management. If the first candidate under merit list does not qualify or is unavailable, next candidate from the merit list shall be offered for imparting practical training in BCCL. The process will be going on until the suitable candidate found by the BCCL.

G. Social Security: There shall be no deduction for social security benefits as such the opportunity of Practical Training pertains to training function and under any circumstances it cannot be treated at par with the employment hence the person engaged against such opportunity will be a Trainee and he/she cannot be treated at par with the Employee/ Workmen and shall be guided under the guidelines issued by the ICSI from time to time.

H. Medical Benefits:

No medical benefits will be provided to the Trainee by BCCL.

I. Logistics and Support:

BCCL shall offer the appropriate office space and other basic amenities as may be deemed fit by the departmental head for carrying out day to day assignments.

J. Accommodation:

The trainee shall be responsible for own arrangement for accommodation in near surrounding of the BCCL's HQ.

K. Admissibility of Leaves: Leave shall be sanctioned by the guide that is Company Secretary of BCCL. Un-authorized absence beyond 10 days will lead to cessation of the Training without any further notice.

L. Working Hours and Terms and conditions:-

- i. The Student shall be entitled for maximum number of 21 days leave as per the guidelines issued by ICSI.
- ii. The students availing leaves more than his/her entitlement, in such case his/her training will get extended for proportionate days of excess leaves.
- iii. They shall agree to stay beyond the normal working hours wherever required and for this no extra stipend will be paid to them.
- iv. Unauthorised absence for consecutive 10 days will disqualify them for imparting further training.

- v. They shall also maintain absolute integrity and maintain the secrecy of the documents they come across during the course of training.
- vi. They shall not share any information without prior approval of the Management.

M. Execution of Training Deed:

The Intended training is prefixed with a deed Bond with the BCCL for effectuating the agreement of the Trainee to the fact that he/she will have no claim for any kind of employment with any of the Subsidiary company of CIL including CIL HQ either in the intervening period or after the completion of Training period. The format of Bond shall be made available to the successful candidate before commencement of training.

Beside the training deed candidate will have to accept the terms and conditions which will be suffixed with the offer of the opportunity before commencement of training.

N. General Terms & Conditions:

1. No TA/DA will be paid to the applicants who are shortlisted and called to appear into the scrutiny and post scrutiny processes for completion of formalities.
2. The Trainee shall not be absorbed in BCCL in any capacity in any case whatsoever and the Trainee shall not raise claim for the employment in BCCL in any case. Any such claim for employment will not be entertained.
3. Candidates are advised to periodically visit BCCL website that is www.bcclweb.in as all future correspondence and latest information with regard to Trainee engagement will be given on our website.
4. Applications which are incorrect/ incomplete in any other mode/form other than online mode, or not fulfilling the eligibility criteria shall not be considered "Eligible" and treated as "Rejected" without giving any notice to the candidate.
5. Canvassing in any manner at any stage will lead towards cancellation of the candidature.
6. Any material suppression of facts or submitting forged/false certificates shall lead to rejection of his / her candidature at any stage of selection process without giving any notice to the

candidate.

7. Any disagreements or disputes regarding the engagement of a trainee will be handled solely by the CMD of BCCL (Bharat Coking Coal Limited).
8. The competent authority reserves the right to adopt any alternative and lawful mode of selection in part or in whole.
9. Trainee will not be provided any accommodation, fooding/ lodging or transport during the training period by BCCL.

Note: In case candidate face any difficulty while applying, may contact to **Company Secretary Department, BCCL** by writing an email to: cos.bccl@coalindia.in

However all relevant information will be provided through official website of BCCL. Candidate may visit BCCL website i.e. www.bcclweb.in under Menu>info bank> careers in BCCL section for updates.

Important Dates

Online Registration staring time and date: 10:00 hours on 04.03.2025

Online Registration closing time and date: 17:00 hours on 24.03.2025

Sd/-

Company Secretary, BCCL
Koyla Bhawan, Dhanbad-826005